

**IMPORTANT NOTICE DUE TO POSTPONEMENT OF THE 2020 PARALYMPIC GAMES  
[May 12, 2020]**

Following the IPC’s announcement that the Tokyo 2020 Paralympic Games have been rescheduled to take place August 24-September 5, 2021, this notice and the information below serve as an announcement of amendment(s) to U.S. Paralympic Cycling’s Staff Selection Procedures.

Section of Procedures	Page #	Amendment Description
Section 8: Date of Nomination	Page 5	<ul style="list-style-type: none"> <li>• Nomination for Games Medical Staff added as January 15, 2021</li> <li>• Nomination date changed from July 10, 2020 to July 10, 2021 for all other Games Staff</li> </ul>

**U.S. Paralympics Cycling  
GAMES STAFF SELECTION PROCEDURES  
2020 Paralympic Games**

These procedures provide for selection of U.S. Paralympics Cycling’s **Games Staff** [Team Leader, Coach(es), and Additional Officials] for the 2020 Paralympic Games. 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 U.S. Paralympics Cycling.

1. Describe the specific Games Staff position(s) that U.S. Paralympics Cycling is requesting.

USOPC Role Name - (Games Function)	Responsibility
Director	Responsibility: Provide vision, oversight, and direction for all Para-cycling staff before, during, and after the Games, and serve as the primary point of contact between USOPC leadership and U.S. Paralympics Cycling.
Team Leader (1)	Responsibility: Serve as primary administrative point of contact and liaison between the USOPC and U.S. Paralympics Cycling before, during and after the Games.
Assistant Team Leader (1)	Responsibility: Assist with all team administration, paperwork, forms, and entries; assist the Team Leader with logistics, discipline, and Games requirements.
Coach (1 Head Coach, up to 3 Assistant Coaches)	Responsibility: Prepare athletes for success on the field of play.
Medical: PT/ATC/DC (up to 2)	Responsibility: Provide appropriate sport specific medical care to the athletes.

Mechanics (up to 4)	Responsibility: Team equipment management and maintenance.
Soigneur (up to 4)	Responsibility: Assist with feeding, clothing, massaging, and escorting riders.
Sport Nutritionist (1)	Responsibility: Provide nutrition support leading up to and during competition and manage athlete recovery station.
Sport Psychologist (1)	Responsibilities: Work with individual athletes to develop and strengthen mental skills, work with the team to build trust and cohesion and work with coaching staff to provide targeted resources for athletes, team and coaches.

2. What are U.S. Paralympics Cycling’s criteria for the above Games Staff position(s) (attach a job description, if any)?

U.S. Paralympics Cycling Games Staff must:

- 2.1. Successfully pass the National Center for Safety Initiatives’ (NCSI) background screen in accordance with the current USOPC 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 U.S. Paralympics Cycling and/or 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. Be responsible for Team’s adherence to all rules regarding discipline at the Games.
- 2.5. Be available for entire duration of the Games.
- 2.6. Demonstrate ability to establish harmonious relationships with athletes and other Team personnel.
- 2.7. Experience and proven ability working with teams at the national and international levels.
- 2.8. Be in good health and able to withstand the physical rigors of traveling with and working with the Team.
- 2.9. Be a currently employed staff member or contractor of U.S. Paralympics Cycling/USOPC.
- 2.10. Be listed on U.S. Paralympics Cycling’s Long List and must successfully complete all Games Registration requirements by stated deadlines.
- 2.11. Participate in USADA training as required for position.
- 2.12. Successfully complete the US Center for SafeSport’s awareness training and education program.

In addition to criteria 2.1 through 2.12 above, Team Leader and Assistant Team Leader must:

- 2.13. Fulfill all duties and requirements of the USOPC including attendance at USOPC Games related meetings.
- 2.14. Have strong administrative, communication and organizational capabilities/skills.
- 2.15. Have U.S. Paralympics Cycling's approval to make financial decisions regarding the Team.
- 2.16. Have previous administrative, international relations and/or Team Leader experience at an international competition.
- 2.17. Have previous experience at a major international Cycling championship.
- 2.18. Have thorough knowledge and understanding of the UCI Para Cycling rules and regulations governing the sport.
- 2.19. Have knowledge of U.S. Paralympics Cycling.
- 2.20. Have ability to interact with coaching staff, athletes, U.S. Paralympics and USOPC Administration, and UCI personnel.
- 2.21. Be available for any camps hosted for the 2020 Paralympic Games Team.

In addition to criteria 2.1 through 2.12 above, Coaches must:

- 2.22. Have thorough knowledge and understanding of the UCI Para-cycling rules and regulations governing the sport.
- 2.23. Possess a high level of specific technical and tactical knowledge of the sport.
- 2.24. Have previous experience and proven ability coaching athletes at the national and international levels.
- 2.25. Be available for any camps hosted for the 2020 Paralympic Games Team.

In addition to criteria 2.1 through 2.12 above, Medical Personnel must:

- 2.26. Possess the appropriate certifications.
- 2.27. 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).
- 2.28. Meet the required experience and proficiency levels as determined by USOPC Sports Medicine and outlined in Attachment A and the documents found at <http://www.teamusa.org/About-the-USOPC/Athlete-Development/Sports-Medicine/Volunteer-Program.aspx>.
- 2.29. Be approved for nomination through the USOPC's Sports Medicine Division.
- 2.30. Have experience working with the U.S. Paralympics Cycling program

In addition to criteria 2.1 through 2.12 above, a Soigneur must:

- 2.31. Have specific expertise working with persons with disabilities.

- 2.32. Have experience in working with athletes in a competition setting.
- 2.33. Be licensed as an LMT or CMT.
- 2.34. Be available for any camps hosted for the 2020 Paralympic Games Team.

In addition to criteria 2.1 through 2.12 above, a Mechanic must:

- 2.35. Have specific expertise working with handcycles, trikes, bicycles, and tandems.
- 2.36. Have experience and proven ability working with teams at the national and international levels.

In addition to criteria 2.1 through 2.12 above, Sport Nutritionist and Sport Psychologist must:

- 2.37. Possess the appropriate certifications.
- 2.38. Have experience and proven ability working with teams at the national and international levels.

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

U.S. Paralympics Cycling will not solicit applications for the Games Staff position(s). U.S. Paralympics Cycling will contact individuals with an extensive background and history in working with the U.S. Paralympics Cycling Program to gauge their interest for being considered for a staff position. The Games Staff position(s) will be filled by current U.S. Paralympics Cycling employees and/or contractors who meet the criteria above.

Recognizing that a staff is more than the skills brought by its individual members, coach nominations will take into consideration the mix of the full Team staff (experience, rapport with athletes and other staff, international event experience) as well as qualities beyond technical skills and experience that will contribute to Team success.

- 4. Describe the removal of Games Staff:

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

- 4.1. Voluntary withdrawal. Games Staff nominee must submit a written letter to the Chief of U.S. Paralympics.
- 4.2. Injury or illness as certified by a physician (or medical staff) approved by U.S. Paralympics Cycling. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by U.S. Paralympics Cycling, 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 U.S. Paralympics Code of Conduct (Attachment C).

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 U.S. Paralympics 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. 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 U.S. Paralympics Cycling Selection Committee will make the final approval.

Director, Paralympic Cycling

Chief of U.S. Paralympics

Associate Director, Paralympic Cycling Sport Operations

Associate Director, Paralympic Cycling High Performance

Athlete Representative

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 USOPC's Board or Ethics Committee, as appropriate, shall determine if a conflict exists.

8. Date of Nomination:

The Games Medical Staff Nomination Form with the Medical Staff nominee's name, including the name of a replacement (if applicable), will be submitted to the USOPC on or before:

January 15, 2021

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

July 10, 2021

9. Publicity/Distribution of Procedures:

The USOPC approved selection procedures (complete and unaltered) will be posted/published by U.S. Paralympics Cycling in the following locations:

- 9.1. Web site: [www.usparalympics.org](http://www.usparalympics.org)  
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): N/A

<b>Position</b>	<b>Print Name</b>	<b>Signature</b>	<b>Date</b>
NGB/HPMO/PSO President or CEO/Executive Director	Julie Dusliere		
USOPC Athletes' Advisory Council Representative*	Will Groulx		

\* 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/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 USOPC AAC Representative, the NGB/HPMO must designate an athlete from that sport to review and sign the Selection Procedures.

## Attachment A

### USOPC Sports Medical Games Requirements

#### PURPOSE

The USOPC 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 USOPC 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 USOPC Managing Director of sports medicine who will then identify and communicate the level of support to be provided by USOPC Sports Medicine. Any changes to the requested sports medicine support should be immediately forwarded to USOPC Sports Medicine. In cases where medical services or materials are not identified, the USOPC 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 USOPC 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 USOPC Sports Medicine.
- 2) Successfully pass a medical credential review and criminal background check at or above USOPC standards with the National Center for Safety Initiatives (NCSI)
- 3) Review of the venue emergency action plan with USOPC 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

### U.S. Paralympics Cycling Team Rules

The following rules apply to all official National Team and Team USA para-cycling activities and events (additional rules may be implemented on a per-event basis as needed):

- The possession or use of weapons, tobacco products or controlled substances by any athlete or staff member is prohibited.
- Daily Curfews (“lights out” times) established by the Team Staff and published in the daily schedule must be observed by all athletes.
- Team members and staff will attend all team functions including meetings, practices, exhibitions, press conferences, competitions, etc., unless otherwise excused or instructed by U.S. Paralympics staff.
- Team members and staff will wear USOC and/or U.S. Paralympics Cycling provided apparel as required and as designated by Team leadership (Director, Associate Director of High Performance, Associate Director of Operations).
- Team members and staff will cooperate with team leadership and U.S. Paralympics staff.
- Team members and staff will refrain from behavior that would detract from a positive image of the U.S. Paralympics Cycling National Team or that would be detrimental to its performance objectives.
- Team members and staff will display proper respect and sportsmanship toward coaches, officials, administrators, fellow competitors and the public.
- Team members are required to sleep in their assigned rooms and are not permitted to switch rooms – even temporarily – without prior approval from team staff.
- An open and observable environment should be maintained for all interactions between staff and athletes. Private, or one-on-one situations should be avoided unless open and observable. Common sense should be used to move a meeting to an open and observable location if the meeting inadvertently begins in private.
- Bullying, harassment, disparagement, or defamation of teammates, fellow competitors, team staff, event organizers, or UCI/IPC representatives – verbally, through social media, email, or text – is prohibited.
- Public intoxication or consuming alcohol to excess is prohibited.
- Staff drinking with athletes is not allowed. This includes being in the same establishment or in the same room together.
- Friends and family are not permitted in athlete rooms or beyond the hotel lobby.
- Team USA staff \*only\* on the field of play (including team pits/cabins). No friends/family/personal coaches.
- For athletes who need help putting on competition apparel (i.e. speedsuits):

- Athletes are not required to have assistance and should request it of the staff if/when they require it.
- There will always be at least three persons present when assisting with suits:
  - Three persons can be defined as two athletes (including the athlete putting on the suit) and one staff member, or one athlete and two staff members. The make-up of staff and athletes when assisting with suits should be the same gender whenever possible.
- Staff will be considerate of the athlete and will avoid all but inadvertent touching of the groin, buttocks, and breast area.

## Attachment C

<p style="text-align:center"><b>UNITED STATES OLYMPIC COMMITTEE CODE OF CONDUCT FOR U.S. PARALYMPICS NATIONAL TEAMS AND U.S. PARALYMPICS PROGRAMS</b></p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

### ATHLETE PLEDGE AND AGREEMENT

I pledge to uphold the spirit of this Code of Conduct (the “Code”), which offers a guide to my conduct as a member of a U.S. Paralympics National Team or a U.S. Paralympics Team to international competition (the “Team”). This Code applies to those Paralympic sports in which the United States Olympic Committee (USOC) has not recognized a National Governing Body or a Paralympic Sport Organization to govern the sport. I acknowledge that I have a right to a hearing if my opportunity to compete 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 membership on the Team.

**As a Member of the Team, I hereby promise and agree that I:**

- will abide by all published rules related to the Team selection procedures as approved by U.S. Paralympics or the USOC;
- have acted and will act in a sportsmanlike manner consistent with the spirit of fair play and responsible conduct;
- will maintain a level of fitness and competitive readiness that will permit my performance to be at the maximum of my abilities;
- will notify U.S. Paralympics if (i) I have a physical injury or illness that might compromise my ability to compete; (ii) will submit, if requested, to a physical/medical examination by medical personnel approved by the USOC and authorize the submission of the physical examination/medical information to US Paralympics and the USOC; and (iii) understand that such injury or illness may be the cause for my not being selected to the Team, being removed from the Team, or not being allowed to participate if I remain on the team.
- will comply with all aspects of the SafeSport Code for the U.S. Olympic and Paralympic Movements, the SafeSport Practices and Procedures for the U.S. Olympic and Paralympic Movement, the Supplementary Rules for U.S. Olympic and Paralympic SafeSport Arbitrations, and all other athlete safety policies, procedures and protocols of the USOC;

- will not commit a doping violation as defined by the World Anti-Doping Agency (WADA), the United States Anti-Doping Agency (USADA), the International Paralympic Committee (IPC) or USOC rules;
- am not currently provisionally suspended or serving a period of ineligibility for a doping violation and/or do not have a pending or unresolved doping charge;
- am not currently serving a suspension or been deemed permanently ineligible due to a SafeSport violation, and I have disclosed to U.S. Paralympics any current interim measure(s) and/or unresolved SafeSport allegation made against me;
- 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 not participate or assist in any gambling or betting activities associated with any event related to my sport or my participation;
- am eligible to compete under the rules of the IPC and its pertinent committees, and its pertinent member organizations and under the rules of the USOC;
- am in possession of a valid U.S. passport, that will not expire prior to six months following the conclusion of any international competition, should I be chosen for an international team that requires a passport;
- will refrain from conduct detracting from my ability or that of my teammates to attain peak performance;
- will respect the property of others whether personal or public;
- will maintain a level of personal hygiene and cleanliness appropriate to respect my teammates;
- will respect members of my Team, other teams, spectators and officials, and engage in no form of discriminatory behavior nor in any form of verbal, physical or sexual harassment or abuse;
- will follow the Team rules, whether set by Team leadership or adopted by consensus, including by way of example, rules regarding curfew and required attendance at Team meetings;
- agree to wear the uniforms approved by U.S. Paralympics at official activities sponsored by the USOC or U.S. Paralympics as directed by U.S. Paralympics staff, and I agree to compete in

the U.S. Paralympics-approved Team uniform, where such a uniform is provided, in competitions at which I am supported by U.S. Paralympics. I agree to wear the names and logos of U.S. Paralympics sponsors, suppliers and licensees on Team competition wear, other uniforms and casual wear as provided by U.S. Paralympics. I agree to not alter any Team uniform, either by removing or obstructing the names or logos of U.S. Paralympics sponsors, suppliers and licensees or by adding patches, stickers, or other means of displaying unauthorized names, logos or messages;

- agree to not demean or defame the USOC, U.S. Paralympics or its sponsors, their names, logos, marks, products or services. I acknowledge that endorsing and supporting U.S. Paralympics sponsors through my actions and words reflects well on the team and on those supporting the team.
- agree to be filmed, videotaped and photographed, and to have my image and voice otherwise recorded, in any media, during any event I am attending under the auspices of the USOC or U.S. Paralympics, by U.S. Paralympics official photographer(s), film crew(s) and video crew(s), and by any other entity authorized by U.S. Paralympics, under the conditions specified by U.S. Paralympics. I hereby grant U.S. Paralympics the irrevocable, perpetual, fully paid-up, worldwide right and license to use, and to authorize third parties to use, in all media, my name, picture, likeness, voice and biographical information for: (1) news and information purposes, (2) promotion of the Paralympic movement and the specific competition(s) in which I compete, (3) promotion of the Team, and (4) promotion of U.S. Paralympics and the USOC ; in no event may U.S. Paralympics or the USOC 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 USOC or Paralympic Team apparel or equipment or the use of any USOC or U.S. Paralympics logo for the purpose of trade, promotion, fundraising or on merchandise, without the prior written consent of U.S. Paralympics;
- will abide by the rules of the IPC or other Paralympic international federation concerning allowable trademark identification on clothing and equipment worn or used in competition or on my body (such as visible tattoos).
- will be responsible for payment of all legal fees and expenses if I require legal representation because I am accused of a doping violation or criminal misconduct, or if for any other reason I require the services of an attorney;
- will act in a way that will bring respect and honor to myself, my teammates, the Team, U.S. Paralympics, the USOC, and the United States; and

- will remember that at all times I am an ambassador for my sport, my country and the Paralympic Movement.

**ATHLETE OMBUDSMAN**

I may contact the USOC Athlete Ombudsman, at 719.866.5000 or [ombudsman@usathlete.org](mailto:ombudsman@usathlete.org) for further information regarding my rights under this Code that are not answered by U.S. Paralympics.

**PARTICIPANTS' AFFIRMATION**

I have read and accept this Code of Conduct. I agree to the rules, guidelines, jurisdiction and procedures stated in these documents as a condition of being a member of the Team.

---

Signature \_\_\_\_\_ Date \_\_\_\_\_

**PARENT/GUARDIAN CERTIFICATION**  
**(For Participants Under the Age of 18 as of Date of Signature)**

---

Signature \_\_\_\_\_ Date \_\_\_\_\_

---

Relationship (Parent or Guardian) \_\_\_\_\_