

USA FIELD HOCKEY
GAMES STAFF SELECTION PROCEDURES
Pan American Games 2023
Women's Hockey
August 2, 2022

These procedures provide for selection of USA Field Hockey's **Games Staff** [see following table for a list of positions] for the Pan American Games 2023. However, accreditation allocation is not guaranteed and will be based on final USOPC credential allocation and overall team size. Responsibility of payment for allocated accreditations will be determined by the USOPC and USA Field Hockey.

1. List of specific Games Staff position(s) that the NGB/PSO is requesting:

Games Staff Role	Responsibility
Team Manager / Team Leader	Team leader for women's field hockey Manager of logistics and operational matters
Head Coach	Prepare the athletes and team
Assistant Coach	Assist the head coach to prepare the athletes and team
Medical Doctor	Management of sports medicine provision
Performance Analyst	Provide video analysis of teams and athletes
Athletic Trainer	Injury prevention and management
Strength and Conditioning Coach	Strength and conditioning program provision and management
Performance Director	Performance oversight of women's national team and staff

2. USA Field Hockey's criteria for the above-listed Games Staff position(s) (attach a job description, if any):

All Games Staff must:

- 2.1. Undergo a background screen in accordance with the current USOPC Games Background Check Policy & Procedures 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 the NGB/PSO and/or the USOPC.
- 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 USOPC.
- 2.4. Have strong administrative, communication and organizational capabilities/skills as applicable for the Games Staff role.

- 2.5. Be responsible for Team's adherence to all rules regarding personal conduct at the Games.
- 2.6. Fulfill all duties and requirements of the USOPC including attendance at USOPC Games related meetings, as applicable.
- 2.7. Be available for entire duration of the Games, if requested.
- 2.8. Have USA Field Hockey's approval prior to making any financial decisions regarding the Team.
- 2.9. Possess high level, specific technical and tactical knowledge of the sport as needed for the Games Staff role.
- 2.10. Have thorough knowledge and understanding of the IF rules and regulations governing the sport as needed for the specific role.
- 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 Field Hockey.
- 2.14. Be listed on USA Field Hockey's Long List.
- 2.15. Successfully complete all Games Registration requirements by stated deadlines.
- 2.16. Participate in the appropriate anti-doping training as required for the Games Staff role by stated deadline.
- 2.17. Successfully complete the appropriate U.S. Center for SafeSport's online training module(s) by stated deadline.

In addition, Team Leader must:

- 2.18. Have a strong knowledge of the tournament preparation and match day roles of a team manager / team leader

In addition, Coach(es) must:

- 2.19. Have strong knowledge of the international women's hockey environment and experience commensurate with a head coach / assistant coach as required

In addition, Medical Personnel must:

- 2.20. Meet the minimum criteria defined in the [USOPC Sports Medicine Provider Credentialing Policy](https://www.teamusa.org/medicalvolunteer) (<https://www.teamusa.org/medicalvolunteer>).
- 2.21. Possess the appropriate professional certifications.
- 2.22. Pass a medical credential review in addition to the approved USOPC Games Background Check, which will be a combined check managed through USOPC Sports Medicine (separately arranged background checks will not be considered).
- 2.23. Meet the required experience and proficiency levels as determined by USOPC Sports Medicine. (www.teamusa.org/medicalvolunteer)
- 2.24. Complete the mandatory Games training prior to the Games.
- 2.25. Be approved for nomination through the USOPC's Sports Medicine Division.

- 2.26. Fulfill all requests and meet deadlines for any required information or documentation such as the submission of a temporary licensing application (to practice medicine at the Games) and medical equipment submission requirements.

In addition, Performance Analyst must:

- 2.27. Possess appropriate experience relative to the position/area of expertise for which they may be nominated.
- 2.28. Possess proficiency in scouting software and experience with analyzing international events in field hockey.
- 2.29. Must have worked consistently in the role for USA Field Hockey at international competition during the current season.

In addition, *Athletic Trainer* must:

- 2.30. Possess appropriate experience and/or certifications relative to the position/area of expertise for which they may be nominated.
- 2.31. Must have worked consistently in the role for USA Field Hockey at international competition during the current season.

In addition, *Strength and Conditioning Coach* must:

- 2.32. Meet the minimum criteria defined in the [USOPC Sport Science Provider Credentialing Policy](#) (see “Additional Resources”).
- 2.33. Possess the appropriate professional certifications.
- 2.34. Pass licensure/credential review in addition to the approved USOPC Games Background Check, which will be a combined check managed through USOPC Sport Performance (separately arranged background checks will not be considered).
- 2.35. Fulfill all requests and meet deadlines for any required information or documentation such as the submission of a temporary licensing application (to provide services at the Games).
- 2.36. Possess appropriate experience and/or certifications relative to the position/area of expertise for which they may be nominated.
- 2.37. Must have worked consistently in the role for USA Field Hockey at international competition during the current season.

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

USA Field Hockey will not solicit applications for the Games Staff position(s) listed above as they will be filled by current **USA Field Hockey** employees and/or contractors.

In the case of medical and strength and conditioning staff, USA Field Hockey has a contractual relationship with companies that provide these services. As part of these contracts, NGB has agreed to source, from these companies, Physicians, Athletic Trainers,

Physical Therapists and Strength and Conditioning coaches that serve regularly with the team and, also, as Games staff providers.

If there is a need for a replacement Team Manager/Team Leader, the arrangements put in place between the USA Field Hockey Women's National Team and its designated, but volunteer Assistant Team Manager is such that this role prepares the individual to support the Women's National Team and its Team Manager, and therefore, would serve as replacement.

4. Removal of Games Staff:

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

- 4.1. Voluntary withdrawal. Games Staff nominee must submit a written letter to USA Field Hockey Executive Director/CEO/President.
- 4.2. Injury or illness as certified by a physician (or medical staff) approved by USA Field Hockey. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by USA Field Hockey, 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 USA Field Hockey's Code of Conduct [Link Here](#)
- 4.5. No longer able to meet the required criteria in Section 2 at the time of the Games.

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

5. 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 Section 2 above.

6. Group/committee that will make the final approval of the Games Staff position(s):

USA Field Hockey's Executive Director will make the final approval for all staff and contracted positions.

The USA Field Hockey Executive Director and Athlete Representative will approve non-staff/contracted positions.

7. Conflict of Interest:

All individuals involved in the selection process (see Section 6) must comply with the NGB/PSO's conflict of interest policy, to include completing and submitting a disclosure form for review by the USA Field Hockey's Ethics Committee prior to beginning the selection process.

An individual involved in the selection process who has an actual, possible, or perceived conflict of interest must disclose it to the NGB/PSO's Ethics Committee prior to the start of the selection process. USA Field Hockey's Ethics Committee shall review the disclosure and determine the individual's level of involvement (e.g., whether he/she must recuse him or herself from the review process and/or voting).

Any recused individual shall be replaced in accordance with the NGB/PSO committee appointment process.

8. Date of Nomination:

Nominations of Games Staff, including the names of any replacements, will be submitted to the USOPC on or before

For non-Medical Staff: September 10, 2023

For Medical Staff: Nomination date will be announced at least 30 days in advance of the nomination date.

9. Publicity/Distribution of Procedures:


The USOPC approved selection procedures (complete and unaltered) will be posted/published by USA Field Hockey in the following location(s):

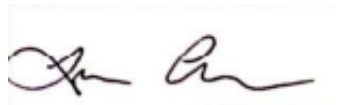
9.1. Web site: www.usafieldhockey.com

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

9.2. Other (if any):

None

Position	Print Name	Signature	Date
USA Field Hockey Executive Director	Simon Hoskins		10.6.22

USOPC Athletes' Advisory Council Representative*	Lauren Crandall		10-9-22
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* If the USOPC 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/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 USOPC AAC Representative, the NGB/PSO must designate an athlete from that sport to review and sign the Selection Procedures.

Code of Conduct

1. Applicability of Policy

This Code of Conduct is applicable to all USFHA Affiliated Individuals. "Affiliated Individuals" include, but are not limited to, USFHA Individual and Organizational members, USFHA National Team Coaches and Athletes, members of USFHA's Board of Directors (the Board of USFHA), officers, committee members, task force members, hearing panel members, employees, contractors and volunteers.

2. USFHA Expectations

USA Field Hockey requires that all USFHA Affiliated Individuals read the comprehensive Code of Conduct and abide by these important rules and policies as part of their employment, volunteering, membership and participation.

The following rules/regulations must be followed:

It is only through such conduct that our sport can continue to earn and maintain a positive image and make its full contribution to amateur sports in the United States and around the world. USA Field Hockey supports the following behaviors for those who participate in the sport or are involved in any way with USA Field Hockey. The following essential elements of the "Code of Conduct" must be followed:

- a. Sportsmanship and teaching the concepts of fair play are essential to the game and must be taught at all levels and developed both at home and on the field during practices and games.
- b. The value of good sportsmanship, the concepts of fair play, and the skills of the game should always be placed above winning.
- c. The safety and welfare of the players are of primary importance. All Participants will abide by and be bound by this Code of Conduct and applicable USA Field Hockey Bylaws and Code of Ethic. Members, coaches, athletes and umpires are subject to the jurisdiction of the U.S. Center for Safe Sport and agree that any sanctions imposed by the Center extend to participation in all USA Field Hockey events or activities. Minor Athlete Abuse Prevention Policies (MAAPP) and the SafeSport rules, policies and procedures promulgated by the U.S. Center for Safe Sport also apply and may be amended from time to time.
- d. Coaches must always be aware of the tremendous influence they have on their players. They are to strive to be positive role models in dealing with young people, as well as adults.
- e. Coaches should always demonstrate positive behaviors and reinforce them to players, parents, umpires and spectators alike. Players should be specifically encouraged, and positivity reinforced by coaches to demonstrate respect for teammates, opponents, officials and spectators.
- f. Players should always demonstrate positive behavior and respect toward teammates,

- opponents, coaches, officials, parents and spectators.
- g. Coaches, players, parents and spectators are expected to demonstrate the utmost respect for umpires and reinforce that respect to players/teammates. Coaches are also expected to educate their players as to the important role of umpires and reinforce the ideal of respect for the umpire to players/teammates.
 - h. Grievances or misunderstandings between coaches, umpires or any other parties involved with the sport should be communicated through the proper channels and procedures, never on or about the field of play in view of spectators or participants.
 - i. Umpires are professionals and are therefore expected to conduct themselves as such and in a manner that demonstrates total impartiality, courtesy and fairness to all parties.
 - j. Coaches and spectators involved with the game must never permit anyone to openly or maliciously criticize, badger, harass or threaten anyone, including umpires, coaches, players, parents or opponents.
 - k. Coaches and Umpires must be able to demonstrate a solid knowledge of the rules of field hockey and should adhere to the rules in both the letter and the spirit of the game.
 - l. Coaches should provide a basic knowledge of the rules to both players and spectators within his/her program. Attempts to manipulate rules in an effort to take unfair advantage of an opponent, or to teach deliberate unsportsmanlike conduct, is considered unacceptable conduct.
 - m. Eligibility requirements, at all levels of the game, must be followed. Rules and requirements such as age, previous level of participation, team transfers, etc, have been established to encourage and maximize participation, fair play and to promote safety.
 - n. Coaches receiving a red card from an umpire during game play at a USA Field Hockey event or Sanctioned event are considered in violation of the Code of Conduct and will be subject to the stated consequences in the USA Field Hockey Tournament Rules and Regulations, in addition to the disciplinary actions stated below.

Additionally, USFHA mandates that members and stakeholders behavior and use of facilities is safe and respectful. The following will not be tolerated:

- a. There will be no possession or use of alcoholic beverages at the host site by anyone under legal drinking age; or anyone if prohibited by the host site.
- b. There will be no possession or use of prescription drugs or USOPC banned substance unless participant is currently under physician's care and the medication is required for treatment of an illness or injury (documentation is required)
- c. Unacceptable behavior will not be tolerated, including but not limited to:
 - a. Any act considered to be an offense under federal, state, local laws and USOPC or USFHA rules, polices and procedures.
 - i. USFHA prohibits that any individual who is an employee, contractor or agent of USFHA from assisting a member or former member in obtaining a new job (except for the routine transmission of administrative and personnel files) if the individual knows that the member or former member violated the policies or procedures of the Center related to sexual misconduct or was convicted of a crime involving sexual misconduct with a minor in violation of applicable law or the policies or procedures of the U.S. Center for SafeSport

- b. The rules governing fair play and competitive manipulation in the Olympic and Paralympic movement (the Olympic Movement Code on the Prevention of the Manipulation of Competitions and/or the IPC Code of Ethics, Section 6.1, as applicable)
- c. Vandalism, damaging property, unauthorized use of equipment or property or theft
- d. Unsportsmanlike conduct
- e. Inappropriate horseplay or other misbehavior which physically endangers any person or property

3. Reporting and Resolution

- a. All Code violations shall be reported as soon as possible to the program's director.
- b. Upon notification of a code violation, the program director and appropriate staff members may hold a hearing with the participants involved.
- c. The program director shall have authority to enforce any of the above listed consequences, notifying the participant within at least 24 hours of the hearing.
- d. A recommendation by the program director that the participant be restricted from future programs must be submitted in writing to the USA Field Hockey Ethics Committee, which shall make the final decision.
 - a. Disinterested parties will make up the Ethics Committee and all that have a conflict are asked to recuse themselves. Athlete representation will make up 33.3% of the Committee as per the USFHA bylaws.
- e. The participant has the right to appeal a decision by the Ethics Committee in accordance with the Bylaws of USA Field Hockey.

4. Anti-Retaliation

USA Field Hockey has zero tolerance for retaliation against people who make good faith reports of potential ethical, policy, financial or legal violations, or who cooperate with investigations of those reports. That means no Affiliated Individual may threaten, harass, discriminate against, or take any negative employment (where applicable) or participation related action (e.g., discharge, demotion, suspension, non-assignment, negative review) on that basis.

Any such retaliation can be reported as described above in the same way as any other policy violation. It will be treated as a violation this Policy and USA Field Hockey's Code of Conduct and may lead to serious consequences including termination of employment or participation for anyone involved in retaliation.

5. Opportunity for a Hearing

In no event shall USA Field Hockey deny or threaten to deny an athlete, coach, official, or administrator the opportunity to participate in protected or amateur athletic competition without

fair notice and an opportunity to a hearing in accordance with the requirements of the Ted Stevens Olympic and Amateur Sports Act, the USOPC Bylaws and the USA Field Hockey Complaint Procedures.

6. Code of Conduct Policy Lead

Emily Hewitt (ehewitt@usafielddhockey.com) can be contacted with any questions about this policy. The Ethics Committee and Chair are responsible for this policy and enforcement of this policy.

For Athletes With Questions Regarding This Code of Conduct Policy:

The Athlete Ombudsman provides cost-free, independent and confidential advice regarding athlete rights; resolving disputes or grievances; and any sport rule, policy, or process, including NGB-athlete agreements, codes of conduct or team selection procedures. The Athlete Ombudsman can also help athletes connect with legal counsel or mental health resources if needed. Athletes may contact the Athlete Ombudsman at:

PHONE: (719) 866-5000

EMAIL: ombudsman@usathlete.org

WEBSITE: www.usathlete.org

You may also report misconduct to the USOPC's Ethics and Compliance Team through the USOPC's Integrity Portal:

<https://secure.ethicspoint.com/domain/media/en/gui/53006/index.html>.

I have read and understand and will abide by the USFHA Code of Conduct Policy.

Signature

Date