

USA SOFTBALL
GAMES STAFF SELECTION PROCEDURES
Pan American Games, 2019
September 22, 2017
Amended April 23, 2019

USOC Role Name	Example Games Function
Team Leader	Team Leader
Coach	Coach, Personal Coach
Technical Personnel	Tech Personnel, Sport Specific Roles (Golf Caddy, Groom, etc.)
Administrative Personnel	Admin Personnel; Non-medical Performance Staff
Medical Staff	Doctor, Physiotherapist, Medical Personnel, Massage Therapist, etc.

These procedures provide for selection of USA Softball **Games Staff** [Team Leader, Coach(es), and/or (# of) Additional Officials] for the Pan American Games, 2019. 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 Softball.

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

USOC Role Name - (Games Function)	Responsibility
Team Leader	Serve as primary point of contact and liaison between the USOC and USA Softball before, during and after the Games.
Head Coach	Prepare athletes/teams for success on the field of play.
Assistant Coaches (3)	Prepare athletes/teams for success on the field of play.
Medical (ATC, Physio, Physician, Massage)	Provide appropriate medical care to the athletes.
Technical Personnel (Video Techs), BP Pitcher, Strength and Conditioning Coach.	Video games and provide feedback to coaches for scouting; <u>Provide pitching at practice to prepare for games; provide guidance on strength and conditioning to athletes.</u>
Administrative Personnel	Prepare equipment, practice gear, and uniforms for use.

2. What are the USA Softball criteria for the above Games Staff position(s) (attach a job description, if any)?

USA Softball 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 Softball 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 Softball'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 the USA Softball *(if applicable)*.
- 2.14. Be listed on USA Softball Long List and must successfully complete all Games Registration requirements by stated deadlines.
- 2.15. Participate in USADA training as required for position *(if applicable)*.
- 2.16. Successfully complete the USOC's Safe Sport training.

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.

In addition, Coaches Must:

- 2.20. Possess a high level of specific technical and tactical knowledge of the sport.
- 2.21. Be in USA Softball Women's National Coaches Pool through the application process defined below in section 3.1.1. The pool consists of a minimum of eight

coaches. The Women's National Team Selection Committee (WNTSC) can add members to the pool throughout the quad. Members of Pool may serve as coaches at various USA Softball National Teams program events.

In addition, Technical Personnel Must (*i.e. Video Tech, BP Pitcher, Strength and Conditioning Coach, etc.*):

- 2.22. Possess appropriate experience relative to the position/area of expertise for which they may be nominated.
- 2.23. Proficiency in scouting software; experience at analyzing video and communicating effectively with coaches if applicable.

In addition, Other Positions (*i.e. Team Managers, Nutritionists, Sport Specific roles, etc.*) must:

- 2.24. Possess appropriate experience and/or certifications relative to the position/area of expertise for which they may be nominated if applicable.
- 2.25. Possess the appropriate skill to fix equipment and logistical issues, as applicable, that might arise as determined by USA Softball.

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

3.1. Head Coach/Assistant Coaches

- 3.1.1. Identifying the pool of candidates to be considered for coach positions: In September of 2016 an announcement about the application process for the Coaches Pool was posted on the USA Softball web site and emailed to all individuals who were members of the coaching staff for past USA Softball Women's National Teams. The Women's National Team Selection Committee (WNTSC) can add members to the pool using the criteria in Section 2 and below throughout the quad dependent upon the needs of the team.
- 3.1.2. Selecting the candidate(s) who best fits the job description for Head Coach: The WNTSC is responsible for selecting the coaching staff for the 2019 Pan American Games based on the prerequisites listed above and criteria listed in Section 3.1.3.1. – 3.1.3.1.8. Such selections will be made in accordance with these selections procedures. Any member of the pool is eligible for selection as a member of the Coaching Staff but membership in the Pool does not guarantee such coach will be selected as a member of the Coaching staff or given other coaching assignments.
 - 3.1.2.1. The 2019 USA Softball Women's National Team Program Head Coach will be nominated as the Head Coach for the Pan American Games. Selection will be based on the individual's knowledge, skill and experience in the sport of softball as well as information learned in the application process and information the WNTSC knows about the individual.

- 3.1.2.2. The Assistant Coaches will be selected after attending the 2019 USA Softball Women's Selection Camp. The camp location and dates will be published at least thirty days prior to the start of the 2019 Camp. The Head Coach will make recommendations regarding assistant coaching selections and assignments, but all final decisions will be made by vote of the WNTSC in accordance with the Board of Directors Policy – National Teams. In selecting the Assistant Coaches for the Games the WNTSC shall consider the following Selection Criteria:
 - 3.1.2.2.1. Information related to the categories covered in the coaching application process and other information relevant to the applicant's coaching ability learned about the applicant during the application process
 - 3.1.2.2.2. Information discussed in any formal or informal interview with the applicant
 - 3.1.2.2.3. The applicant's specific skills and abilities with respect to building the strongest possible Coaching Staff for the USA Softball Programs
 - 3.1.2.2.4. The WNTSC knowledge of the applicant and
 - 3.1.2.2.5. The WNTSC observation of the applicant pursuant to relevant criteria in this document. The selection of Assistant Coaches for the Pan American Games will not be based upon observations by the WNTSC at a single event, but is intended to include observations by the WNTSC at all events described in Section 3.1.3.2 as evaluative events. Because of the nature of this process, it is possible that each applicant may not have been observed at the same evaluative events or as many evaluative events as other applicants.
- 3.1.3. Potential Assistant Coaches will be observed and interviewed in order to develop information relevant to the following categories:
 - 3.1.3.1. Coaching Ability: Each of the below listed criteria carries equal value and shall be considered in selection of Assistant Coaches for the games.
 - 3.1.3.1.1. On field decision making – tactical strategy decisions that affect the course of play
 - 3.1.3.1.2. Quality of performance of duties assigned by the Head Coach – completion of assigned duties in competent manner
 - 3.1.3.1.3. Communication Skills – ability to communicate with players, other coaches and umpires
 - 3.1.3.1.4. Teaching skills – ability to teach fundamental and advanced softball skills to athletes
 - 3.1.3.1.5. Ability to lead – ability to act as a leader for athletes and other coaches
 - 3.1.3.1.6. Interpersonal skills – ability to relate to other individuals

- 3.1.3.1.7. Motivational skills – ability to motivate athletes and other coaches
 - 3.1.3.1.8. Ability to work with other coaches and players, including ability to work under the selected Head Coach
- 3.1.3.2. Evaluative Events – members of the pool shall be observed in accordance with criteria in Section 2 and Section 3.1.3.1, at National Team Program or Pool events. Such events shall include the following:
- 3.1.3.2.1. USA Softball Women’s Selection Camps
 - 3.1.3.2.2. Any events in which National Teams, have participated.
 - 3.1.3.2.3. This list of events at which members of the pool will be observed is subject to change. Members of the pool will be advised of any change at least thirty days prior to the event. Due to the nature of this process, it is possible that each member of the pool may not be observed at the same evaluative events or as many evaluative events as other members of the pool.
- 3.2. Team Leader/Technical Personnel , Medical Personnel, /Administrative Personnel, BP Pitcher, Strength and Conditioning Coach
- 3.2.1. USA Softball will not solicit applications for the Team Leader/Technical Personnel/Administrative Personnel/Medical Personnel (s). Team Leader/Technical Personnel/Administrative Personnel(s)/Medical Personnel will be filled by current USA Softball employees and/or volunteers who have experience with USA Softball National Teams and who best meet the criteria in Section 2.

4. Describe the removal of Games Staff:

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

- 4.1. Voluntary withdrawal. Games Staff nominee must submit a written letter to the USA Softball Director of National Teams.
- 4.2. Injury or illness as certified by a physician (or medical staff) approved by the USA Softball. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by the USA Softball, 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. A coach selected as a member of the coaching staff or pool serves under the direction of the Director of National Teams and can be recommended for removal from the staff or pool by the WNTSC for any action determined by the WNTSC to be detrimental to a Team, USA Softball or any USA Softball athlete, coach or staff. Written notification of such removal recommendation will be

provided to the coach by the WNTSC. The coach has the right to a hearing pursuant to Board of Directors Policy – National Teams.

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 Softball 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)?

6.1. Recommendation of the Coach(es)

6.1.1. Recommendation by the USA Softball Women's National Team Selection Committee

<u>Name</u>	<u>Position</u>
<u>Sam Ducato</u>	<u>USA Softball Region 10 At-Large Player Representative</u>
<u>Crystal Dombkowski</u>	<u>USA Softball of Indiana Player Representative</u>
<u>Karen Johns</u>	<u>NFCA Representative</u>
<u>Lovie Jung</u>	<u>Athlete Representative</u>
<u>Lauren Gibson</u>	<u>Athlete Representative</u>
<u>Beverly Wiley</u>	<u>USA Softball of Rhode Island Commissioner</u>
<u>TBD</u>	<u>2019 Head Coach (will be part of committee selecting assistant coaches)</u>

6.1.2. The USA Softball Board of Directors will make the final approval.

6.2. Team Leader/Technical Personnel/Administrative Personnel/Medical

6.2.1. Recommendation by the Director of National Teams

6.2.2. The Executive Director and AAC Representative 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, USA Softball's Board of Directors 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:

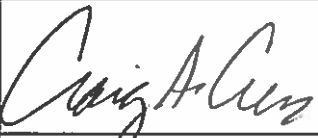

Head Coach – On or before May 6, 2019

Assistant Coaches – May 6, 2019
 Team Leader – May 6, 2019
 Medical Staff – May 6, 2019
 Technical Personnel – May 6, 2019
 Administrative Personnel – May 6, 2019

9. Publicity/Distribution of Procedures:

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

- 9.1. Web site: www.usasoftball.com
 These procedures will be posted as soon as possible, but not more than five days following notice of approval by the USOC.
- 9.2. Other (if any): N/A

Position	Print Name	Signature	Date
USA Softball Executive Director	Craig Cress		5/5/19
USOC Athletes' Advisory Council Representative*	Valerie Arioto		5/3/19

* 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 the NGB/HPMO/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 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). 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
- Physical Therapist Qualification Criteria - located at www.teamusa.org/medicalvolunteer
- Doctor of Chiropractic Qualification Criteria - located at www.teamusa.org/medicalvolunteer
- Physician Qualification Criteria - located at www.teamusa.org/medicalvolunteer
- Massage Therapist Qualification Criteria - located at www.teamusa.org/medicalvolunteer