

**US Sailing  
GAMES STAFF SELECTION PROCEDURES  
2020 Olympic Games  
September 19, 2018**

**IMPORTANT NOTICE DUE TO POSTPONEMENT OF THE 2020 OLYMPIC GAMES  
NOTICE POSTED April 29, 2020**

Following the IOC’s announcement that the Tokyo 2020 Olympic Games have been rescheduled to take place July 23-August 8, 2021, this notice and the information below serve as an announcement of amendments to US Sailing’s Staff Selection Procedures.

Section of Procedures	Page #	Amendment Description
Section 8: Date of Nomination	page 5	<p>Nomination date changes:  <a href="#"><u>Staffing independent on athlete selection: April 17, 2020</u></a>  <a href="#"><u>Staffing dependent on athlete selection: June 5, 2020</u></a></p> <ul style="list-style-type: none"> <li>• <a href="#"><u>Submitted February 2020 – Medical Personnel nomination</u></a></li> <li>• <a href="#"><u>Due by April 16, 2021 – Games Staff nominations that are NOT athlete dependent</u></a></li> <li>• <a href="#"><u>Due upon conclusion of Olympic Team Selection – Any remaining Games Staff nominations</u></a></li> </ul>

These procedures provide for selection of US Sailing’s Games Staff for the 2020 Olympic 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 US SAILING 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.
Finn Coach	Prepare athlete for success on the field of play.
470 Men’s Coach	Prepare team for success on the field of play.
Laser Radial Coach	Prepare athlete for success on the field of play.
Nacra 17 Coach	Prepare team for success on the field of play.
49er FX Coach	Prepare team for success on the field of play.
Laser Coach	Prepare athlete for success on the field of play.
49er Coach	Prepare team for success on the field of play.
470 Women’s 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.
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.
Boatwright	Technical Personnel optimizing boats and repairing equipment
Rules Advisor	Support athletes as rules advisor for protests
Technical Support	Support coaches and athletes with venue specific support

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 US SAILING 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 (*if applicable*).
- 2.7. Be available for entire duration of the Games (*if applicable*).
- 2.8. Have US Sailing'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 US SAILING.

- 2.14. Be listed on US Sailing's 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. Participate in USOC's SafeSport 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:

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

In addition, Other Positions (i.e. Boatwright, Administrative Personnel, Rules Advisor, Technical Support) must:

- 2.22. 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):

US SAILING 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.

All Games Staff positions will be prioritized and selected based on the candidate(s) who best meet the criteria outlined in Section 2 and who will best meet 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 US SAILING.

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

Interim Chair, USS BOD President, Athlete  
 Vice Chair, USS BOD, World Sailing Vice President, Athlete  
 Selection Com. Chair, USS BOD, Athlete  
 ACC rep, USS BOD, Athlete  
 Volunteer Committee Member, Athlete  
 Volunteer Committee Member, Athlete  
 Volunteer Committee Member, Athlete  
 Volunteer Committee Member, Athlete  
 Volunteer Committee Member  
 Staff, Chief Olympic Sailing  
 Staff, Olympic Director  
 Staff, CEO

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, US Sailing’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: April 17, 2020~~

~~Staffing dependent on athlete selection: June 5, 2020~~

- [Submitted February 2020 – Medical Personnel nomination](#)
- [Due by April 16, 2021 – Games Staff nominations that are NOT athlete dependent](#)
- [Due upon conclusion of Olympic Team Selection – Any remaining Games Staff nominations](#)

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: <https://www.ussailing.org/olympics/selection/>  
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
US SAILING CEO	<a href="#"><u>See the required signatures on the following page</u></a>		
USOC Athletes’ Advisory Council Representative*			

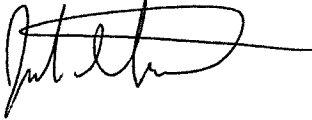
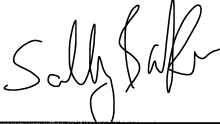
\* If the USOC AAC Representative has delegated authority to the Alternate AAC Representative to sign the Selection Procedures, attach a letter from the AAC Representative indicating the reason he/she has delegated authority.

\* 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 US SAILING, 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.

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
US SAILING CEO	Jack Greshart		10/5/18
USOC Athletes' Advisory Council Representative*	Sally Barkow		10/7/18

\* 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 US SAILING, 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](http://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](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**  
**Staff and Contractor 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.

**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](mailto: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.