

**USA TRIATHLON  
TEAM LEADER SELECTION PROCEDURES  
2016 PARALYMPIC GAMES  
JANUARY 13, 2016**

These procedures provide for selection of the USA Triathlon Team Leader for the 2016 Paralympic Games. However, accreditation allocation is not guaranteed and will be based on final USOC credential allocation and overall team size.

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

Team Leader 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. Have the ability to work effectively with the USOC.
- 1.4. Have strong administrative, communication and organizational capabilities/skills.
- 1.5. Be responsible for Team's adherence to all rules regarding discipline at the Games.
- 1.6. Fulfill all duties and requirements of the USOC including attendance at USOC Games related meetings.
- 1.7. Be available for entire duration of the Games.
- 1.8. Have the NGB's/HPMO's approval to make financial decisions regarding the Team.
- 1.9. Be in good health and able to withstand the physical rigors of traveling with and working with the Team.
- 1.10. Be a USAT staff member.
- 1.11. Have experience with all facets of team organization by having previously served as a Head Coach or Team Leader at an ITU World Paratriathlon Event, Continental Championships, or ITU World Championships.

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

N/A - USAT has already identified candidate who meets the criteria outlined in #1.

3. Describe the intended method of identifying the pool and selecting the candidates to be considered for the Team Leader position:

USA Triathlon will not publicize the Team Leader position or application process because the USAT Paratriathlon Program Manager will be nominated to this position.

4. Describe the removal of Team Leader:

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

- 4.1. Voluntary withdrawal. Team Leader 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 Team Leader nomination is accepted by the USOC, the USOC has jurisdiction over the Team Leader, 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 Team Leader:

In the event that the Nominated Team Leader is unable to perform the duties of Team Leader 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 of the Team Leader?

The USA Triathlon Executive Director will approve the Team Leader.

7. Conflict of Interest:

Any individual who is being considered for the Team Leader 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 Team Leader.

8. Date of Nomination:

The Games Staff Nomination Form with the Team Leader nominee's name, including the name of a replacement (if applicable), will be submitted to the USOC on or before: March 1, 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.

Position	Print Name	Signature	Date
NGB/HPMO President or CEO/Executive Director	Rob Urbach	Rob Urbach	2/12/16
USOC Athletes' Advisory Council Representative*	Sarah Reinertsen	Sarah Reinertsen	2/17/2016