

**Final**  
**USA Triathlon Board of Directors**  
**Email vote – Action without a Meeting**  
**July 1, 2016**

**Board Members Participating:**

Ben Collins  
Kat Donatello  
Chuck Graziano  
Susan Haag  
Kevin Haas  
Dave Kuendig  
Jacqueline McCook  
Joel Rosinbum  
Steve Sexton  
Mike Wien

Email sent out on June 30, 2016 7:59am MST

**Opening Remarks:** Urbach remarked: As triathlon will make its Paralympic debut in Rio, some of the ancillary processes have been fluid: PT1 (Wheelchair) handlers need to be accredited similarly to an additional official so we need to amend the attached ParaTRI AO Selection Procedures document to reflect this change. Dates were amended because final slots will not be determined until July 8, which is past the prior deadline of June 30. We had to change the date of nomination on the attached Coach Selection Procedures document because we will not know how many coaches will be accredited until mid-July.

Please find attached the revised documents with redlined changes. These changes were approved by the Rio Selection Committee.

Voting by email is consistent with our Bylaws.

ParaTri AO Selection and Coach Selection Procedure changes are approved by vote via email with 9 Yes's, 1 Abstain.

**USA TRIATHLON  
 ADDITIONAL OFFICIALS SELECTION PROCEDURES  
 2016 PARALYMPIC GAMES**

**JANUARY 13, 2016 EDITED JUNE 27, 2016**

These procedures provide for selection of USA Triathlon Additional Official position(s) for the 2016 Paralympic Games. However, accreditation allocation is not guaranteed and the number of Additional Officials will be based on final USOC credential allocation and overall team size.

1. Describe the specific Additional Official position(s) that the NGB/HPMO is requesting.

<b>Title</b>	<b>Responsibility</b>
Mechanic	Provide mechanical support and services
<u>PT1 Handler (up to 4)</u>	<u>Provide personal care and race support services</u>

2. Describe the NGB's/HPMO's criteria for the above-mentioned Additional Official position(s).

2.1. Additional Official(s) must:

2.1.1. Successfully pass the National Center for Safety Initiatives' (NCSI) background screen in accordance with the current USOC Games Background Check Policy prior to nomination.

2.1.1.1. 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 the NGB/HPMO and/or USOC.

2.1.2. Possess a valid passport that does not expire until at least six months after the conclusion of the Games.

2.1.3. Be in good health and able to withstand the physical rigors of traveling with and working with the Team.

2.1.4. Have demonstrated professionalism measured by:

2.1.4.1 Exceptional interpersonal and communication skills

2.1.4.2 Ability to be an outstanding team player

2.1.4.3 Ability to stay positive in stressful situations

2.1.4.4 Ability to dilute logistical/emotional stress so that athletes can focus on competition

2.1.4.5 Have previous experience at ITU events and USAT High Performance camps

- 2.1.4.6 Have a thorough knowledge and understanding of:  
Paratriathlon sport terminology
- 2.1.4.7 Have no negative feedback (survey or otherwise in writing)  
from prior work with athletes or staff.

2.2. In addition, Mechanic personnel must:

- 2.2.1. Have expertise in sport specific mechanics, maintenance and repair/ modification of racing chairs, daily-use wheelchairs, hand cycles, tandems, and upright bicycles.
- 2.2.2. Have experience as a mechanic/ technician in a competition setting.
- 2.2.3. Have the ability to assist all athletes with assembly, supplies, and maintenance.

2.3 In addition, PT1 Handler personnel must:

- 2.3.1 Have sport specific expertise working with persons with disabilities;
- 2.3.2. Have experience with competition settings;
- 2.3.3. Be able to physically assist and lift a PT1 athlete on the field of play

3. Describe the process that candidates should follow to express interest in being considered for Additional Official position(s):

USAT will publicize and post the Mechanic position and selection procedures at [www.usatriathlon.org](http://www.usatriathlon.org). USAT will solicit applications/interest for the Mechanic position. The application/request for interest will be emailed to the eligible contacts within the USAT Paratriathlon database. Applications must be submitted to the Paratriathlon Program Manager by April 1, 2016.

USA Triathlon will contact individuals with an extensive background and history in working with USA Triathlon and who meet the criteria outlined in #2 to gauge their interest for being considered for a PT1 handler position.

4. Describe the intended method of identifying the pool and selecting the candidates to be considered for Additional Official position(s):

The Mechanic position will be selected from the pool of candidates who submitted an application by April 1, 2016 and meet criteria listed above.

The PT1 handler personnel will be selected from a pool of individuals that meet the criteria in #2 with input from the PT1 athlete requiring the handler(s).

5. Describe the removal of an Additional Official:

An individual who is to be nominated as an Additional Official by USA Triathlon may be removed as a nominee for any of the following reasons, as determined by USA Triathlon:

- 5.1. Voluntary withdrawal. Nominee must submit a written letter to the USA Triathlon Executive Director.
- 5.2. 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.
- 5.3. Inability to perform the duties required.
- 5.4. Violation of USA Triathlon's Code of Conduct (Attachment A).

Once an Additional Official nomination is accepted by the USOC, the USOC has jurisdiction over the Additional Official, at which time, in addition to any applicable USA Triathlon Code of Conduct, the USOC's Code of Conduct and Grievance Procedures apply. The USOC's Code of Conduct and Grievance Procedures can be found at: <http://www.teamusa.org/For-Athletes/Athlete-Ombudsman/Games-Info>

6. Describe the replacement of an Additional Official:

In the event that the Nominated Additional Official is unable to perform his/her duties due to 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 criteria listed in #2 above and, if applicable, come from the pool of candidates described in #4 above.

7. Which group/committee will make the final approval of the Additional Official(s)?  
The Paratriathlon Program Manager and the USAT Executive Director will collectively recommend the mechanic personnel candidate(s) to the USA Triathlon Board of Directors.

The USA Triathlon Board of Directors will approve the mechanic personnel **and the PT1 Handler personnel** recommendation(s). The Board of Directors is composed of the following voting members: eight (8) general directors, three (3) athlete directors, and one (1) independent director.

8. Conflict of Interest:

Any individual who is being considered for an Additional Official position or has any other conflict of interest and is involved in the selection process must disclose this information, recuse him or herself and not influence others regarding the

discussions, meetings or decisions involving selection of that Additional Official position.

9. Date of Nomination:

The Games Staff Nomination Form with Additional Official nominees' names, including names of any replacements (if applicable), will be submitted to the USOC on or before: ~~June 30~~July 26, 2016

10. Publicity/Distribution of Procedures:

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

10.1. 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.

~~10.2. USA Triathlon Paratriathlon Newsletter e-mail~~

Position	Print Name	Signature	Date
NGB/HPMO President or CEO/Executive Director			
USOC Athletes' Advisory Council Representative*			

**USA TRIATHLON**  
**COACH SELECTION PROCEDURES**  
**2016 PARALYMPIC GAMES**  
**~~JANUARY 13, 2016~~ EDITED JUNE 27, 2016**

These procedures provide for selection of USA Triathlon Coach(es) for the 2016 Paralympic Games. However, accreditation allocation is not guaranteed and the number of Coach positions will be based on final USOC credential allocation and overall team size.

1. What are the NGB's/HPMO's criteria for Coach positions (attach a job description, if any)?

Coaches must:

- 1.1. Successfully pass the National Center for Safety Initiatives' (NCSI) background screen in accordance with the current USOC Games Background Check Policy prior to nomination.
  - 1.1.1. 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 the NGB/HPMO and/or USOC.
- 1.2. Possess a valid passport that does not expire until at least six months after the conclusion of the Games.
- 1.3. Be available for entire duration of the Games.
- 1.4. Be in good health and able to withstand the physical rigors of traveling with and working with the Team.
- 1.5. High level specific technical and tactical knowledge of sport.
- 1.6. Thorough knowledge and understanding of the ITU and USAT rules and regulations governing the sport.
- 1.7. Previous experience coaching teams at ITU Paratriathlon events.
- 1.8. Proven ability to establish harmonious relationships with athletes and personnel.
- 1.9. Proven record of performance with USAT and the USOC.
- 1.10. Minimum of a USAT Level 2 certified coach certification as of April 1, 2016.
- 1.11. Be available for camps and pre-Games training.

2. Describe the process that candidates should follow to express interest in being considered for a Coach position:

Head Coach (1):

USAT will publicize and post the Head Coach position and selection procedures at [www.usatriathlon.org](http://www.usatriathlon.org). USAT will solicit applications/interest for the Head Coach position. The application/request for interest will be emailed to the eligible contacts within the USAT coach membership database. Applications must be submitted to the Paratriathlon Program Manager by April 1, 2016.

Assistant Coach (up to 3):

USAT will publicize and post the Assistant Coach position(s) and selection procedures at [www.usatriathlon.org](http://www.usatriathlon.org). USAT will solicit applications/interest for the Assistant Coach position(s). The application/request for interest will be emailed to the eligible contacts within the USAT coach membership database. Applications must be submitted to the Paratriathlon Program Manager by April 1, 2016.

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

The Head Coach and Assistant Coach(es) will be selected from the pool of candidates who submitted an application by April 1, 2016 and meet the criteria listed above.

4. Describe the removal of a Coach:

An individual who is to be nominated as a Coach by USA Triathlon may be removed as a nominee for any of the following reasons, as determined by USA Triathlon:

- 4.1. Voluntary withdrawal. Coach nominee must submit a written letter to the USA Triathlon Executive Director.
- 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 A).

Once a Coach nomination is accepted by the USOC, the USOC has jurisdiction over the Coach, at which time, in addition to any applicable USA Triathlon Code of Conduct, the USOC's Code of Conduct and Grievance Procedures apply. The USOC's Code of Conduct and Grievance Procedures can be found at:  
<http://www.teamusa.org/For-Athletes/Athlete-Ombudsman/Games-Info>

5. Describe the replacement of a Coach:

In the event that a Nominated Coach is unable to perform the duties of Coach due to 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 criteria listed in #1 above and, if applicable, come from the pool of candidates described in #3 above.

6. Which group/committee will make the final approval for the Coaches?

The Paratriathlon Program Manager and the USAT Executive Director will collectively recommend the candidate(s) to the USA Triathlon Board of Directors.

The USA Triathlon Board of Directors will approve the recommendation(s). The Board of Directors is composed of the following voting members: eight (8) general directors, three (3) athlete directors, and one (1) independent director.

7. Conflict of Interest:

Any individual who is being considered for a Coach position or has any other conflict of interest and is involved in the selection process must disclose this information, recuse him or herself and not influence others regarding the discussions, meetings or decisions involving selection of the Coach.

8. Date of Nomination:

The Games Staff Nomination Form with the nominated Coach(es) name(s), including names of any replacements (if applicable), will be submitted to the USOC on or before:  
~~June 30, 2016~~ July 26, 2016



9. Publicity/Distribution of Procedures:

The USOC approved selection procedures (complete and unaltered) will be posted/published by the NGB/HPMO 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.

9.3. USA Triathlon Paratriathlon Newsletter e-mail

<b>Position</b>	<b>Print Name</b>	<b>Signature</b>	<b>Date</b>
NGB/HPMO President or CEO/Executive Director			
USOC Athletes' Advisory Council Representative*			