

USA CYCLING
GAMES STAFF SELECTION PROCEDURES
PAN AM GAMES, 2019
June 30, 2017

USOC Role Name	Example Games Function
Team Leader	Team Leader
Coach	Coach, Personal Coach
Technical Personnel	Tech Personnel, Sport Specific Roles (Golf Caddy, Groom, etc.)
Administrative Personnel	Admin Personnel; Non-medical Performance Staff
Medical Staff	Doctor, Physiotherapist, Medical Personnel, Massage Therapist, etc.

These procedures provide for selection of USA Cycling Games Staff [Team Leader, Coach(es), and/or (# of) Additional Officials] for the Pan Am Games, 2019. 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 the USA Cycling.

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

USOC Role Name - (Games Function)	Responsibility
High Performance Director	Responsible for daily management and oversight of team(s) during event.
Team Leader	Serve as primary point of contact and liaison between the USOC and NGB, during and after the Games.
Coach	Prepare athletes/teams for success on the field of play.
Medical (ATC, Physio, Physician, Massage)	Provide appropriate medical care to the athletes.
Administrative Personnel (Catch-all – i.e. Team Manager, non-medical performance staff)	Provide sport science, coach and athlete support
Technical Personnel (i.e. Mechanics, Video Techs)	Provide mechanical support to athletes bicycles

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

US Cycling'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 USA Cycling 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 Cycling'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 USA Cycling.
- 2.14. Be listed on USA Cycling'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 the USOC's Safe Sport training.
- 2.17. Have actively been involved and worked for a discipline specific team in which they are being nominated for, within the last 12 months.

In addition, Medical Personnel must:

- 2.18. Possess the appropriate certifications.
- 2.19. 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).

- 2.20. 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>.
- 2.21. Be approved for nomination through the USOC's Sports Medicine Division.
- 2.22. Have actively been involved and worked for a discipline specific team in which they are being nominated for, within the last 12 months.

In addition, Coaches Must:

- 2.24. Possess a high level of specific technical and tactical knowledge of the sport.
- 2. Have actively been involved and worked for a discipline specific team in which they are being nominated for, within the last 12 months.

In addition, Technical Personnel Must (*i.e. Ski Tech, Video Tech, etc.*):

- 2.27. Possess appropriate experience relative to the position/area of expertise for which they may be nominated.
- 2.28 Have actively been involved and worked for a discipline specific team in which they are being nominated for, within the last 12 months.

In addition, Other Positions (*i.e. Team Managers, Nutritionists, Sport Specific roles, etc.*) must:

- 2.30. Possess appropriate experience and/or certifications relative to the position/area of expertise for which they may be nominated.
- 2.31 Have actively been involved and worked for a discipline specific team in which they are being nominated for, within the last 12 months.

- 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 NGB/HPMO/PSO employees and/or contractors.

Using the criteria above, all 2019 Pan Am Games Staff will be recommended by the Vice President of High Performance for approval by the Vice President of Athletics and the CEO of USA Cycling.

- 4. Describe the removal of Games Staff:

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

- 4.1. Voluntary withdrawal. Games Staff nominee must submit a written letter to USA Cycling Executive Director/CEO/President.
- 4.2. Injury or illness as certified by a physician (or medical staff) approved by USA Cycling. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by USA Cycling, 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 USA Cycling's Code of Conduct (Attachment _B_).
- 4.5. Removal from employment position as either an IC or employee by USA Cycling.

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/HPMO/PSO 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 VP of High Performance and the VP of Athletics will make the final approval of Pan AM Games, 2019 staffing positions.

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, USA Cycling's Board or Ethics Committee, as appropriate, shall determine if a conflict exists.

8. Date of Nomination:

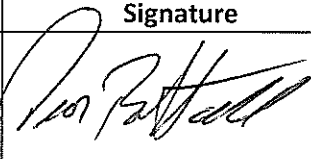

The Games Staff Nomination Form with the Staff nominee's name, including the name of a replacement (if applicable), will be submitted to the USOC on or before:

March 15, 2019

9. Publicity/Distribution of Procedures:

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

- 9.1. Web site: www.usacycling.org
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/HPMO/PSO President or CEO/Executive Director	DEREK BOUCHARD-HALL		7/24/17
USOC Athletes' Advisory Council Representative*	Carmen Small		07/26/2017

* 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 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). 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

Attachment B

USA Cycling Code of Conduct

The standards set forth in the USA Cycling Code of Conduct (Code) and the Athlete Protection Policies (APP) are mandatory and must be followed by all Athletes, Coaches, Clubs, Committee Members, Independent Contractors, Local Associations, Mechanics, Officials, Program Managers and Directors, Race Directors, Soigneurs, Team Managers and Directors, USA Cycling Board of Directors Members, USA Cycling Employees, Volunteers, and all other USA Cycling Licensees and Participants (collectively, “any participant held accountable by this Code”). The Code and APP are intended to be comprehensive and easily understood, but they are not intended to be exhaustive or complete.

In some instances, the Code and APP deal fully with the subject covered. In other cases, however, when the subject addressed is more complex, the SafeSport Committee will provide additional guidance in making interpretations, determinations, and adjudications. Our Code and APP operate in tandem with the policies and procedures of our organization, our staff and with all applicable U.S. and foreign laws and regulations. Where differences exist, because of local customs, norms, laws and regulations, we require the use of the highest standard of behavior or the most restrictive requirement which applies.

Section 1. USA Cycling grants membership to individuals and groups. The membership may, therefore, be withdrawn or denied after appropriate due process by USA Cycling at any time where USA Cycling determines a member or prospective member's conduct is inconsistent with the mission of the organization or the best interest of the sport and those who participate in it.

In order to assist all members to better serve the interests of those who participate in cycling, USA Cycling has adopted this Code of Conduct.

Section 2. Any member or prospective member of USA Cycling may be sanctioned under the racing rules, fined, suspended, denied membership, censured, placed on probation, or expelled from USA Cycling after being afforded the right to a hearing under the USA Cycling Administrative Grievance Policy, if such member violates the provisions of the USA Cycling Code of Conduct, set forth in Section 3 below, or aids, abets or encourages another person to violate any of the provisions of the USA Cycling Code of Conduct.

Section 3. The following shall be considered violations of the USA Cycling Code of Conduct:

- (a) Violation of anti-doping provisions as established by UCI, WADA, USADA or the USOC.
- (b) The illegal possession, transportation or distribution of drugs or the possession, transportation or distribution of any substances listed on the recognized list of banned substances from WADA or USADA.
- (c) Violation of the UCI's Cycling Regulations 'Ban on Injections'.
- (d) Any violation of the USA Cycling APP.
- (e) Conviction of, imposition of a deferred sentence for, or any plea of guilty or no contest at any time, past or present for (i) any felony, (ii) any offense involving use, possession, distribution or intent to distribute illegal drugs or substances, or (iii) any crime involving sexual misconduct.
- (f) Discrimination in violation of USAC Bylaw D or Section 220522(a)(8) of the Ted Stevens Olympic and Amateur Sports Act, which requires USA Cycling provide an equal opportunity to amateur athletes, coaches, trainers, managers, mechanics, administrators, and officials to participate in amateur athletic competition, without discrimination on the basis of race, color, religion, age, gender, sexual orientation, gender identification, or national origin.
- (g) Any non-consensual sexual contact or advance or other inappropriate sexually oriented behavior or action directed towards any member.
- (h) The use of illegal drugs or illegal performance enhancing techniques.
- (i) Providing alcohol or tobacco or other substances to any participant under 21 years of age by any participant held accountable by this Code.
- (j) The abuse of alcohol in the presence of an athlete under the age of eighteen (18), by an athlete, coach, official, trainer, soigneur, or a person who, in the context of cycling, is in a position of authority over that athlete.
- (k) Consumption of alcohol by an athlete under 21 years of age regardless of the legal drinking age established by the current state or country of tenancy.

- (l) Excessive alcoholic consumption while on USA Cycling business or drinking of alcohol and then driving while on USA Cycling business.
 - (m) Physical, sexual, or emotional abuse, as referenced in the APP, of an athlete by any party held accountable by this Code and the APP.
 - (n) Any act of fraud, deception, or dishonesty in connection with any USA Cycling-related activity.
 - (o) Any non-consensual physical contact, obscene language or gesture, or other threatening language or conduct directed towards any person in connection with any USA Cycling-related activity.
 - (p) Any intentional damage to private or public property while at a cycling event, race venue, or damage to USA Cycling property.
 - (q) Failure of any member who is a party to or witnesses any violation(s) contained in the above stated USA Cycling Code of Conduct to report the specific violation to USA Cycling immediately.
 - (r) Any misconduct that constitutes a criminal offense punishable by one year or more in prison, regardless of whether the individual was convicted, or any criminal offense that directly involves the sport of cycling or a cycling event.
- Section 4. Alleged violations of the USA Cycling Code of Conduct must be reported to USA Cycling's Risk Protection Manager.

Acceptance of Terms and Conditions of the USA Cycling Code of Conduct Agreement

I affirm that I have read all terms and conditions and fully understand, accept, and agree to be bound by them.

Signature: _____

Printed Name: _____

Date: _____