

**U.S. Paralympics Track & Field  
GAMES STAFF SELECTION PROCEDURES  
2019 Parapan American Games  
August 14, 2017**

These procedures provide for selection of U.S. Paralympics Track and Field’s **Games Staff** [Team Leader, Coach(es), and Additional Officials] for the 2019 Parapan American Games. However, accreditation allocation is not guaranteed and will be based on final USOC credential allocation and overall team size. Responsibility of payment for allocated accreditations will be determined by the USOC and U.S. Paralympics Track and Field.

1. Describe the specific Games Staff position(s) that U.S. Paralympics Track and Field is requesting.

<b>USOC Role Name - (Games Function)</b>	<b>Responsibilities</b>
Team Leader (1)	Serve as primary point of contact and liaison between the USOC and U.S. Paralympics Track and Field before, during and after the Games
Assistant Team Leader (2)	Assist with all Team administration; assist the Team Leader with logistics, discipline, and Games requirements
Coach (1 Head Coach and up to 8 Assistant Coaches)	Prepare and support athletes for success on the field of play
Mechanic (1)	Provide mechanical support/services to the athletes
Prosthetist (1)	Provide prosthetic support/services to the athletes
Medical: PT/ATC, Massage, Chiro, Physician (up to 6)	Provide appropriate sport specific medical care to the athletes
Personal Care Assistant (as needed depending on team make up)	Assist athletes with daily personal care
Sport Nutritionist (1)	Provide nutrition support leading up to and during competition and manage athlete recovery station during competition
Sport Psychologist (1)	Work with individual athletes to develop and strengthen mental skills, work with the Team to build trust and cohesion and work with coaching staff to provide targeted resources for athletes, Team and coaches

2. What are U.S. Paralympics Track and Field’s criteria for the above Games Staff position(s) (attach a job description, if any)?

U.S. Paralympics Track and Field Games Staff must:

- 2.1. Successfully pass the National Center for Safety Initiatives’ (NCSI) background screen in accordance with the current USOC Games Background Check Policy prior to nomination.
  - 2.1.1. Should a nominee experience any event between the time the background check is conducted and the relevant Games that may change

his/her background check status, the nominee must inform U.S. Paralympics Track and Field and/or USOC.

- 2.2. Possess a valid passport that does not expire until at least six months after the conclusion of the Games.
- 2.3. Have the ability to work effectively with the USOC.
- 2.4. Have strong administrative, communication and organizational capabilities/skills.
- 2.5. Be responsible for Team's adherence to all rules regarding discipline at the Games.
- 2.6. Fulfill all duties and requirements of the USOC including attendance at USOC Games related meetings (if applicable).
- 2.7. Be available for entire duration of the Games.
- 2.8. Demonstrate ability to establish harmonious relationships with athletes and other Team personnel.
- 2.9. Be in good health and able to withstand the physical rigors of traveling with and working with the Team.
- 2.10. Be a currently employed staff member or contractor of U.S. Paralympics Track and Field/USOC.
- 2.11. Be listed on U.S. Paralympics Track and Field's Long List and must successfully complete all Games Registration requirements by stated deadlines.
- 2.12. Participate in USADA training as required for position.
- 2.13. Participate and complete the USOC's Safe Sport training.
- 2.14. Have demonstrated professionalism measured by:
  - 2.14.1. Exceptional interpersonal and communication skills;
  - 2.14.2. Ability to be an outstanding team player;
  - 2.14.3. Ability to stay positive in stressful situations;
  - 2.14.4. Ability to dilute logistical/emotional stress so that athletes can focus on competition.
- 2.15. Have previous experience at U.S. Paralympics Track and Field events, camps and/or competitions.
- 2.16. Have a thorough knowledge and understanding of:
  - 2.16.1. Track and Field sport terminology;
  - 2.16.2. U.S. Paralympics Track and Field Athlete and Sport Program Plan;
  - 2.16.3. U.S. Paralympics Track and Field Athlete selection procedures for the assigned Team;
  - 2.16.4. U.S. Anti-Doping Agency (USADA) and IPC Anti-Doping policies and procedures;
  - 2.16.5. World Para Athletics (WPA) Rules and Regulations;
  - 2.16.6. WPA Athletics Classification Rules and IPC Athlete Classification Code.
- 2.17. Have no prior negative feedback (survey, in writing or otherwise) from working previously with athletes or staff.
- 2.18. Be available for any/all U.S. Paralympics Track and Field events, camps, etc. hosted for the 2019 Parapan American Games Team.

In addition to criteria 2.1 through 2.18 above, Team Leader and Assistant Team Leader must:

- 2.19. Have U.S. Paralympics Track and Field's approval to make financial decisions regarding the Team.
- 2.20. Have previous administrative, international relations and/or Team Leader experience at an international competition.
- 2.21. Have ability to professionally interact with coaching staff, athletes, U.S. Paralympics and USOC Administration, and World Para Athletics personnel.
- 2.22. Have previous experience and ability to assist with all team administration, paperwork, logistics, discipline, forms, and entries and international competition requirements.

In addition to criteria 2.1 through 2.18 above, Coaches must:

- 2.23. Possess a high level of specific technical and tactical knowledge of the sport.
- 2.24. Be a current coach member of the sport (i.e., USATF, IAAF, etc.) with all pertinent safety certifications valid.
- 2.25. Currently coaching in a recognized program (i.e. NGB, YMCA, YWCA, HS, NCAA, NAIA, Paralympic Sport Club, elite training group, etc.).
- 2.26. Currently hold a track and field coaching certification (i.e., USATF, IAAF, etc.).
- 2.27. Have previous experience and proven ability coaching teams at the national and international levels.

In addition to criteria 2.1 through 2.18 above, Mechanic must:

- 2.28. Possess appropriate experience relative to the position/area of expertise for which they may be nominated;
- 2.29. Have expertise in track and field-specific mechanics, maintenance and repair/modification of racing chairs, daily-use wheelchairs and throwing frames;
- 2.30. Have experience as a mechanic/technician in a competition setting;
- 2.31. Have the ability to assist all athletes with assembly, supplies and maintenance.

In addition to criteria 2.1 through 2.18 above, Prosthetist must:

- 2.32. Possess appropriate experience relative to the position/area of expertise for which they may be nominated;
- 2.33. Hold a current prosthetist certification;
- 2.34. Have track and field-specific expertise/background in working with amputees;
- 2.35. Have the ability to make repairs to a variety of prosthetic limbs;
- 2.36. Have experience as a prosthetist in a competition setting;
- 2.37. Have the ability to assist athletes with prosthetic supplies and maintenance.

In addition to criteria 2.1 through 2.18 above, Medical Personnel must:

- 2.38. Possess the appropriate certifications.
- 2.39. Pass a medical credential review in addition to the approved USOC Games Background Check, which will be a combined check managed through USOC Sports Medicine (separately arranged background checks will not be considered).

- 2.40. Meet the required experience and proficiency levels as determined by USOC Sports Medicine and outlined in Attachment A and the documents found at <http://www.teamusa.org/About-the-USOC/Athlete-Development/Sports-Medicine/Volunteer-Program.aspx>.
- 2.41. Be approved for nomination through the USOC's Sports Medicine Division.
- 2.42. Have ongoing (more than two years) and current clinical experience treating sports-related injuries and knowledge and experience treating the medical issues associated with track and field.

In addition to criteria 2.1 through 2.18 above, PCA must:

- 2.43. Have a professional medical background—a degree and PT, OT, nurse or other medical license;
- 2.44. Have sport-specific expertise working with persons with disabilities;
- 2.45. Have experience working with athletes and coaches in a competition setting;
- 2.46. Be able to assist all athletes/disability groups with daily personal care as necessary.

In addition to criteria 2.1 through 2.18 above, Sport Nutritionist and Sport Psychologist must:

- 2.47. Possess appropriate experience and/or certifications relative to the position/area of expertise for which they may be nominated.
- 2.48. Have experience and proven ability working with teams at the national and international levels.

3. Describe the intended method of identifying the pool and selecting the candidates to be considered for the Games Staff position(s):

U.S. Paralympics Track and Field will not solicit applications for the Games Staff position(s). U.S. Paralympics Track and Field will contact individuals with an extensive background and history in working with the U.S. Paralympics Track and Field Program to gauge their interest for being considered for a staff position. The Games Staff position(s) will be filled by current U.S. Paralympics Track and Field employees and/or contractors who meet the criteria above.

Recognizing that a staff is more than the skills brought by its individual members, staff nominations will take into consideration the mix of the full Team staff (experience, rapport with athletes and other staff, international event experience) as well as qualities beyond technical skills and experience that will contribute to Team success.

4. Describe the removal of Games Staff:

An individual who is to be nominated to the above-listed Games Staff position(s) by U.S. Paralympics Track and Field may be removed as a nominee for any of the following reasons, as determined by U.S. Paralympics Track and Field.

- 4.1. Voluntary withdrawal. Games Staff nominee must submit a written letter to the Vice President, Paralympics.
- 4.2. Injury or illness as certified by a physician (or medical staff) approved by U.S. Paralympics Track and Field. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by U.S. Paralympics Track and Field, his/her injury will be assumed to be disabling and he/she may be removed.
- 4.3. Inability to perform the duties required.
- 4.4. Violation of the U.S. Paralympics Code of Conduct (Attachment B).
- 4.5. Inability to commit to the travel dates and responsibilities assigned.

Once the Games Staff nomination(s) is accepted by the USOC, the USOC has jurisdiction over the Games Staff, at which time, in addition to any applicable NGB/HPMO/PSO Code of Conduct, the USOC's Games Forms apply. The USOC's Games forms are available as part of Games Registration prior to the respective Games.

5. Describe the replacement of Games Staff:

In the event that the Nominated Games Staff member is unable to perform the duties of the position(s) for injury, illness, Code of Conduct violation or any other unforeseen circumstances that would result in the need to replace him/her, the replacement candidate must meet all of the applicable criteria listed in #2 above.

6. Which group/committee will make the final approval of the Games Staff position(s)?

The U.S. Paralympics Track and Field Selection Committee will make the final approval.

Director, High Performance, Paralympic Track and Field  
Vice President, Paralympics  
Associate Director, Paralympic Track and Field National Team Programs  
Athlete Representative

7. Conflict of Interest:

An individual involved in the selection process who has a conflict of interest must disclose this information, and recuse him or herself and not influence others regarding the discussions, meetings or decisions involving the selection of the Games Staff position(s). If there is an issue concerning whether a conflict of interest exists, the USOC's Board or Ethics Committee, as appropriate, shall determine if a conflict exists.

8. Date of Nomination:

The Games Staff Nomination Form with the Staff nominee's name, including the name of a replacement (if applicable), will be submitted to the USOC on or before:

June 7, 2019

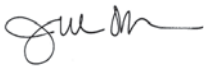

9. Publicity/Distribution of Procedures:

The USOC approved selection procedures (complete and unaltered) will be posted/published by the NGB/HPMO/PSO in the following locations:

9.1. Web site: [www.usparalympics.org](http://www.usparalympics.org)

These procedures will be posted as soon as possible, but not more than five days following notice of approval by the USOC.

9.2. Other (if any): N/A

Position	Print Name	Signature	Date
NGB/HPMO/PSO President or CEO/Executive Director	Julie Dusliere		8/14/2017
USOC Athletes' Advisory Council Representative*	Anjali Forber-Pratt		8/23/17

\* If the USOC AAC Representative has delegated authority to the Alternate AAC Representative to sign the Selection Procedures, attach a letter from the AAC Representative indicating the reason he/she has delegated authority.

\* Signature by the Athlete Representative constitutes that he/she has read and understands the Selection Procedures. If the Athlete Representative reads and does not agree with the Selection Procedures being submitted by the NGB/HPMO/PSO, he/she may submit those reasons in writing to his/her Sport Performance Team.

\* If, for some reason, a sport does not have an elected USOC AAC Representative, the NGB/HPMO must designate an athlete from that sport to review and sign the Selection Procedures.

## Attachment A

### USOC Sports Medical Games Requirements

#### PURPOSE

The USOC has developed medical requirements to ensure the safety of athletes during Games (Olympic, Paralympic, Pan American and Para Pan American, etc.). This policy addresses equipment requests and minimum standards for all NGBs and medical providers attending games.

#### POLICY

##### 1. Requests

NGBs **must identify medical support requests to the USOC Sports Medicine department**. These requests must specify any supplies, equipment, and other medical support provided at the Games. Anti-doping concerns or comments should also be identified. Collected information will be reviewed by the USOC Managing Director of sports medicine who will then identify and communicate the level of support to be provided by USOC Sports Medicine. Any changes to the requested sports medicine support should be immediately forwarded to USOC Sports Medicine. In cases where medical services or materials are not identified, the USOC cannot guarantee support for additional or late requests because of time, budget and other factors.

##### 2. NGB Health Care Providers

NGBs must nominate and allocate Games credentials to NGB identified health care provider(s) to support the NGB sports medicine needs during the games. Any potential NGB medical provider who *could* be nominated to provide services must be identified by the NGB no later than the due date for the respective Games Long List. Additionally, all NGB medical providers must meet the criteria as identified in the NGB's approved Additional Officials Selection Procedures, along with the additional criteria outlined below.

The medical staffing list will include anyone who will potentially be credentialed by the NGB and/or use a day pass to provide services at an Olympic/Paralympic Village or a High Performance Training Center. Health care providers must meet minimum qualification standards which are identified below by their specialty without exception. NGBs must ensure their identified medical staff can meet these standards prior to advancing their nomination for a Games credential or day pass access. If the provider is not licensed in the United States, they may be ineligible to be credentialed. In order to meet expected standards of care and mitigate risk management issues, selected provider(s) **must** meet the below minimum qualifications in addition to the Selection Procedures criteria to provide medical services at games. These qualifications include:

- 1) Meet all criteria identified in the USOC Volunteer Program Application for specific specialty (Attachments located at [www.teamusa.org/medicalvolunteer](http://www.teamusa.org/medicalvolunteer)). On occasion, specific supporting documentation will be requested at the discretion of USOC Sports Medicine.
- 2) Successfully pass a medical credential review and criminal background check at or above USOC standards with the National Center for Safety Initiatives (NCSI)
- 3) Review of the venue emergency action plan with USOC Sports Medicine staff prior to the first scheduled practice or event.
- 4) Complete required Medical Team Education Modules addressing Anti-Doping, Safe Sport and/or other prerequisite training.

Appendix: Location of criteria:

- Athletic Trainer Qualification Criteria – located at [www.teamusa.org/medicalvolunteer](http://www.teamusa.org/medicalvolunteer)
- Physical Therapist Qualification Criteria - located at [www.teamusa.org/medicalvolunteer](http://www.teamusa.org/medicalvolunteer)
- Doctor of Chiropractic Qualification Criteria - located at [www.teamusa.org/medicalvolunteer](http://www.teamusa.org/medicalvolunteer)
- Physician Qualification Criteria - located at [www.teamusa.org/medicalvolunteer](http://www.teamusa.org/medicalvolunteer)
- Massage Therapist Qualification Criteria - located at [www.teamusa.org/medicalvolunteer](http://www.teamusa.org/medicalvolunteer)

## ATTACHMENT B

**UNITED STATES OLYMPIC COMMITTEE  
CODE OF CONDUCT  
FOR  
U.S. PARALYMPICS NATIONAL TEAMS  
AND  
U.S. PARALYMPICS PROGRAMS**  
*November 26, 2013*

### **ATHLETE PLEDGE AND AGREEMENT**

I pledge to uphold the spirit of this Code of Conduct (the “Code”), which offers a guide to my conduct as a member of a U.S. Paralympics National Team or a U.S. Paralympics Team to international competition (the “Team”). This Code applies to those Paralympic sports in which the United States Olympic Committee (USOC) has not recognized a National Governing Body or a Paralympic Sport Organization to govern the sport. I acknowledge that I have a right to a hearing if my opportunity to compete is denied or if I am charged with a violation of this Code.

I have familiarized myself with the Code and understand that acceptance of its provisions is a condition of my membership on the Team.

#### **As a Member of the Team, I hereby promise and agree that I:**

- will abide by all published rules related to the Team selection procedures as approved by U.S. Paralympics or the USOC;
- have acted and will act in a sportsmanlike manner consistent with the spirit of fair play and responsible conduct;
- will maintain a level of fitness and competitive readiness that will permit my performance to be at the maximum of my abilities;
- will submit to a physical examination by USOC medical personnel if my ability to compete is compromised due to physical injury, illness or incapacity and I understand that such physical injury, illness or incapacity may be cause for my not being selected to the Team, being removed from the Team, or not being allowed to participate if I remain on the Team.
- will not commit a doping violation as defined by the World Anti-Doping Agency (WADA), the United States Anti-Doping Agency (USADA), the International Paralympic Committee (IPC) or USOC rules;
- am not currently serving a doping violation and/or do not have a pending or unresolved doping charge;
- will not engage in any conduct that is criminal under any laws applicable to me, including, but not limited to laws governing the possession and use of drugs and alcohol and providing of drugs to any person and of alcohol to minors;



- will not participate or assist in any gambling or betting activities associated with any event related to my sport or my participation;
- am eligible to compete under the rules of the IPC and its pertinent committees, and its pertinent member organizations and under the rules of the USOC;
- am in possession of a valid USA passport, that will not expire prior to six months following the conclusion of any international competition, should I be chosen for an international team that requires a passport;
- will refrain from conduct detracting from my ability or that of my teammates to attain peak performance;
- will respect the property of others whether personal or public;
- will maintain a level of personal hygiene and cleanliness appropriate to respect my teammates;
- will respect members of my Team, other teams, spectators and officials, and engage in no form of discriminatory behavior nor in any form of verbal, physical or sexual harassment or abuse;
- will follow the Team rules, whether set by Team leadership or adopted by consensus, including by way of example, rules regarding curfew and required attendance at Team meetings;
- agree to wear the uniforms approved by U.S. Paralympics at official activities sponsored by the USOC or U.S. Paralympics as directed by U.S. Paralympics staff, and I agree to compete in the U.S. Paralympics-approved Team uniform, where such a uniform is provided, in competitions at which I am supported by U.S. Paralympics . I agree to wear the names and logos of U.S. Paralympics sponsors, suppliers and licensees on Team competition wear, other uniforms and casual wear as provided by U.S. Paralympics. I agree to not alter any Team uniform, either by removing or obstructing the names or logos of U.S. Paralympics sponsors, suppliers and licensees or by adding patches, stickers, or other means of displaying unauthorized names, logos or messages;
- agree to not demean or defame the USOC, U.S. Paralympics or its sponsors, their names, logos, marks, products or services. I acknowledge that endorsing and supporting U.S. Paralympics sponsors through my actions and words reflects well on the team and on those supporting the team.
- agree to be filmed, videotaped and photographed, and to have my image and voice otherwise recorded, in any media, during any event I am attending under the auspices of the USOC or U.S. Paralympics, by U.S. Paralympics official photographer(s), film crew(s) and video crew(s), and by any other entity authorized by U.S. Paralympics, under the conditions specified by U.S. Paralympics. I hereby grant U.S. Paralympics the irrevocable, perpetual, fully paid-up, worldwide right and license to use, and to authorize third parties to use, in all media, my name, picture, likeness, voice and biographical information for: (1) news and information purposes, (2) promotion of the Paralympic movement and the specific

competition(s) in which I compete, (3) promotion of the Team, and (4) promotion of U.S. Paralympics and the USOC ; in no event may U.S. Paralympics or the USOC use or authorize the use of my name, picture, likeness, voice and biographical information for the purpose of trade, including any use in a manner that would imply an endorsement of any company, product, or service, without my written permission;

- will not use or authorize the use of photographs, films or videos of myself in my USOC or Paralympic Team apparel or equipment or the use of any USOC or U.S. Paralympics logo for the purpose of trade, promotion, fund raising or on merchandise, without the prior written consent of U.S. Paralympics;
- will abide by the rules of the IPC or other Paralympic international federations concerning allowable trademark identification on clothing and equipment worn or used in competition or on visible body tattoos.
- understand that if I require legal representation because I am accused of criminal misconduct or an anti-doping violation, or if for any other reasons I require the services of an attorney, I will be personally responsible for payment of such legal fees and expenses;
- will act in a way that will bring respect and honor to myself, my teammates, the Team, U.S. Paralympics, the USOC, and the United States; and
- will remember that at all times I am an ambassador for my sport, my country and the Paralympic Movement.

### **ATHLETE OMBUDSMAN**

I may contact the USOC Athlete Ombudsman, at 719.866.5000, [Sara.Clark@usoc.org](mailto:Sara.Clark@usoc.org) or [www.athleteombudsman.org](http://www.athleteombudsman.org) for further information regarding my rights under this Code that are not answered by U.S. Paralympics.

### **PARTICIPANTS' AFFIRMATION**

I have read and accept this Code of Conduct. I agree to the rules, guidelines, jurisdiction and procedures stated in these documents as a condition of being a member of the Team.

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Signature

Date

<p style="text-align: center;"><b>PARENT/GUARDIAN CERTIFICATION</b> <b>(For Participants Under the Age of 18 as of Date of Signature)</b></p>
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Signature

Date

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Relationship (Parent or Guardian)

