

US Sailing  
**GAMES STAFF SELECTION PROCEDURES**  
**2023 Pan American Games**  
**August 10, 2023**

These procedures provide for selection of US Sailing's **Games Staff** [see following table for a list of positions] for the 2023 Pan American 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 US Sailing.

1. List of specific Games Staff position(s) that US Sailing is requesting:

Games Staff Role	Responsibility
Team Leader (1)	Serve as primary point of contact and liaison between the USOPC and US Sailing before, during and after the Games.
Coach (4)	Prepare athletes for success on the field of play.
Medical Personnel - Physiotherapist (2)	Provide appropriate medical care for the team.
Technical Personnel – Boatwright (1)	Boatwright to optimize/repair boats as necessary
Administrative Personnel – Team Manager (1)	Team Manager to support athletes, coaches, and staff before, during, and after the Games.
Press Officer (1)	Provide press coverage and media support to athletes, coaches, and staff before, during, and after the Games.

2. US Sailing's criteria for the above-listed Games Staff position(s) (attach a job description, if any):

US Sailing's Games Staff must:

- 2.1. Successfully pass a background screen in accordance with the current [USOPC Games Background Check Policy & Procedures](#) 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 the 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. Have strong administrative, communication and organizational capabilities/skills as applicable for the Games Staff role.
- 2.5. Be responsible for Team's adherence to all rules regarding personal conduct at the Games.

- 2.6. Fulfill all duties and requirements of the USOPC including attendance at USOPC Games related meetings, as applicable.
- 2.7. Be available for entire duration of the Games, if requested.
- 2.8. Have US Sailing's approval prior to making any financial decisions regarding the Team.
- 2.9. Possess high level, specific technical and tactical knowledge of the sport as needed for the Games Staff role.
- 2.10. Have thorough knowledge and understanding of World Sailing's rules and regulations governing the sport as needed for the specific role.
- 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.
- 2.15. Successfully complete all Games Registration requirements by stated deadlines.
- 2.16. Participate in the appropriate anti-doping training as required for the Games Staff role by stated deadline.
- 2.17. Successfully complete the appropriate U.S. Center for SafeSport's online training module(s) by stated deadline.
- 2.18. Be in good standing with the USOPC, U.S. Center for SafeSport, US Sailing, World Sailing, and USADA.
- 2.19. Meet all health and safety protocols, to include vaccine and/or testing requirements, set forth by the government, USOPC, World Sailing, and/or the local organizing committee

In addition, Coach(es) must:

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

In addition, Medical Personnel must:

- 2.21. Meet the minimum criteria defined in the [USOPC Sports Medicine Provider Credentialing Policy](#).
- 2.22. Possess the appropriate professional certifications.
- 2.23. 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).
- 2.24. Meet the required experience and proficiency levels as determined by USOPC Sports Medicine. (<https://www.usopc.org/athlete-services/medical/volunteer-program>)
- 2.25. Complete the mandatory Games training prior to the Games.
- 2.26. Be approved for nomination through the USOPC's Sports Medicine Division.
- 2.27. Fulfill all requests and meet deadlines for any required information or documentation such as the submission of a temporary licensing application (to practice medicine at the Games) and medical equipment submission requirements.

In addition, Other Roles (Administrative Personnel, Boatwright, Press Officer, etc.) must:

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

3. 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) listed above as they will be filled by current US Sailing employees and/or contractors based on the needs of the team.

4. Removal of Games Staff:

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

- 4.1. Voluntary withdrawal. Games Staff nominee must submit a written letter to the Executive Director of the US Sailing Team.
- 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 the US Sailing's [Code of Conduct](#).
- 4.5. Violation of US Sailing's [SafeSport Policy](#).
- 4.6. Violation of US Sailing, USADA, and/or USOPC anti-doping protocol, policies, and procedures.
- 4.7. No longer able to meet the required criteria in Section 2 at the time of the Games.

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 US Sailing 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. 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 Section 2 above. All replacement candidates must be selected using the same process outlined in these selection procedures.

6. Group/committee that will make the final approval of the Games Staff position(s):

US Sailing's [International Selection Committee](#) will make the final approval of the Games Staff Position(s).

7. Conflict of Interest:

All individuals involved in the selection process (see Section 6) must comply with US Sailing’s [conflict of interest policy](#), to include completing and submitting a disclosure form for review by US Sailing’s ethics committee prior to beginning the selection process.

An individual involved in the selection process who has an actual, possible, or perceived conflict of interest must disclose it to US Sailing’s ethics committee prior to the start of the selection process. US Sailing’s ethics committee shall review the disclosure and determine the individual’s level of involvement (e.g., whether he/she must recuse him or herself from the review process and/or voting).

Any recused individual shall be replaced in accordance with US Sailing committee appointment process.

8. Date of Nomination:

Nominations of Games Staff, including the names of any replacements, will be submitted to the USOPC on or before:

Nomination deadline for medical staff	11-Aug-2023
Nomination deadline for staff who are NOT athlete dependent	11-Aug-2023
Nomination deadline for staff who are athlete dependent	10-Sep-2023

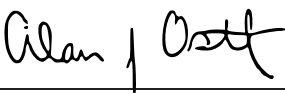
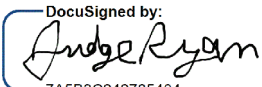
9. Publicity/Distribution of Procedures:

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

- 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 USOPC.

- 9.2. Other (if any):

Position	Print Name	Signature	Date
US Sailing CEO			
USOPC Athletes’ Advisory Council Alternate Representative*	Judge Ryan	 <small>7A5B3C242785404...</small>	8/9/2023

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