

**USA TRIATHLON  
GAMES STAFF SELECTION PROCEDURES  
2019 PAN AMERICAN GAMES  
AUGUST 22, 2017**

These procedures provide for selection of **USA Triathlon's Games Staff** for the 2019 Pan 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 USA Triathlon.

1. Describe the specific Games Staff position(s) that USA Triathlon is requesting.

<b>USOC Role Name - (Games Function)</b>	<b>Responsibility</b>
Team Leader	Serve as primary point of contact and liaison between the USOC and USA Triathlon before, during and after the Games.
Performance Manager(s)	Provide neutral performance support to USA athletes primarily through facilitation of training needs while in Lima and management of race-day performance variables and communication.
Technical Personnel: Bicycle Mechanic	Provide mechanical support to cycling equipment.
Personal Coach(es)	Provide performance support to athletes for whom they serve as personal coach.
Team Manager	Serve as primary point of contact for logistics, including lodging, meals, ground transport, Friends & Family, etc.
Medical: Physician	Provide appropriate medical care to the athletes.
Medical: Massage Therapist	Provide soft tissue therapy to the athletes.

2. USA Triathlon's 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 USA Triathlon 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. (if applicable)
- 2.5. Be responsible for Team's adherence to all rules regarding discipline at the Games. (if applicable)
- 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. (if applicable)
- 2.8. Have USA Triathlon's approval to make financial decisions regarding the Team. (if applicable)
- 2.9. Possess high level, specific technical and tactical knowledge of the sport. (if applicable)
- 2.10. Have thorough knowledge and understanding of the IF rules and regulations governing the sport. (if applicable)
- 2.11. Demonstrate ability to establish harmonious relationships with athletes and other Team personnel.
- 2.12. Be in good health and able to withstand the physical rigors of traveling with and working with the Team.
- 2.13. Be a currently employed staff member or contractor of USA Triathlon
- 2.14. Be listed on USA Triathlon's Long List and must successfully complete all Games Registration requirements by stated deadlines.
- 2.15. Participate in USADA training as required for position.
- 2.16. Successfully complete the USOC's safe sport awareness training and education program

In addition, Medical Personnel must:

- 2.17. Possess the appropriate certifications.
- 2.18. 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).
- 2.19. 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>.
- 2.20. Be approved for nomination through the USOC's Sports Medicine Division.
- 2.21. Have experience with the US team by having previously served in the same capacity at a World Triathlon Series event or Major Games (Olympic Games, Pan American Games, FISU World University Championships or Youth Olympic Games.)

In addition, Performance Managers Must:

- 2.22. Possess a high level of specific technical and tactical knowledge of the sport.
- 2.23. Have experience with all facets of team organization by having previously served as a Team Leader at an ITU World Cup, World Triathlon Series event, or Major Games (Olympic Games, Pan American Games, FISU World University Championships or Youth Olympic Games.)

In addition, Personal Coaches Must:

- 2.24. Possess a high level of specific technical and tactical knowledge of the sport.
- 2.25. Possess a current USA Triathlon coaching certification and be in good standing with USAT High Performance National Team Coach contract requirements.
- 2.26. Be the current primary personal coach of an athlete who qualified through automatic selection and must have served in this capacity for a minimum of six (6) months prior to selection.

In addition, Bicycle Mechanic Must:

- 2.27. Possess appropriate experience relative to the position/area of expertise for which they may be nominated.
- 2.28. Be a USA Cycling licensed mechanic, or hold comparable certification
- 2.29. Have experience with the US team by having previously served in the same capacity at a World Triathlon Series event or Major Games (Olympic Games, Pan American Games, FISU World University Championships or Youth Olympic Games.)

In addition, Team Manager must:

- 2.30. Have experience with all facets of team organization by having previously served as a Team Manager at a World Triathlon Series event, or Major Games (Olympic Games, Pan American Games, FISU World University Championships or Youth Olympic Games).

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

**USA Triathlon** will not solicit applications for the Games Staff position(s). The Games Staff position(s) will be filled by current **USA Triathlon** employees and/or contractors.

In the event more Games Staff positions are filled than accreditations are assigned by the USOC, the High Performance General Manager (HPGM) will recommend position prioritizations to the USAT AAC Chair and USAT Triathlon Executive Director. These recommendations must be jointly accepted by the AAC Chair and Executive Director to be adopted.

Games Staff position prioritizations will be made using the following principles. These are in no particular order:

- Impact the individual's position will have on Team results (across all three medal events.) This includes consideration of the degree to which access to restricted areas is required for the Games Staff member to perform their function
- Individual's ability to critically and positively impact performance by establishing and maintaining harmonious relationships with athletes and other Team personnel
- Individual's strength in strategic assessment and decision making which impact overall US outcomes, especially pertaining to the pursuit of gold medal performances
- Ability to prioritize Team needs ahead of those of a personally coached athlete (applicable to Personal Coach position)

4. Describe the removal of Games Staff:

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

- 4.1. Voluntary withdrawal. Games Staff nominee must submit a written letter to the USA Triathlon Executive Director/CEO/President.
- 4.2. Injury or illness as certified by a physician (or medical staff) approved by USA Triathlon. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by USA Triathlon, 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 USA Triathlon's Code of Conduct (Attachment B).
- 4.5. A Personal Coach who no longer has an athlete competing on the US team

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 **USA Triathlon 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 USA Triathlon Executive Director will make the final approval.

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 NGB's/HPMO's/PSO'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 17, 2019

9. Publicity/Distribution of Procedures:

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

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

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

Position	Print Name	Signature	Date
USA Triathlon President or CEO/Executive Director	Rocky Harris		9-6-17
USOC Athletes' Advisory Council Representative*	Erin Storie		8/30/17

\* 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 USA Triathlon, 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

### USA Triathlon Non-Athlete Code of Conduct

I pledge to uphold the spirit of the USAT Code of Conduct (the "Code"), which offers a guide to my conduct as an employee, coach or service provider of USAT. I acknowledge that I have a right to a hearing if my opportunity to serve 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 status with USAT.

**As an employee, coach or service provider of USAT, I hereby promise and agree that I:**

- am eligible to represent USA Triathlon under the rules of ITU and PASO;
- will abide by all rules related to USA Triathlon, ITU and PASO;
- have acted and will act in a sportsmanlike manner consistent with the spirit of fair play and responsible conduct;
- will maintain a level of knowledge and professionalism that will permit my contribution 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 ("USOC") or the International Triathlon Union ("ITU") rules;
- will not aid, abet, or support in any way the commission of a doping violation, as defined immediately above, by an athlete;
- will refrain from the sale, distribution or acquisition of illegal drugs or the illegal sale or distribution of any substance on the World Anti-Doping Agency's (WADA) recognized list of banned substances;
- am not currently serving a suspension because of an anti-doping rule violation and have no pending or unresolved anti-doping rule violations, except as I have informed USA Triathlon in writing, and I understand that such suspension, or pending or unresolved anti-doping rule violation may be cause for my not being selected
- 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 refrain from conduct detracting from my ability or that of USA Triathlon athletes to attain peak performance;
- will respect the property of others whether personal or public;
- will respect members of USA Triathlon and our International Federation peers, spectators and officials, and engage in no form of discriminatory behavior or verbal, physical or sexual harassment or abuse;
- am aware that USA Triathlon sponsors, suppliers and licensees provide critical support for USA Triathlon and, in recognition of this fact, I will wear designated USA Triathlon apparel when required;
- will represent myself authentically in online communications as I interact with fans, team members, fellow competitors, governing bodies and sponsors (both current and potential; personal and USAT). I understand that remarks I make on social platforms can be considered "on the record" for the media, and I will avoid posting inflammatory statements or discussing sensitive, confidential and potentially divisive subjects. I will exercise good judgment and will be mindful to represent myself, my family, my sport, USAT and the spirit of Olympic competition in a positive way;
- agree to be filmed and photographed by the official photographer(s) and network(s) of USA Triathlon under conditions authorized by USA Triathlon and give event organizers and USA Triathlon 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 USA Triathlon; in no event may USA Triathlon 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 Triathlon apparel or equipment or the use of the USA Triathlon logo for the purpose of trade, without the prior written consent of the USA Triathlon (which consent shall not be unreasonably withheld);
- will act in a way that will bring respect and honor to myself, USA Triathlon and the United States;
- will remember that I am an ambassador for triathlon and the United States at all times;
- know that the conviction of, imposition of a deferred sentence for, or any plea of guilty or no contest at any time, past or present, or the existence of any pending charges for (i) any felony, (ii) any offense involving use, possession, distribution or intent to distribute illegal drugs or substances, or (iii) any crime involving sexual misconduct may be cause for my not being selected or being removed from the Games Staff
- will refrain from any nonconsensual sexual conduct, unwelcome advance or other inappropriate sexually oriented behavior or action directed toward an athlete, staff, coach or any other person participating in any capacity in the affairs or activities of USAT (whether or not such person is a member of USAT);
- will refrain from the illegal possession or use of illegal drugs;
- will not engage in any activity that contravenes the laws of the United States of America (USA) or the host country in which the activity is taking place;
- will refrain from the abuse of alcohol;
- will refrain from participating in, permitting and/or condoning the physical, mental or emotional abuse of an athlete by any person who, in the context of Triathlon, is in a position of authority over that athlete;
- will refrain from any act of fraud, deception or dishonesty in connection with any USAT-related activity;
- will refrain from using any obscene language or gesture or other threatening language or conduct directed toward any official, that is related to any decision made by such official at a USAT competed competition;
- will not violate any team rules of conduct as established by the USOC, USAT, ITU or person in authority leading an international team, including but not limited to deportment, curfew, practice, team meeting attendance, and timely attendance at competitions;
- will not talk to the media on the behalf of USAT without prior approval from the USAT CEO about items not directly involving an athlete's abilities or performance on the field of play;
- will refrain from any action or conduct that hinders or denies an equal opportunity to amateur athletes, coaches, trainers, managers, administrators and officials to participate in amateur athletic competition without discrimination on the basis of race, color, religion, age, sex or national origin as per the Ted's Steven Olympic and Amateur Sports Act;
- will refrain from any intentional act, conduct or omission not provided for above, that is detrimental to the image or reputation of USAT, or the sport of Triathlon.