

US Sailing
GAMES STAFF SELECTION PROCEDURES
2019 Pan American Games
September 7, 2019

USOC Role Name	Example Games Function
Team Leader	Team Leader
Coach(es)	Coach, Personal Coach
Technical Personnel	Tech Personnel, Sport Specific Roles
Medical Staff	Doctor, Physiotherapist, Medical Personnel, Massage Therapist, etc.
Administrative Personnel	Team Manager

These procedures provide for selection of US Sailing's Games Staff [Team Leader, Coach(es), and Additional Officials] for the 2019 Pan 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 US Sailing.

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

USOC Role Name - (Games Function)	Responsibility
Team Leader	Serve as primary point of contact and liaison between the USOC and NGB before, during and after the Games.
Laser Coach	Prepare athlete for success on the field of play.
Laser Radial Coach	Prepare athlete for success on the field of play.
49er FX Coach	Prepare team for success on the field of play.
Nacra 17 Coach	Prepare team for success on the field of play.
RSX Men's Coach	Prepare athlete for success on the field of play.
RSX Women's Coach	Prepare athlete for success on the field of play.
Sunfish Coach	Prepare athlete for success on the field of play.
Snipe Coach	Prepare team for success on the field of play.
Lightning Coach	Prepare team for success on the field of play.
Kite Coach	Prepare athlete for success on the field of play.
Medical (ATC, Physio, Physician, Massage)	Provide appropriate medical care to the athletes.
Administrative Personnel	Team Manager to support athletes and coaches before, during and after the Games.

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

US Sailing's 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 the NGB 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.
- 2.5. Be responsible for Team's adherence to all rules regarding discipline at the Games.
- 2.6. Fulfill all duties and requirements of the USOC including attendance at USOC Games related meetings.
- 2.7. Be available for the entire duration of the games (if applicable).
- 2.8. Have the NGB's approval to make financial decisions regarding the Team (applies to Team Leader and Team Manager).
- 2.9. Possess high level, specific technical and tactical knowledge of the sport (applies to Team Leader, Technical Personnel and Coaches).
- 2.10. Have thorough knowledge and understanding of the IF rules and regulations governing the sport as required for position.
- 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 NGB.
- 2.14. Be listed on NGB's Long List and must successfully complete all Games Registration requirements by stated deadlines.
- 2.15. Participate in USADA training as required for position.
- 2.16. Participate in 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:

- 2.22. Possess a high level of specific technical and tactical knowledge of the sport.

In addition, Boat wright Must:

- 2.23. Possess appropriate experience relative to the position/area of expertise for which they may be nominated.

In addition, Other Positions (Administrative Personnel) must:

- 2.24. Possess appropriate experience and/or certifications relative to the position/area of expertise for which they may be nominated.

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

NGB/HPMO/PSO will not solicit applications for the Games Staff position(s). The Games Staff position(s) will be filled by current US Sailing employees and/or contractors who meet the criteria in Section 2 and based on the needs of the team.

4. Describe the removal of Games Staff:

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

- 4.1. Voluntary withdrawal. Games Staff nominee must submit a written letter to US Sailing's Executive Director/CEO/President.
- 4.2. Injury or illness as certified by a physician (or medical staff) approved by the NGB. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by the NGB, 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 NGB's 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 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 Olympic Sailing Committee will make the final approval.

Bruce Burton - Interim Chair, USS BOD President, Athlete

Cory Sertl - Vice Chair, USS BOD, World Sailing Vice President, Athlete

Brian Keane - Volunteer Committee Member, Athlete

Jack Gierhart - Staff, CEO

Jim Campbell - Staff, Chief Business Officer, Athlete

JJ Fetter - Selection Com. Chair, USS BOD, Athlete

Malcolm Page – Staff, Chief Olympic Sailing

Meredith Brody – Staff, Olympic Manager

Paul Callahan – Volunteer Committee Member, Athlete

Paul Cayard - Volunteer Committee Member, Athlete

Peter Duncan - Volunteer Committee Member

Sally Barkow - ACC rep, USS BOD, Athlete

Steve Benjamin - Volunteer Committee Member, Athlete

Steve Freitas - USS Treasurer

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 NGB'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:

Staffing independent on athlete selection: May 6, 2019

Staffing dependent on athlete selection: June 17, 2019

9. Publicity/Distribution of Procedures:

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

- 9.1. Web site: www.ussailing.org/olympics/selection/pan-am-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 President or CEO/Executive Director	Jack Guertel		9/25/17
USOC Athletes' Advisory Council Representative*		SALLY BARKOW	9/26/17

* 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, 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 must designate an athlete from that sport to review and sign the Selection Procedures.