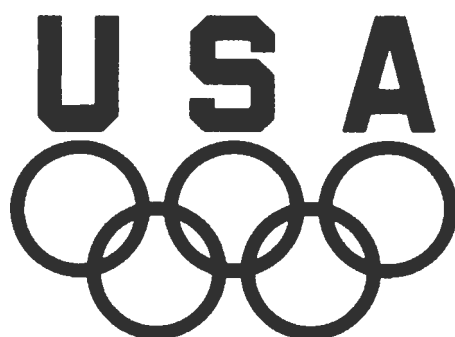


# United States Olympic Committee



## ADDITIONAL OFFICIALS SELECTION PROCEDURE FORM

**for the**

## **PAN AMERICAN GAMES**

**USA SHOOTING  
ADDITIONAL OFFICIALS SELECTION PROCEDURES  
2011 PAN AMERICAN GAMES  
MARCH 4, 2011**

These procedures provide for selection of Shooting Additional Officials for the 2011 Pan American Games. However, accreditation allocation is not guaranteed and the number of Additional Officials will be based on final USOC credential allocation and overall team size.

1. Describe the specific Additional Officials position(s) that the NGB/PSO is requesting.

Title: Physiotherapist

Responsibility: Perform physiotherapy and massage services

Title: Media & Public Relations

Responsibility: Provide sport promotion and news broadcast

Title: Psychologist

Responsibility: Provide athlete mental performance enhancement

2. Describe the NGB's/PSO's criteria for the above-mentioned Additional Officials positions.

Additional Officials must:

- i. Successfully pass a USOC approved background check.
- ii. Possess a valid passport that does not expire until at least six months after the conclusion of the Games.
- iii. Be in good health and able to withstand the physical rigors of traveling with and working with the Team.
- iv. Work harmoniously and effectively with athletes and coaches.
- v. Be responsive to USOC requirements as appropriate.
- vi. Contribute to positive Team chemistry.
- vii. Have successful experience with previous U.S. Shooting Teams at ISSF championships (World Cup and/or World Championship) within the past four years.
- viii. Be a member of USA Shooting Staff (for Media and Public Relations position only).

3. How will the NGB/PSO make known the Additional Official positions and/or application process?

There will be no application process for the Additional Official positions for the Pan American Games. USA Shooting will solicit interest from those individuals who have previously served in a physiotherapist or psychologist role and who meet the criteria identified in section 2.

The Media and Public Relations position will be filled by a member of USA Shooting Staff.

4. Describe the intended method of:

- A. Identifying the pool of candidates to be considered for Additional Officials positions:

Those individuals who have previously served in the identified Additional Official roles during the past four years at a major ISSF international competition (World Cup and/or World Championships)

The Media and Public Relations position will be filled by a member of USA Shooting Staff.

- B. Selecting candidates who best fit the job description for Additional Officials:

Executive Director with input from National Coaches

5. Describe the removal of an Additional Official:

An individual who is to be nominated as an Additional Official by the NGB/PSO may be removed as a nominee for any of the following reasons, as determined by the NGB/PSO:

- Voluntary withdrawal. Nominee must submit a written letter to the NGB/PSO CEO/Executive Director.
- Injury or illness as certified by an approved NGB/PSO physician (or medical staff). If the individual refuses verification of his/her illness or injury by an approved NGB/PSO physician (or medical staff), his/her injury will be assumed to be disabling and he/she may be removed.
- Violation of the NGB's/PSO's Code of Conduct (Attachment \_\_A\_).

Once an Additional Officials nomination is accepted by the USOC, the Additional Official is subject to the USOC Code of Conduct and Grievance Procedures.

6. Describe the replacement of an Additional Official:

In the event that the Nominated Additional Official is unable to perform his/her duties due to 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 criteria listed in #2 above.

7. Which group/committee will make the final:

A. Recommendation of Additional Officials?  
Executive Director with input from National Coaches

B. Approval of Additional Officials?

Sport Psychologist and Physiologist  
Executive Committee consisting of the USAS President, Vice President, Secretary, AAC Representative, and Treasurer

Media and Public Relations  
Executive Director

8. Conflict of Interest:

Any individual who is being considered for any Additional Official position and who is involved in the selection process shall recuse him or herself from any discussion or decision involving selection of the Additional Official.

9. Publicity/Distribution of Procedures:

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

A. Web site: [www.usashooting.org](http://www.usashooting.org)

These procedures will be posted as soon as possible, but not more than five days following notice of approval by the USOC.

B. Official Publication (if any): N/A

C. Other: N/A

Position	Print Name	Signature	Date
NGB/PSO President or CEO/Executive Director	Robert K. Mitchell	Robert Mitchell	5/31/11
USOC Athletes' Advisory Council Representative*	CONNIE SMOTEK	CONNIE SMOTEK	5-27-11

\*If 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.

## **Attachment A**

### **USA SHOOTING POLICIES AND PROCEDURES**

#### **EMPLOYEE AND VOLUNTEER CODE OF CONDUCT**

This constitutes the Code of Conduct for employees, key volunteers and officials collectively referred henceforth as “Staff” of USA Shooting (USAS), a Colorado nonprofit corporation designated by the United States Olympic Committee (“USOC”) as the National Governing Body (NGB) for certain Olympic disciplines of shooting in the United States of America.

##### **A. GENERAL**

1. The vision of USAS is to make the United States of America the best in the world in competitive Olympic style shooting. The mission of USAS is to make the vision a reality by training athletes to win medals in Olympic shooting competition, promote the shooting sports and govern the sport of Olympic shooting in the United States. In furtherance of its mission, USAS’s employees and Board of Directors (BOD) establishes the organizational philosophy, sets policy and provides support for qualified USAS member athletes who desire to participate in the programs and opportunities provided by USAS.

2. This Code of Conduct has been established to provide guidance to USAS employees and volunteers. Working together with USAS member athletes creates a spirit of unity of purpose and provides the basis for reaching the organizational goals. It is not the intent of this Code to unduly restrict or detract from the overall experience of being a USAS employee or volunteer. Your commitment to USAS is a commitment to the acceptance of these rules. Violation of the Code may result in disciplinary action as outlined in paragraph E. which describes procedures for executing the Code as well as potential penalties for Code violations.

3. By signing this Code of Conduct you will be acknowledging that you have read it, understand it, and are willing to abide by its contents.

4. As a condition of employment or your commitment as a volunteer or official, each participant is required to sign and abide by the Employee and Volunteer Code of Conduct without alteration.

##### **B. WHO IS COVERED**

This Code of Conduct applies to all USA Shooting employees, key volunteers and officials collectively referred henceforth as “Staff” of USA Shooting (USAS).

##### **C. WHEN AND WHERE THIS CODE APPLIES**

This Code of Conduct is in effect at all times while functioning as a representative for USA Shooting or at USAS designated activities and functions.

##### **D. RESPONSIBILITY FOR CODE ADMINISTRATION**

The Executive Director and Chief Executive Officer (ED-CEO) of USAS is responsible for the overall administration of the Employee and Volunteer Code of Conduct. The ED-CEO will

administrate violations of this Code in accordance with applicable documents, including the USAS Employee Manual, Colorado Labor Code, and the USAS Bylaws.

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## **E. CODE ADMINISTRATION PROCEDURES**

1. The ED-CEO will have broad discretion to enforce this Code and correct offenses by means of oral or written counseling.
2. Misconduct of any person subject to the Code may be reported by anyone, by any means, to the ED-CEO or President of USAS. Offenses will be promptly reported either verbally or in writing. Verbal reports must be followed with a written statement within 72 hours. The written statement must include the identity of the person filing the report, the identity of the person(s) who has violated the Code, a clear and concise statement of the facts involved, and the signature and date of the person filing the report.
3. ED-CEO will notify the accused of the alleged Code violation. The accused shall have the right to provide a written explanation to the ED-CEO within a timeframe that is fair and reasonable under the circumstances.
4. The ED-CEO or an appointed investigator will review and investigate the matter, after which the ED-CEO will notify the accused of the decision in writing within ten (10) days of the completion of the review and investigation.
5. Disciplinary options shall include:
  - a. No action;
  - b. Counseling;
  - c. An appropriate letter from the staff member addressing the violation, statement of apology, letter of apology or other such non-monetary action appropriate for the situation;
  - d. \$100 - \$1,000 fine;
  - e. Suspension.
6. The accused may appeal the decision to as follows:
  - a. Appeal to the President within ten (10) business days from the receipt of the ED-CEO's decision;
  - b. The appeal must be detailed in writing with any supporting documentation;
  - c. A clear and concise statement of any additional facts relevant to the code violation, investigation and/or decision;
  - d. A statement of the specific action or remedy sought;

- e. The signature of the person(s) accused of the code violation;
- f. At their own cost, parties may have legal counsel throughout the Code administration process;
- g. The President will act on the appeal within a reasonable and expeditious time but within 30 days;
- h. The President has the options of letting stand, overturning, suspending, reducing, increasing, or eliminating the disciplinary action.
- i. The decision of the President is final.

#### **E. TERM OF AGREEMENT**

This agreement remains in force from the date of date of employment to the date of termination of employment. For Volunteers the agreement is in force during the period of active USAS service.

#### **F. ETHICS & CONFLICT OF INTEREST**

As USAS staff, we operate in the public spotlight and are expected to conduct our affairs on a basis consistent with the great trust that has been placed in us. This requires our behavior to conform to the highest ethical principles. For these reasons, USAS requires its staff members to conduct business with integrity, to maintain a standard of ethical conduct consistent with the regulations of all countries and jurisdictions in which the USAS conducts business and to be guided by the knowledge that we are guardians of the good name and image of USAS and the Olympic Movement. Because the appearance of impropriety can be just as damaging as actual impropriety, conduct, which appears to be improper, is also unacceptable. Accordingly, staff members are required to comply with the following:

1. Conduct all dealing with honesty and fairness.
2. Respect the rights of all employees and members to fair treatment and equal opportunity, free from discrimination or harassment of any type.
3. Know, understand and comply with the laws and regulations governing the conduct of USAS business. Be familiar with USAS Code of Conduct which is available on the USAS website. This document establishes athlete expectations and standards. The actions and conduct of staff members are expected to be an example for athletes to emulate.
4. Ensure that all transactions are handled honestly and recorded accurately.
5. Protect information that belongs to USAS, our donors, sponsors, suppliers and fellow workers. This includes maintaining confidentiality when appropriate.
6. Avoid conflicts of interest, both real and perceived.

a. Conflict of Interest: If personal or financial interests exist with any person or concern with whom USAS has a business or other relationship and the other relationship or interest could influence or be perceived to influence the objectivity of your decisions.

b. If a potential for conflict of interest exists, the member must:

(1) Disclose the interest to the Executive Director or President;

(2) Excuse him/herself from any formal or informal discussions related to the relationship between USAS and the person or concern;

(3) Abstain from influencing the vote on any matter related to the person or concern.

7. Never use USAS assets or information for personal gain.

8. Staff members are bound to put the interests of USAS above his/her own personal or constituent interests. He/she must act in a manner he or she believes to be in the best interests of the corporation and all its members.

9. Recognize that even the appearance of misconduct or impropriety can be very damaging to the image and/or reputation of USAS, our sport and the Olympic Movement. Please act accordingly.

#### **G. HEADINGS**

The titles and paragraph headings contained herein are for convenient reference only. They shall not be used in any way to govern, limit, modify or construe this Code of Conduct and shall not be given any legal effect.

#### **H. AMENDMENT**

This Code of Conduct may not be amended or modified in any respect except in writing, signed by each party.

**USA SHOOTING  
EMPLOYEE AND VOLUNTEER CODE OF CONDUCT  
SIGNATURE PAGE**

Acknowledgment:

**I have read and fully understand and agree to abide by the letter, spirit and intent  
of the USA SHOOTING EMPLOYEE AND VOLUNTEER CODE OF CONDUCT.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date