

USA Gymnastics
GAMES STAFF SELECTION PROCEDURES
2019 Pan American Games
Women’s Artistic, Men’s Artistic, Trampoline, Rhythmic
February 12, 2019 ~~Dec 1, 2017~~

These procedures provide for selection of USA Gymnastics **Games Staff** [Team Leader, Coach(es), and/or 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 USA Gymnastics.

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

USOC Role Name - (Games Function)	Responsibility
Team Leaders:	Serve as primary point of contact and liaison between the USOC and USA Gymnastics before, during and after the Games.
High Performance Leaders: National Team Coordinator (W) High Performance Director (M) National Team Head Coach (T)	Assist with team preparation
Program Leader: Vice President, Program Director, or IEC Chair (W only)	Assist with administration and team preparation
Head Coaches:	Serve as the Head Coach during team competition
Assistant Coach (W only)	Serve as the Assistant Coach during team competition
Coaches (Personal):	Personal Coach, prepare athletes for success on the field of play.
Medical Personnel (ATCs, Physicians, Physical Therapists)	Provide appropriate medical care to the athletes.

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

USA Gymnastics 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 USA Gymnastics 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 *(if applicable)*.
- 2.5 Be responsible for Team's adherence to all rules regarding discipline at the Games *(if applicable)*.
- 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 USA Gymnastics 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 listed on USA Gymnastics' Long List and must have successfully completed all Games Registration requirements by stated deadline.
- 2.14 Participate in USADA training as required for position *(if applicable)*.
- 2.15 Be a USA Gymnastics Professional Member in good standing.
- 2.16 Successfully complete the USOC's Safe Sport awareness training and education program.

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.
- 2.21 Be a current member of USA Gymnastics National Medical Staff.
- 2.22 Be familiar with USA Gymnastics athletes and coaches.

In addition, Coaches Must:

- 2.23 Possess a high level of specific technical and tactical knowledge of the sport.
- 2.24 Be a current High Performance Leader, Program Leader, or personal coach of an athlete nominated to the 2019 Pan American Games team.
- 2.25 Meet the following criteria:
 - Proven team leadership
 - Have working knowledge of FIG rules and Technical Regulations
 - Ability to communicate to athletes, coaches and judges
 - Attend all required meetings and training camps
- 2.26 In the event the Coach role is combined with the Team Leader function, that individual must fulfill the Team Leader responsibilities, as applicable.
- 2.27 Per the FIG Technical Regulations, the Head Coach or Assistant Coach for the Women's Artistic team must be female.

In addition, Team Leaders must:

- 2.28 Be a current USA Gymnastics High Performance Leader, Program Leader, or,
- 2.29 Be the personal coach of an athlete nominated to the Pan Am Games team (if the Team Leader function is combined with the Coach position).
- 2.30 Have previous work experience with USA Gymnastics national team members and coaches.
- 2.31 Have the ability to work with USOC personnel.
- 2.32 Have international competition experience in a leadership role.

In addition, High Performance Leaders must:

- 2.33 Possess appropriate experience or certifications relative to the position/area of Expertise for which they may be nominated.
- 2.34 Be a current National Team Coordinator (W), High Performance Director(M), or National Team Head Coach(T).

In addition, Program Leaders must:

- 2.35 Possess appropriate experience or certifications relative to the position/area of expertise for which they may be nominated.
- 2.36 Be a current Vice President or Program Director of the respective discipline, or the IEC Chair (W only).

3. Describe the process that candidates shall follow to express interest in being considered for a Games Staff position, in each category below:

Team Leader:

Considering those who meet the criteria outlined in #2, and based on the selection process outlined below, it is not necessary for Team Leader candidates to express interest in the position.

High Performance Leaders and Program Leaders

The individuals who meet the criteria outlined in #2 are a definitive group, and it will not be necessary for those individuals to express interest in the relevant position.

Coach(es):

A small, definitive group of individuals will meet the criteria outlined in #2 above for the Coach position(s) and it will not be necessary for those individuals to express their interest.

Medical (*define by position name*):

(Physicians, Athletic Trainers, and Physical Therapists)

The individuals who meet the criteria outlined in #2 are a definitive group, and it will not be necessary for those individuals to express interest in the relevant position.

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

Note: All Games Staff selections are contingent on the total number of credential available, as mutually agreed upon by USA Gymnastics and the USOC, and, as allocated internally among disciplines by USA Gymnastics.

Team Leader:

The pool of Team Leader candidates is identified in #2 above; current High Performance Leaders and Program Leaders who are employed or contracted by USA Gymnastics (except the women's IEC Chair). The Team Leader will be recommended by each discipline's Vice President or Program Director, with final approval by the President/CEO of USA Gymnastics. If the Team Leader function is combined with a Coach position, or if the women's position is filled by the IEC Chair, an unconflicted athlete representative in that discipline will also be consulted for final approval of the nominee.

High Performance Leaders and Program Leaders:

Each discipline's respective Selection Committee will recommend candidates for the Games Staff position(s) from the pool of candidates who best meet the criteria in #2.

Coach(es):

Each discipline's respective Selection Committee will recommend Head Coach, Assistant Coach (W only) and Personal Coach candidates from the pool of candidates who best meet the criteria listed in #2.

*Per the FIG Technical Regulations, the Head Coach or Assistant Coach for the Women's Artistic team must be female.

Medical: (Physicians, Athletic Trainers, Physical Therapists)

Each discipline's respective Selection Committee will recommend Physician, ATC, and Physical Therapist candidates from the pool of candidates who best meet the criteria listed in #2.

5. Describe the removal of Games Staff:

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

- 5.1 Voluntary withdrawal. Games Staff nominee must submit a written letter to the President of USA Gymnastics.
- 5.2 Injury or illness as certified by a physician (or medical staff) approved by USA Gymnastics. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by USA Gymnastics, his/her injury will be assumed to be disabling and he/she may be removed.
- 5.3 Inability to perform the duties required.
- 5.4 Violation of USA Gymnastics' Code of Ethical Conduct:
https://usagym.org/PDFs/About%20USA%20Gymnastics/code_ethical_conduct.pdf
- 5.5 Violation of USA Gymnastics' Responsibilities Manual or Safe Sport Policy:
https://www.usagym.org/PDFs/About%20USA%20Gymnastics/safesportpolicy_062617.pdf

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 USA Gymnastics 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.

6. 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 and will be selected through the same process as outlined in Sections 3. and 4.

7. Which group/committee will make the final approval of the Games Staff position(s)?

Team Leader:

USA Gymnastics President/CEO will make the final approval for the Team Leader.

If the team leader function is combined with a Coach position, or if the women's position is filled by the IEC Chair, an athlete representative in that discipline will also be consulted for final approval.

High Performance Leaders and Program Leaders:

USA Gymnastics President/CEO will make the final approval for High Performance Leaders and/or Program Leaders.

Coach(es), Medical and Program Leader (if filled by the IEC Chair):

A committee from the respective discipline, consisting of:

- Program Leader
- Athlete Representative
- USA Gymnastics President/CEO

8. 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) and may not be present in the room where the discussion is held. If there is an issue concerning whether a conflict of interest exists, USA Gymnastics' Ethics and Grievance Committee, as appropriate, shall determine if a conflict exists.

9. 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:

~~May 6, 2019 – Deadline for staff who are NOT athlete dependent:~~

~~_____ Medical~~

~~_____~~

~~June 17, 2019 Deadline for staff who ARE athlete dependent:~~

~~Team Leader, Program Leader, High Performance Leader, Head Coach(es), Assistant Coach (W), Personal Coach(es)~~

Deadline for staff who are NOT athlete dependent:

- All Disciplines: May 6, 2019

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Deadline for staff who ARE athlete dependent:



- Men's Artistic: June 17, 2019
- Women's Artistic: July 20, 2019*
- Trampoline: July 7, 2019
- Rhythmic: July 7, 2019

*USA Gymnastics will narrow down the potential staff members on June 26, 2019 to those athlete-dependent staff associated with the 8 athletes invited to the Pan American Games Selection Camp.

9. Publicity/Distribution of Procedures:

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

- .1 Web site: www.usagym.org
These procedures will be posted as soon as possible, but not more than five days following notice of approval by the USOC.
- .2 Other (if any):

Position	Print Name	Signature	Date
USA Gymnastics Board of Directors, Chair	Kathryn Carson		2/13/19
USOC Athletes' Advisory Council Representative*	Nastia Liukin		02/13/2019

* 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/PSO 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/HPMOs/PSOs (NGBs from here forward) 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