

US Sailing
TEAM LEADER SELECTION PROCEDURES
2016 Olympic Games - Rio de Janeiro
Sailing
March 14, 2016

These procedures provide for selection of US Sailing's Team Leader for the 2016 Olympic 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 US Sailing 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 US Sailing'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. Have high level, specific technical and tactical knowledge of the sport of Sailing.
- 1.11. Have thorough knowledge and understanding of the IF (World Sailing) rules and regulations governing the sport of Sailing.
- 1.12. Have proven ability to establish harmonious relationships with athletes and other Team personnel.
- 1.13. Be a currently-employed Staff member or contractor of US Sailing.

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

This position will not be posted or publicized and there will be no application process as US Sailing will use an existing USS staff member for the Team Leader position at the 2016 Olympic Games.

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

US Sailing will not solicit applications for the Team Leader position. The Team Leader position will be filled by a current US Sailing employee or contactor.

4. Describe the removal of Team Leader:

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

- 4.1. Voluntary withdrawal. Team Leader nominee must submit a written letter to US Sailing's Executive Director /President.
- 4.2. Injury or illness as certified by a physician (or medical staff) approved by US Sailing. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by US Sailing, 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 US Sailing'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 US Sailing 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/Athlete-Resources/Athlete-Ombudsman/Resources/Code-of-Conduct>
<http://www.teamusa.org/Footer/Legal/Governance-Documents>

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?

US Sailing's Chairman of the Olympic Sailing Committee will approve the Team Leader position.

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:

May 24, 2016

9. Publicity/Distribution of Procedures:



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

9.1. Web site: www.ussailing.org/olympics/selection/olympic-games/

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):



Position	Print Name	Signature	Date
NGB/HPMO President or CEO/Executive Director	Jack Gersher		4/18/16
USOC Athletes' Advisory Council Representative*	Amanda Clark		4/20/2016

* 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, 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.



2016 Code of Conduct & Ethics

General Statement

Engagement by US Sailing contract ["Contractor"] in any capacity, including participation in US Sailing sanctioned events, training programs, courses, and regattas, is a privilege, not a right. Due to the amount of interaction by the Contractor with athletes, and their position as spokespersons for the sailors that they work with and US Sailing as an organization, the role each Contractor plays is particularly important to US Sailing's fulfillment of its goals and mission. Accordingly, Contractor is expected to adhere to the highest standards of conduct on their own part, and also to insist that the individuals under their supervision observe the rules applicable to those athletes.

Background Checks

Contractors employed by US Sailing must have a background check on file with US Sailing. This check must have been completed within the past 12 months from the date of this contract. The contractor is responsible for submitting this check. The website is <http://www.ncsisafe.com>.

Anti-Harassment Training

Contractors whose job it is to interact with athletes, youth and adult, are expected to have successfully completed the Safe Sport training provided by the USOC before their scheduled start date. Go to <http://training.teamusa.org>, follow links to register.

Sportsmanship

Contractor employed by US Sailing is expected to demonstrate good sportsmanship. This includes, but is not limited to, avoiding the following conduct:

1. Hazing or taunting an athlete, coach, or race official or any person participating in, or conducting, US Sailing sanctioned events;
2. Physically or verbally abusing an athlete, coach, race official or any person participating in, or conducting, US Sailing sanctioned events including, but not limited to, making derogatory comments about such person's race, sex, religion, age, disability, national origin or sexual orientation;
3. Using obscene gestures, or profane or unduly provocative language toward an athlete, coach, race official or any person participating in, or conducting, US Sailing sanctioned events;
4. Publicly and unduly criticizing an athlete, coach, race official or any person participating in, or conducting US Sailing sanctioned events including, but not limited to, inciting others to engage in conduct in violation of these Rules; and
5. Negative or derogatory statements about the members or coaches of another team.

In addition to not engaging in the foregoing types of conduct themselves, US Sailing contractor is expected to disassociate themselves from others who may be engaged in such conduct and are responsible for ensuring that athletes under their supervision do not engage in the foregoing conduct.

Drugs and Alcohol

Contractor employed by US Sailing shall not:

- a. encourage an athlete to commit a doping violation as defined by the International Olympic Committee, the World Anti-Doping Agency, The United States Anti-Doping Agency, the United States Olympic Committee or the ISAF, or;
- b. Use or provide alcohol or drugs in violation of local, state, or national laws.

Relationship with Athletes

Contractor shall not engage in any financial or sexual relationship with athletes. Contractor shall actively promote the good health and well-being of athletes, deferring to the judgment of the US Sailing PET and other medical advisors and, in the case of athletes who are minors, the parents of such athletes, regarding an athlete's ability to participate in any athletic activity. Contractor shall not discriminate against athletes based upon their race, sex, religion, age, disability, national origin, ethnicity, gender identity or expression or genetic information ("protected status") or sexual orientation.

Process and rights should there be a violation

I _____ and US Sailing acknowledge that I have a right to a hearing before being denied the opportunity to participate or if I am charged with a violation of this Code.

Signed: _____ Date: _____

Print Name: _____

For US Sailing:

Signed: _____ Date: _____

Print Name and Title: _____

Code of Ethics (US Sailing Regulation 14)

14.01 SCOPE

The US Sailing Code of Ethics (Code) applies to volunteers, employees, and representatives of member organizations when acting on behalf of US Sailing.

14.02 GENERAL

- A. When acting on behalf of US Sailing, individuals shall refrain from placing themselves in a position wherein their ability to objectively perform their duties has been compromised or appears to be compromised. Any such individual shall refrain from participating on any issue in which he or she has a personal or pecuniary interest not common to other members of US Sailing, and shall disclose such interest before the issue is debated.
- B. As fiduciaries, directors owe to US Sailing the duty of care and the duty of loyalty. The duty of care requires fiduciaries to be sufficiently well informed about the affairs of US Sailing and the qualifications of any officers, professionals, committees or others on whom they may rely to enable them to make honest, prudent, and good-faith decisions within the areas of responsibility of the Board. The duty of loyalty requires fiduciaries to keep the institution's interest paramount, subordinating their personal interests to the interests of US Sailing and the sport of sailing.

14.03 CORPORATE AND OTHER OFFICIALS

Any individual employed by US Sailing or serving on the Board or committee of US Sailing, or otherwise serving in any capacity carrying with it the authority or ability to make or influence decisions affecting the business of US Sailing, shall comply with the following:

- A. shall use a reasonable standard of care when acting on behalf of US Sailing;
- B. when conflicts arise, shall subordinate his or her personal and individual interests to the interests of US Sailing and the sport of sailing;
- C. shall refrain from placing himself, or herself, in a position wherein the ability to objectively perform his or her duties has been compromised or appears to be compromised, such as the acceptance of significant favors, gifts or by any other activity;
- D. shall not use any property, asset or information of US Sailing, or any position of authority at US Sailing or similar organization, for personal or financial gain;
- E. shall refrain from voting on any issue in which he or she has a personal or financial interest not common to other members of US Sailing and shall disclose any such interest before any formal discussion of the issue prior to a vote by the other members of the Board, committee or other group;
- F. shall maintain the corporate and other records of US Sailing in compliance with Regulation 7.03 (Document Retention Policy); and
- G. shall not alter, cover up, falsify, or destroy any document to prevent its use in an official proceeding nor otherwise obstruct, influence, or impede any official proceeding.

14.04 VOLUNTEERS AT US Sailing EVENTS; CERTIFIED OFFICIALS AT ANY EVENT

Any individual involved in running an event organized or sanctioned by US Sailing; any individual selecting competitors to compete in an event organized by US Sailing or in the Olympic, Paralympic or Pan American Games; or any individual holding certification from US Sailing as a coach, instructor or race official, whether acting in the capacity for which they hold certification or otherwise, shall:

- A. avoid conflicts of interest, whether actual or perceived;
- B. subordinate his or her personal and individual interests to the interests of the sport of sailing and the competitors therein;
- C. apply and enforce the rules in a fair and even-handed manner; and
- D. respect the right of all competitors in the sport of sailing to fair and equal treatment, free from discrimination or harassment of any kind.

14.05 US Sailing ETHICS COMPLIANCE OFFICER

The Chair of the Governance Committee shall serve as the US Sailing Ethics Compliance Officer (ECO) and shall coordinate the activities of the Governance Committee with those of other entities within US Sailing in obtaining compliance with this Regulation 14.

14.06 ACKNOWLEDGEMENT AND DISCLOSURE

- A. Board members, committee members selected by the Board, and staff members selected by the ED, shall acknowledge in writing that they have read and accepted the conditions of this Regulation 14. In addition, the nature and extent of any potential conflict of interest in a business relationship or in outside activities shall be fully disclosed and reported as follows:
 - 1. Staff – to the Executive Director or ECO.
 - 2. Volunteers - to the chair of the committee involved or ECO.

3. ED, Board member, or committee chair – to the ECO.
- B. Disclosing a potential conflict does not imply a conflict of interest or impropriety. However, individuals in a position of conflict are precluded from participating in any further consideration of or action related in the matter.

14.07 COMPLIANCE

- A. Each employee, volunteer, and member organization has the obligation not only to abide by the Code of Ethics, but also to report violations of the Code when they become aware of them. Any retaliation or threat of retaliation against anyone who in good faith reports a suspected violation shall constitute a violation of the code.
- B. Employees, volunteers, or member organizations that violate or condone the violation of the Code of Ethics are subject to disciplinary measures including but not limited to expulsion from the Board or any committee, downgrading or revocation of certification or termination of employment.
- C. Investigations of allegations of misconduct under Regulation 14 will be conducted in accordance with the procedures provided in Regulation 15, see Regulation 15.07.

14.08 GUIDANCE AND REPORTS OF VIOLATIONS

Questions or guidance regarding the applicability of this policy to specific situations, or reports of alleged violations, will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Questions or reports may be made by telephone directly with the ECO (Chair of the Governance Committee), or in writing to: Ethics Compliance Officer, US Sailing, P.O. Box 1260, Portsmouth, RI 02871 or EthicsComplianceOfficer@USSailing.org

Confidentiality/Non-Disclosure

Information that pertains to US Sailing's business, including all nonpublic information concerning the Company, its vendors and suppliers, is strictly confidential and must not be given to people who are not employed by US Sailing.

Please help protect confidential information -- which may include, for example, trade secrets, customer lists and company financial information -- by taking the following precautionary measures:

1. Discuss work matters only with other US Sailing employees who have a specific business reason to know or have access to such information.
2. Do not discuss work matters in public places.
3. Monitor and supervise visitors to US Sailing to ensure that they do not have access to confidential information.
4. Destroy hard copies of documents containing confidential information that is not filed or archived.
5. Secure confidential information in desk drawers and cabinets at the end of every business day.

Your cooperation is particularly important because of our obligation to protect the security of our clients' and our own confidential information. Use your own sound judgment and good common sense, but if at any time you are uncertain as to whether you can properly divulge information or answer questions, please consult a US Sailing director.