

**U.S. ASSOCIATION OF BLIND ATHLETES (USABA)
 GAMES STAFF SELECTION PROCEDURES
 2023 Parapan American Games
 PARA GOALBALL
 FEBRUARY 16, 2023**

These procedures provide for selection of USABA **Games Staff** [see following table for a list of positions] for the 2023 Parapan American Games (the 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 USABA.

1. List of specific Games Staff position(s) that the USABA is requesting:

Games Staff Role	Responsibility
Team Leader	Serve as primary point of contact and liaison between the USOPC and USABA before, during and after the Games.
Women’s Head Coach	Lead in the preparation of the female athletes/team for success on the field of play.
Men’s Head Coach	Lead in the preparation of the male athletes/team for success on the field of play.
Women’s Assistant Coach	Prepare the female athletes/team for success on the field of play and assist the head coach with coaching duties on and off the field of play.
Men’s Assistant Coach	Prepare the male athletes/team for success on the field of play and assist the head coach with coaching duties on and off the field of play.
Medical: ATC Women’s Team	Provide appropriate medical care for the women’s team.
Medical: ATC Men’s Team	Provide appropriate medical care for the men’s team.
Team Support Staff focused on athlete accessibility needs (i.e., personal care assistants)	Provide customized support for athletes as required (i.e., supervision, wayfinding, help with everyday care and/or activities of daily living).

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

All Games Staff must:

- 2.1. Undergo 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 the USABA 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 USABA'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 the IF 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 the USABA.
- 2.14. Be listed on USABA'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. Sign and agree to the USABA code of conduct ([found here](#)).

In addition, Team Leader must:

- 2.19. Have experience serving in this capacity at other international tournaments within the last four years
- 2.20. Be employed by the USABA as the Director Sport Performance or Chief Executive Officer

In addition, Coach(es) must:

- 2.21. Be the current Men's and Women's National Team Head and Assistant Coaches within the USABA and will serve in this same capacity for the Games.
- 2.22. Possess a high level of specific technical and tactical knowledge of the sport.

In addition, Medical Personnel must:

- 2.23. Meet the minimum criteria defined in the [USOPC Sports Medicine Provider Credentialing Policy](#).
- 2.24. Possess the appropriate professional certifications.
- 2.25. 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).

- 2.26. Meet the required experience and proficiency levels as determined by USOPC Sports Medicine. (<https://www.teamusa.org/Team-USA-Athlete-Services/Medical/Sports-Medicine/Volunteer-Program>)
- 2.27. Complete the mandatory Games training prior to the Games.
- 2.28. Be approved for nomination through the USOPC's Sports Medicine Division.
- 2.29. 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.
- 2.30. Have experience serving in this capacity at other Major Tournaments within the last four years
- 2.31. Sign and agree to the USABA code of conduct ([found here](#))

In addition, Team Support Staff for athlete accessibility needs (i.e., personal care assistant) must:

- 2.32. Have sport specific expertise working with persons with disabilities.
- 2.33. Have experience working with athletes and coaches in a competition setting.
- 2.34. Be able to assist athlete/disability groups with daily personal care as necessary.
- 2.35. Assist with all aspects of the Team during travel, training, competition and downtime as needed.
- 2.36. Possess appropriate experience and/or professional certifications based on athlete(s) needs.

3. Intended method of identifying the pool and selecting the candidates to be considered for the Games Staff position(s):

USABA will not solicit applications for the Games Staff position(s) listed above as they will be filled by current USABA employees and/or contractors.

4. Removal of Games Staff:

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

- 4.1. Voluntary withdrawal. Games Staff nominee must submit a written letter to the USABA Chief Executive Officer.
- 4.2. Injury or illness as certified by a physician (or medical staff) approved by the USABA. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by the USABA, 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 USABA Code of Conduct ([found here](#)).
- 4.5. 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 USABA 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.

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

The USABA Chief Executive Officer will make the final approval following a recommendation from the Director Sport Performance.

7. Conflict of Interest:

All individuals involved in the selection process (see Section 6) must comply with the USABA's conflict of interest policy, to include completing and submitting a disclosure form for review by the USABA'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 the USABA's ethics committee prior to the start of the selection process. The USABA'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 the USABA 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:

Medical Staff: September 11, 2023

All Other Staff: October 2, 2023

9. Publicity/Distribution of Procedures:

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

9.1. Web site: www.usaba.org

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
USABA President or CEO/Executive Director	Molly Quinn	APPROVED <i>By Margaret Quinn at 12:54 pm, Feb 22, 2023</i>	
USOPC Athletes' Advisory Council Representative*	Eliana Mason	<i>Eliana Mason</i>	2/27/2023

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