

**U.S. Paralympics Cycling
GAMES STAFF SELECTION PROCEDURES
2019 Parapan American Games
May 10, 2018**

These procedures provide for selection of U.S. Paralympics Cycling’s **Games Staff** [Team Leader, Coach(es), and Additional Officials] for the 2019 Parapan American Games. 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 U.S. Paralympics Cycling.

1. Describe the specific Games Staff position(s) that the NGB/HPMO/PSO is requesting.

| USOC Role Name - (Games Function) | Responsibility |
|---|--|
| Team Leader (1) | Responsibility: Serve as primary point of contact and liaison between the USOC 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) | Prepare athletes for success on the field of play. |
| Medical: PT/ATC/DC (up to 2) | Provide appropriate sport specific medical care to the athletes. |
| Mechanics (up to 3) | Responsibility: Team equipment management and maintenance |
| Soigneur (up to 3) | Responsibility: Assist with feeding, clothing, massaging, and escorting riders. |
| Sport Dietician (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 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 U.S. Paralympics Cycling 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. 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/USOC.
- 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. Participate and complete the USOC's Safe Sport training.

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 USOC including attendance at USOC 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 World 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 USOC Administration, and World Para Cycling personnel.
- 2.21. Be available for any camps hosted for the 2019 Parapan American 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 2019 Parapan American Games Team.
- 2.26. Have previous experience at a major international Cycling championship.
- 2.27. Have ability to interact with coaching staff, athletes, U.S. Paralympics and USOC Administration, and World Para Cycling personnel.

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

- 2.28. Possess the appropriate certifications.
- 2.29. 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).
- 2.30. 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>.
- 2.31. Be approved for nomination through the USOC's Sports Medicine Division.
- 2.32. Have experience working with the U.S. Paralympics Cycling program

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

- 2.33. Have specific expertise working with persons with disabilities.
- 2.34. Have experience in working with athletes in a competition setting.
- 2.35. Be licensed as an LMT or CMT
- 2.36. Be available for any camps hosted for the 2019 Parapan American Games Team.

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

- 2.33. Have specific expertise working with handcycles, trikes, bicycles, and tandems.
- 2.34. 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:

- 2.35. Possess the appropriate certifications.
- 2.36. 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 Vice President, 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 B).

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 NGB/HPMO/PSO 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)?

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

Director, High Performance, Paralympic Cycling
Vice President, Paralympics
Associate Director, Paralympic Cycling Sport Operations
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 USOC's Board 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:

June 7, 2019



9. Publicity/Distribution of Procedures:

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

9.1. Web site: www.usparalympics.org

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 |
|---|-----------------|--|-----------|
| NGB/HPMO/PSO President or CEO/Executive Director | Julie Dussliere |  | 5/16/2018 |
| USOC Athletes' Advisory Council Representative* | Will Groulx |  | 5/16/2018 |

* 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

**UNITED STATES OLYMPIC
COMMITTEE
CODE OF CONDUCT
FOR
U.S. PARALYMPICS NATIONAL
TEAMS
AND
U.S. PARALYMPICS PROGRAMS**
November 26, 2013

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 submit to a physical examination by USOC medical personnel if my ability to compete is compromised due to physical injury, illness or incapacity and I understand that such physical injury, illness or incapacity may be 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 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 serving a doping violation and/or do not have a pending or unresolved doping charge;
- 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 USA 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, fund raising or on merchandise, without the prior written consent of U.S. Paralympics;
- will abide by the rules of the IPC or other Paralympic international federations concerning allowable trademark identification on clothing and equipment worn or used in competition or on visible body tattoos.
- understand that if I require legal representation because I am accused of criminal misconduct or an anti-doping violation, or if for any other reasons I require the services of an attorney, I will be personally responsible for payment of such legal fees and expenses;
- 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, Kacie.Wallace@usoc.org, Sara.Clark@usoc.org or www.athleteombudsman.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

| |
|---|
| <p style="text-align: center;">PARENT/GUARDIAN CERTIFICATION (For Participants Under the Age of 18 as of Date of Signature)</p> |
|---|

Signature

Date

Relationship (Parent or Guardian)