

IMPORTANT NOTICE DUE TO POSTPONEMENT OF THE 2020 OLYMPIC GAMES
DATE OF NOTICE May 19, 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 USA Gymnastics’ Staff Selection Procedures.

Section of Procedures	Page #	Amendment Description
Section 5	Page 6	<i>Removed “to be”</i>
5.5	Page 6	<i>Added: <u>No longer able to meet the required criteria in Section 2 at the time of the Games.</u></i>
Section 9: Date of Nomination	Pages 7-8	<i>Changes to Nomination dates/timelines indicated in <u>colored font/underlined text.</u></i>

USA Gymnastics
GAMES STAFF SELECTION PROCEDURES
2020 Olympic Games
All Disciplines
January 6, 2020
AMENDED MAY 19, 2020

These procedures provide for selection of USA Gymnastics **Games Staff** [Team Leaders, Coaches, etc.] for the 2020 Olympic Games. 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 USA Gymnastics.

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

USOPC Role / Games Function	Responsibility
Team Leader	Serve as primary point of contact and liaison between the USOPC and USA Gymnastics before, during and after the Games.
Team Manager	Assist with team preparation.
Administrative Personnel	Assist with administration and team preparation.
Head Coach (W/M Artistic only)	Serve as the Head Coach during team competition.
Coach (Personal Coach, Assistant Coach, Group Coach, Coach for Replacement Athletes)	Prepare athletes for success on the field of play.
Reserve Athlete Coordinator	Prepare and evaluate reserve athletes.
Medical Personnel	Provide appropriate medical care to the athletes.
Non-medical Performance Staff (e.g., Sport Psychologist, Nutritionist, etc.)	Provide specific sport science support to athletes and coaches.
Security Personnel	Ensure safety measures are in place for USA Gymnastics’ delegation.

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 USOPC 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 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 relevant to the position/area of expertise.
- 2.5. Be responsible for Team's adherence to all rules regarding discipline at the Games.
- 2.6. Be available for entire duration of the Games, if requested.
- 2.7. Have thorough knowledge and understanding of the International Gymnastics Federation (FIG) rules and regulations governing the sport as relevant to the position/area of expertise.
- 2.8. Demonstrate ability to establish harmonious relationships with athletes and other Team personnel.
- 2.9. Be in good health and able to withstand the physical rigors of traveling with and working with the Team.
- 2.10. Be listed on USA Gymnastics' Long List.
- 2.11. Successfully complete all Games Registration requirements by stated deadline.
- 2.12. Participate in USADA training as required for position.
- 2.13. Successfully complete the U.S. Center for SafeSport's online training in accordance with the current USOPC Policy prior to nomination.
- 2.14. Be a USA Gymnastics' Professional Member in good standing.
- 2.15. Meet the Qualifications for Service outlined in [Article 2.4 of USA Gymnastics Bylaws](#).

In addition, Team Leaders must:

- 2.16. Be a current USA Gymnastics High Performance Director (HPD), Program Director, Vice President or have served as Team Leader or Head of Delegation at a previous World Championships or Olympic Games.
- 2.17. If the Team Leader function is combined with a Coach position, the candidate may either come from the pool listed in 2.16 or be the personal coach of an athlete nominated to the Olympic Team.
- 2.18. Have previous work experience with USA Gymnastics national team members and coaches.
- 2.19. Have international competition experience in a leadership role.

- 2.20. Ensure all duties and requirements of the USOPC are fulfilled, including attendance at USOPC Games related meetings.
- 2.21. Have USA Gymnastics' approval to make financial decisions regarding the Team.

In addition, the Team Manager and Administrative Personnel must:

- 2.22. Be currently employed by or contracted with USA Gymnastics to fill that role.
- 2.23. If the Team Manager or Administrative Personnel function is combined with a Coach position, the candidate may either come from the pool listed in 2.22 or be the personal coach of an athlete nominated to the Olympic Team.

In addition, Coaches Must:

- 2.24. Possess a high level of specific technical and tactical knowledge of the sport.
- 2.25. Be a current High Performance Director, National Team Head Coach, Program Director, or personal coach of an athlete nominated to the 2020 U.S. Olympic Team.
 - 2.25.1. All personal coaches as designated by qualified athletes will be considered part of the pool of candidates. To select candidates, the Selection Committee will consider the following factors, which are listed in no particular order:
 - Schedule of events
 - Potential number of apparatuses in which athlete(s) of personal coaches will compete
 - Medal potential of competing athlete(s) of personal coaches based on ranking and past results
 - Ability to work with multiple athletes
 - History of traveling internationally with athlete(s)
 - Only one personal coach per qualified athlete may be eligible for accreditation
- 2.26. Meet the following criteria:
 - Proven team leadership
 - International experience
 - Ability to communicate to athletes, coaches and judges
 - Attend all required meetings and training camps
- 2.27. In the event the Coach role is combined with the Team Leader or Team Manager function, that individual must also fulfill the Team Leader or Team Manager responsibilities and meet the additional criteria, as applicable.
- 2.28. Per the FIG Technical Regulations, the Head Coach or Assistant Coach for the Women's Artistic Team must be female.
https://www.gymnastics.sport/publicdir/rules/files/en_WAG%20CoP%202017-2020.pdf

In addition to 2.1. through 2.15. and 2.24. through 2.28., Head Coaches must:

- 2.29. Be available for the entirety of the respective discipline's stay at the Olympic Games.

In addition, Medical Personnel must:

- 2.30. Be currently employed by or contracted with USA Gymnastics to fill that role.
- 2.31. 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).
- 2.32. Possess the appropriate certifications and meet the required experience and proficiency levels as determined by USOPC Sports Medicine and outlined in Attachment A and the documents found at <https://www.teamusa.org/medicalvolunteer>.
- 2.33. Be approved for nomination through the USOPC's Sports Medicine Division.
- 2.34. Be a current member of USA Gymnastics National Medical Staff or have served in a similar capacity at international competitions, USA Gymnastics camp(s), and/or domestic competition(s), providing medical services to National Team athletes in the past quadrennial.
- 2.35. Be familiar with the athletes and coaches in the discipline where they are assigned.
- 2.36. Be available for entire duration of the Games, if requested.

In addition, Non-medical Performance Staff must:

- 2.37. Either be a currently employed staff member or contractor for USA Gymnastics, or hold a current membership with USA Gymnastics.
- 2.38. Possess appropriate experience and, if applicable, certification(s), relative to the position/area of expertise for which they may be nominated.
- 2.39. For a Sport Psychologist position, candidate must have training in sport psychology and one of the following: a psychology licensure, CMPC certification or USOPC registry membership.

In addition, Security Personnel must:

- 2.40. Have a current security contract with USA Gymnastics.
- 2.41. Be available for entire duration of the Games, if requested.

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

For all positions available and outlined above, individuals who meet the criteria outlined in Section 2 are a definitive group and it will not be necessary for those individuals to express interest in the relevant position(s).

USA Gymnastics reserves the right to consider the practicality of combining two Games Staff roles (Team Leader/Coach, for example) to be strategic in its use of available accreditations, while also maintaining focus on high performance. If it is the decision of

USA Gymnastics to combine roles, then the candidate must meet all applicable criteria for the relevant positions as listed in Section 2.

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

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

Team Leader, Team Manager and Administrative Personnel:

The pool of candidates for each position is identified in #2 above. If the position is filled by a current employee or contractor of USA Gymnastics, the candidate will be recommended by Chief Programs Officer with consultation from the respective discipline's Program Director or Vice President, respecting the conflict of interest policy referenced in #8 below, with final approval by the President/CEO of USA Gymnastics. If the position's function is combined with a Coach position and is filled by a candidate who is not a USA Gymnastics employee or contractor, an athlete representative in that discipline will also be consulted for final approval of the nominee.

Coaches:

Each discipline's respective Selection Committee (see #7 below) will recommend Head Coach*, Assistant Coach* and Personal Coach candidates from the pool of candidates who 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.

https://www.gymnastics.sport/publicdir/rules/files/en_WAG%20CoP%202017-2020.pdf

Medical Personnel:

The VP Athlete Health and Wellness and the Medical Director will recommend Medical Personnel from the pool of candidates who meet the criteria listed in #2.

Non-medical Performance Staff:

The Selection Committee for the respective discipline (see #7 below) will recommend non-medical Performance Staff from the pool of candidates who meet the criteria listed in #2.

Security Personnel:

The pool of Security Personnel candidates is identified in #2 above. Candidates from the pool will be recommended by the Chief Programs Officer of USA Gymnastics, with the final approval by the President/CEO of USA Gymnastics.

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/CEO 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' Safe Sport Policy (<https://usagym.org/pages/education/safesport/>), Code of Ethical Conduct (https://usagym.org/pages/aboutus/pages/code_of_ethics.html), or the respective discipline's Program Manual found in the National Team Handbook.
- 5.5. No longer able to meet the required criteria in Section 2 at the time of the Games.

Once the Games Staff nominations are accepted by the USOPC, the USOPC has jurisdiction over the Games Staff, at which time, in addition to any applicable USA Gymnastics 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.

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 Section 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, Team Manager and Administrative Personnel:

USA Gymnastics President/CEO will make the final approval if the position is filled by a current employee or contractor of USA Gymnastics. If the function is combined with a coach position and is filled by a candidate who is not a USA Gymnastics employee or contractor, an athlete representative in that discipline will also be consulted for final approval.

Medical Personnel

A committee from the respective discipline will make the final approval of Medical Personnel, consisting of:

- VP of Athlete Health and Wellness
- Program Director/Vice President
- Chief Programs Officer
- Medical Director

Coaches and non-medical Performance Staff:

A committee from the respective discipline will make the final approval of coaches, and performance staff, consisting of:

- Program Director/Vice President
- Athlete Representative
- USA Gymnastics President/CEO

Security Personnel:

USA Gymnastics President/CEO will make the final approval.

8. Conflict of Interest:

USA Gymnastics Conflict of Interest Policy defines the process that is used to handle any potential conflicts of interest and can be found here:

<https://usagym.org/PDFs/Pressbox/Selection%20Procedures/conflictinterest.pdf>

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 USOPC on or before:

[Submitted Medical Personnel nominations – January/February 2020](#)

Deadline for Games Staff who are NOT athlete dependent (~~Medical Personnel~~, Team Leader, Team Manager, Administrative Personnel, non-medical Performance Staff):

- All Disciplines: [April 16, 2021](#) ~~April 17, 2020~~

Deadlines for Games Staff who ARE athlete dependent (Coaches)*:

* Due to the schedule of U.S. Olympic Team Trials for each discipline of USA Gymnastics, USA Gymnastics requested and was given approval of extensions to the USOPC's nomination date of [June 4, 2021](#) ~~June 5, 2020~~. However, it has been requested of USA Gymnastics to provide to the USOPC, where possible, shortened lists of names of the anticipated coaches to be selected for Games Staff positions.

- Men's Artistic: ~~June 28, 2020~~ [Final nominations due upon conclusion of Olympic Team selection. In addition, the following will apply: By June 12th \(following Upon conclusion of the 1st selection event –2020 \(2021 U.S. Championships\), USA Gymnastics will submit to the USOPC a shortened list of names of the coaches with potential to be selected for a Games Staff position, based on results of the 1st selection event.](#)
- Women's Artistic: ~~June 29, 2020~~ [Final nominations due upon conclusion of Olympic Team selection. In addition, the following will apply:](#)



By ~~June 12th~~ (following Upon conclusion of the 1st selection event – ~~2020~~ 2021 U.S. Women’s Gymnastics Championships), USA Gymnastics will submit a list of coaches whose athletes qualified to the ~~2020~~ U.S. Olympic Team Trials – Women’s Gymnastics.

- Rhythmic and Trampoline: ~~June 22, 2020~~ Final nominations due upon conclusion of Olympic Team selection. In addition, the following will apply:
For these two disciplines, where possible, USA Gymnastics will ensure a list of names of any anticipated Games Staff (and athletes, if possible) is provided to the USOPC by June 4, 2021 ~~June 5th~~.

10. Publicity/Distribution of Procedures:

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



- 10.1. 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 USOPC.
- 10.2. Other (if any): N/A

Position	Print Name	Signature	Date
USA Gymnastics President/CEO	Li Li Leung		6/29/2020
USOPC Athletes' Advisory Council Representative*	Sho Nakamura		6/27/2020

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

Position	Print Name	Signature	Date
USA Gymnastics President/CEO	Li Li Leung		1/10/2020
USOPC Athletes' Advisory Council Representative*	Sho Nakamori		1/10/2020

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

Attachment A USOPC Sports Medical Games Requirements

PURPOSE

The USOPC 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 USOPC 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 USOPC Managing Director of sports medicine who will then identify and communicate the level of support to be provided by USOPC Sports Medicine. Any changes to the requested sports medicine support should be immediately forwarded to USOPC Sports Medicine. In cases where medical services or materials are not identified, the USOPC 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 USOPC 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 USOPC Sports Medicine.
- 2) Successfully pass a medical credential review and criminal background check at or above USOPC standards with the National Center for Safety Initiatives (NCSI)
- 3) Review of the venue emergency action plan with USOPC 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