



USA Team Handball  
 STAFF SELECTION PROCEDURES  
 North American and Caribbean Confederation Championships  
 1 – 8 November 2020, Puerto Rico  
 16 September 2020

USATH/USOPC Role Name	Function
Team Leader	Team Leader
Head Coach	Head Coach
Assistant Coach	Assistant Coach
Assistant Coach/Technical/Video	Video Analysis
Assistant Coach/Goalie Coach	Goalie Coach
Athletic Trainer	Certified Athletic Trainer
Physician	Medical Doctor or Doctor Osteopathic Medicine

**Note:**

These procedures provide for selection of the USA Team Handball's competition Staff: Team Leader, Head Coach, Assistant Coaches, Athletic Trainer, Athlete Trainer and Physician for the 2020 NACHC Championships. However, allocation is not guaranteed and will be based on final NACHC credential allocations and overall team size. Responsibility of payment for the allocated accreditations will be determined by the NGB, USA Team Handball.

1. Describe the specific Competition Staff position(s) that the NGB is requesting.

Role (Function)	Responsibilities
Team Leader	Head of the delegation represents the National Governing Body, serves as primary point of contact and liaison between the USATH, USOPC, and the NACHC, before, during, and after the competition. Exercises overall management responsibilities, makes team financial decisions, produces daily schedules, ensures compliance to team rules and code of conduct, and Covid protocols, on behalf of NGB for the delegation. The Team Leader manages and communicates the activities for the delegation, prepares pre-tournament paperwork, travel itineraries, daily practice and competition schedules, and departure travel plan after the conclusion of the championships. This position is responsible for the management of team bus travel, meals, uniform distribution, laundry, and collection of team clothing at the completion of the tournament. Provides the USATH Governance with an 'after action report' at the conclusion of the competition. Must have served as a in a similar position in the past.

Head Coach	Prepares athletes and team for competitive excellence on the court. Leads, guides, trains, teaches, and manages the athletes and team during all phases of the competition. The Head Coach is responsible for all aspects of the technical meetings, team preparation, game strategies, post-game responsibilities and etiquette. Must have served as a in a similar position in the past.
Assistant Coach	Assists the Head Coach in all matters of his responsibilities including leading athlete pre-game warm up and post-game cool down sessions, managing the bench during competitions, and communicating with the USATH medical staff to ensure individual athletes are scheduled for pregame and postgame treatments. Must have served as a in a similar position in the past.
Assistant Coach/ Technical/Video	Assists the Head Coach and Assistant Coach as a sport technical advisor utilizing video capture technology. This position includes but is not limited to capturing game film, analyzing the content for games preparation and post-game review, and other duties as assigned for the benefit of the team. Must have served as a in a similar position in the past.
Assistant Coach/ Goalie Coach	Prepares goalkeeping athletes for competitive excellence on the court. Leads, guides, trains, teaches, and manages the goalkeepers during all phases of the competition. The Goalie Coach is a specialist position coach and must have previous experience at preparing national team and/or division 1 or 2 clubs goalies. Must have served as a in a similar position in the past.
Certified Athletic Trainer	(USOPC Medical Requirements Review): Provides counsel and advice to athletes and coaches for injury prevention, at training sessions and matches, and delivers pre and post-game treatment for injuries during tournament. Ensure that athletes follow Covid infection prevention protocols. The Certified Athletic Trainer is a specialized professional that provides care to the athletes. The Athletic Trainer applicant will be required to undergo a medical credentials review, medical background check, completed training in sports medicine and meet all other general requirements to fulfill this delegation staff position. Must have served as a in a similar position in the past.
Physician	Physician (USOPC Medical Requirements Review): Provides medical care to the athletes and staff, ensures that proper Covid infection prevention protocols are in place and met for the delegation. The Team Physician is licensed to practice medicine in the United States and has met the qualifications and requirements for treating the athletes and staff of a member NGB of the United State Olympic and Paralympic Committee. The Team Physician applicant will be required to undergo a medical credentials review, medical background check, completed training in sports medicine, and meet all general requirements to fulfill this delegation staff position. Must have served as a in a similar position in the past.

2. What are the NGB's/HPMO's/PSO's criteria for the above Competition Staff position(s) (attach a job description, if any)?

USATH National Team Competition Staff must:

2.1. Successfully 'green light' report from the National Center for Safety Initiatives'

(NCSI) background screen in accordance with the current USOPC Competition Background Check Policy prior to nomination.

2.1.1 The 'greenlight' NCSI Background Check must have been issued within a minimum of 24 months and will not expire during the dates of the NACHC Championships.

2.1.2 Should a nominee experience any event between the time the background check is conducted and the relevant Competition that may change his/her background check status, the nominee must inform the USATH and/or USOPC.

- 2.2. Have a current Safe Sport Training Certification for 2020 on record with the USA Team Handball Operations.
- 2.3. Possess a valid passport that does not expire until at least six months after the conclusion of the Competition.
- 2.4. Be physically able to perform during the designated competition period.
- 2.5. Agree to follow and sign the USA Team Handball Staff Code of Conduct.
- 2.6. Follow ALL Men's National Team rules and ensure the compliance by the staff and athlete delegation.
- 2.7. Follow ALL prescribed Covid 19 Medical Return to Competition Policies of USA Team Handball.
- 2.8. Must acknowledge the risks of international travel and physical requirements of NACHC Championships.
- 2.9. Acknowledge a willingness to perform the duties described for the position and participate for the full term of the competition.
- 2.10. Have the ability to work effectively with the selected delegation and USATH operational staff.
- 2.11. Have strong administrative, communication and organizational capabilities/skills.
- 2.12. Fulfill all duties and requirements of the USATH and NACHC including attendance at NACHC competition related meetings if required.
- 2.13. Be available for entire duration of the Competition.
- 2.14. The Team Leader, in consultation with the Head Coach and Athletic Trainer (medical decisions), will have USATH's approval to make financial decisions regarding the Team.
- 2.15. Have thorough knowledge and understanding of the IF rules and regulations governing the sport (*if applicable*).
- 2.16. Demonstrate ability to establish harmonious relationships with athletes and other Team personnel.
- 2.17. Be in good health and able to withstand the physical rigors of traveling with and working with the Team.

2.18. Participate in USADA training as required for the position (*if applicable*).

Medical Personnel must:

2.19. Possess the appropriate certifications.

2.20. Pass a medical credential review in addition to the approved USOPC Competition Background Check, which will be a combined check managed through USOPC Sports Medicine (separately arranged background checks will not be considered).

2.21. Meet the required experience and proficiency levels as determined by USOPC Sports Medicine and outlined in Attachment A and the documents found at:

<http://www.teamusa.org/About-the-USOPC/Athlete-Development/Sports-Medicine/Volunteer-Program.aspx>.

Coaches Must:

2.22. Head Coach(s): Head Coaches possess a high level of specific technical and tactical knowledge of the sport. Head Coach(s) must have previously served as a Head Coach for the USATH National Team program at the senior, junior, or cadet level.

2.23. Assistant Coaches must have served as a Head Coach or Assistant Coach for the USATH National Team program at the senior, junior, or youth level.

Other Positions:

2.24. Team Leader: Must have executive level training and experience, as well as served as either a Team Leader for USATH in the National Team Program, or may have served as a Head Coach for the USATH National Team Program at the senior level, in addition to all the requirements set forth in Sections 2.1 - 2.18.

2.25. Technical Personnel: Must have previously served as a Technical Advisor, Head Coach, Assistant Coach, or Team Leader at the senior, junior, or youth level and has expertise with competition video analysis.

3. Describe the process that candidates shall follow to express interest in being considered for a Competition Staff position, in each category below:

USATH will announce Team Leader, Coach, and Athletic Trainer positions to be filled for the 2020 NACHC Championships and will post information on the positions on the USATH web site by 3 August 2020. Interested individuals shall forward an email to the USATH to the Selection Committee to express interest in being considered for a Competition Staff position.

4. Describe the intended method of identifying the pool and selecting the candidates to be considered for the Competition Staff position(s) listed below:

A USATH Committee (USATHSC) will be formed consisting of the two USATH Board of Directors, Athlete Advisory Committee Representatives, one Coach Staff Member, and one Operational Staff Member will be appointed to the Selection Committee.

The Selection Committee will designate the Chairperson of the committee. The committee and chairperson will compile a list of all candidates for each position, and include all relevant information on each candidate, and forward a complete file of candidates to each committee member.

The USATHSC will convene in person or by conference call to review all applicants for the identified positions, and review the criteria for each position and all candidate's qualifications for the position. The USATHSC and using the criteria in Section 2, will then vote to select a nominee for each position.

Note: In the absence of interested and qualified candidates filing for consideration to fill specific positions, those individuals who have served in those roles for USATH at past international competitions will be considered.

Coach(s): Qualified personnel, (see section #2), will be evaluated by the Chairperson of the Selection Committee, who will present the candidates to the USATHSC for selection.

Medical (Athletic Trainer): Qualified personnel, (see section #2), will be evaluated by the Chairperson of the Selection Committee, who will present the candidates to USATHSC for selection. See qualifications list in Appendix A.

Team Leader: Qualified personnel, (see section #2), will be evaluated by the Chairperson of the Selection Committee, who will present the candidates to the USATHSC for selection.

Technical Personnel: Qualified personnel, (see section #2), will be recommended by the coaching staff and evaluated by the Chairperson of the Selection Committee, who will present the candidates to the USATHSC for selection.

5. Describe the removal of Competition Staff:

An individual who is to be nominated to the above-listed Competition Staff position(s) by the USATH may be removed as a nominee for any of the following reasons, as determined by USATH:

- 5.1 Voluntary withdrawal. Competition Staff nominee must submit a written letter to the USATH Leadership Team.
- 5.2 Injury or illness as certified by a physician (or medical staff) approved by the USATH. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by the USATH, his/her injury will be assumed to be disabling and he/she

may be removed.

5.3 Inability to perform the duties required.

5.4 Violation of the USATH Code of Conduct (Attachment B).

Once the Competition Staff nomination(s) is accepted by the USATH, the USATH has jurisdiction over the Competition Staff, at which time, in addition to any applicable USATH Code of Conduct, the USATH's Competition Forms apply. The USOPC's Competition Forms are available as part of Competition Registration prior to the respective Competition.

6. Replacement of Competition Staff:

In the event that the Nominated Competition 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 Section #2 above and be selected through the same process as outlined in Sections 3 and 4.

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

The USATH Selection Committee will be convened for the purposes of selection of nominees to fill all staff positions identified and posted on the USATH web.

The USATHSC will consist of:

- USATH CEO/Acting CEO
- USATH Board of Directors Member #1
- USATH Board of Director Member #2
- USATH Athlete Representative

Note: The Selection Committee Chairperson will be one of the two USA Team Handball Board Members. The USA Selection Committee will make recommendations to the Board of Directors for final approval.

8. 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 from all aspects of the specific conflict issue/selection. The recused committee member shall not influence others regarding the discussions, meetings or decisions involving the selection of the Competition Staff position(s). If there is an issue concerning whether a conflict of interest exists, the USATH Board of Directors shall determine if a conflict exists. The committee member may participate in all other matters not involved in the specified conflict of interest.

9. Date of Nomination:

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

Staff Selections for NACHC Championships except for Medical Staff, 30 September 2020

Staff Selections for NACHC Championships, Medical Staff only, October 12, 2020

Replacement Date for Staff: October 19, 2020

10. Publicity/Distribution of Procedures:

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

Web site: <https://www.teamusa.org/USA-Team-Handball>

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

11. NGB SIGNATURES

I certify that I have read and understand the standards/criteria set by our IF and/or CF (PAG/PPAG only) and incorporated those standards/criteria into our Selection Procedures. I further certify that the information provided herein regarding Athlete Selection Procedures represents the method approved by NGB.

Position	Print Name	Signature	Date
USATH Acting CEO	Sandra de la Rive Repede	<i>Sandra de la Riva Repede</i>	09/16/2020
USATH Co-chair, Board of Directors	Dee Miller	<i>Dee Miller</i>	09/16/2020
USOPC Athletes' Advisory Council Representative*	Sarah Gascon	<i>Sarah Gascon</i>	09/16/2020

\*Signature by the AAC Representative constitutes that he/she has read and understands the Selection Procedures and certifies that the Selection Procedures submitted represent the method approved by the USATH.



## Attachment A

### USOPC Sports Medical Competition Requirements

#### **Purpose**

The USOPC has developed medical requirements to ensure the safety of athletes during Competition (Olympic, Paralympic, Pan American and Para Pan American, etc.). This policy addresses equipment requests and minimum standards for all NGBs/HPMOs/PSOs (NGBs from here forward) and medical providers attending competition.

#### **Policy**

##### 1. Requests

NGBs must identify medical support requests to the USOPC Sports Medicine department. These requests must specify any supplies, equipment, and other medical support provided at the Competition. Anti-doping concerns or comments should also be identified. Collected information will be reviewed by the USOPC Managing Director of sports medicine who will then identify and communicate the level of support to be provided by USOPC Sports Medicine. Any changes to the requested sports medicine support should be immediately forwarded to USOPC Sports Medicine. In cases where medical services or materials are not identified, the USOPC cannot guarantee support for additional or late requests because of time, budget and other factors. We should think about if there are in privacy issues if an athlete has an approved TUE from USADA – I sure like to know but again, it might be a privacy issue – we should check!

##### 2. NGB Health Care Providers

NGBs must nominate and allocate Competition credentials to NGB identified health care provider(s) to support the NGB sports medicine needs during the competition. 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 Competition 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 Competition 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 competition.

These qualifications include:

- 1 Meet all criteria identified in the USOPC 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 USOPC Sports Medicine.
- 2 Successfully pass a medical credential review and criminal background check at or above USOPC standards with the National Center for Safety Initiatives (NCSI)
- 3 Review of the venue emergency action plan with USOPC 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**

### **USA Team Handball Code of Conduct**

USA Team Handball National Team Staff Members - I pledge to uphold the spirit of the USA Team Handball Code of Conduct (the "Code"), which offers a guide to my conduct as a member of the USA Team Handball National Team (the "Team"). 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 selection to the Team.

As a Member of the Team, I hereby promise and agree that I will abide by all rules related to the Team selection procedures as approved by USA Team Handball; 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 not commit a doping violation as defined by the International Olympic Committee (IOC), World Anti-Doping Agency (WADA), the United States Anti-Doping Agency (USADA), the United States Olympic Committee (USOPC) or the International Handball Federation (IHF) 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; am eligible to compete under the rules of USATH, USOPC, NACHC, IHF, and 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 respect members of my Team, other teams, spectators and officials, and engage in no form of discriminatory behavior or verbal, physical or sexual harassment or abuse; will follow my Team's rules, including by way of example, rules regarding curfew and required attendance at team meetings; am aware that USA Team Handball sponsors, suppliers and licensees provide critical support for the Team and, in recognition of this fact, I will wear designated USA Team Handball apparel at all official Team functions and events; will not conceal or cover-up any USA Team Handball sponsor, supplier or licensee brand or other identification appearing on my USA Team Handball apparel; agree to be filmed and photographed by the official photographer(s) and network(s) of USA Team Handball under conditions authorized by USA Team Handball and give event organizers and USA Team Handball the right to use my name, picture, likeness, and biographical information before, during and after the period of my participation in these activities to promote the activity in which I participate or to promote the success of the

team on which I compete; in no event may USA Team Handball or the event organizers 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 USA Team Handball apparel or equipment or the use of the USA Team Handball logo for the purpose of trade, without the prior written consent of the USA Team Handball (which consent shall not be unreasonably withheld); will act in a way that is consistent with team unity and cohesiveness, and commit to not using my position with the USATH National Team for which I was selected to advance a personal agenda, whether financial, political, or personal, and will bring respect and honor to the United States ,USA Team Handball, my teammates and myself ,and will remember that at all times I am an ambassador for my sport, my country, and the Olympic Movement.

PARTICIPANT'S AFFIRMATION I have read and accept this Code of Conduct in its unaltered form. I agree to the rules, guidelines, jurisdiction and procedures stated in these documents as a condition of being selected to participate as a member of the Team.

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date