

**USA SHOOTING  
GAMES STAFF SELECTION PROCEDURES  
2019 PARAPAN AMERICAN GAMES  
December 5, 2017**

These procedures provide for selection of USA Shooting Games Staff for the 2019 Parapan 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 the USA Shooting.

1. Describe the specific Games Staff position(s) that the NGB/HPMO/PSO is requesting.

<b>USOC Role Name - (Games Function)</b>	<b>Responsibility</b>
Team Leader	Serve as primary point of contact and liaison between the USOC and NGB/HPMO/PSO before, during and after the Games.
Coach/Assistant Coaches	Prepare athletes/teams for success on the field of play.
Team Physiotherapist	Provide appropriate medical care to the athletes.
Team Psychologist	Provide appropriate mental support to athletes.
Administrative Personnel (Catch-all – i.e. Team Manager, non-medical performance staff)	Non-medical performance staff; assist Para athletes in their preparation for competing (loader).

2. What are the NGB's/HPMO's/PSO's criteria for the above Games Staff position(s) (attach a job description, if any)?

NGB's/HPMO's/PSO'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 NGB/HPMO/PSO 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.
- 2.5. Be responsible for Team's adherence to all rules regarding discipline at the.
- 2.6. Fulfill all duties and requirements of the USOC including attendance at USOC Games related meetings.
- 2.7. Be available for entire duration of the Games.

- 2.8. Have the NGB's/HPMO's/PSO's approval to make financial decisions regarding the Team.
- 2.9. Possess high level, specific technical and tactical knowledge of the sport.
- 2.10. Have thorough knowledge and understanding of the IF rules and regulations governing the sport.
- 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 in good standing with the NGB/HPMO/PSO.
- 2.14. Be listed on NGB's/HPMO's/PSO's Long List and must successfully complete all Games Registration requirements by stated deadlines.
- 2.15. Participate in USADA training as required for position.
- 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 familiar and have worked with USA Shooting Team athletes in past roles.

In addition, Head Coaches and Assistant Coaches must:

- 2.22. Possess a high level of specific technical and tactical knowledge of the sport.
- 2.23. Be the Head or Assistant National Team Coach for each discipline (rifle, pistol, shotgun) and be an employee or contracted staff member of USA Shooting.

In addition, Other Positions (*Administrative Personnel*) must:

- 2.24. Possess appropriate experience and/or certifications relative to the position/area of expertise for which they may be nominated.
- 2.25. Be familiar and have worked with USA Shooting Team athletes in past roles.

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

3.1 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 that meet the criteria in Section 2.

4. Describe the removal of Games Staff:

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

- 4.1. Voluntary withdrawal. Games Staff nominee must submit a written letter to the NGB/HPMO/PSO Executive Director/CEO/President.
- 4.2. Injury or illness as certified by a physician (or medical staff) approved by the NGB/HPMO/PSO. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by the NGB/HPMO/PSO, 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 NGB's/HPMO's/PSO Code of Conduct (Attachment B – USA Shooting's Staff Code of Conduct, published 4.11.11).

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 USA Shooting CEO, in consultation with the USA Shooting High Performance Director for Sport, will make the final approval.

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, the NGB's/HPMO's/PSO's Board or Ethics Committee, as appropriate, shall determine if a conflict exists.

8. Date of Nomination:

The Games Staff Nomination Form, for all Games staff who are not dependent on athlete selection (Team Leader, Head Coach, Assistant Coach, Team Physiotherapist, Team Psychologist, Administrative Personnel), which must state 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.


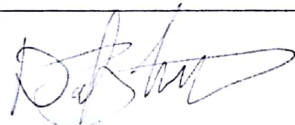
9. Publicity/Distribution of Procedures:

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.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.

9.2. Other (if any): N/A

Position	Print Name	Signature	Date
NGB/HPMO/PSO President or CEO/Executive Director	Pete Carson		12/18/17
USOC Athletes' Advisory Council Representative*	Bartanyon Crockett		12/22/17

\* 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](http://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](http://www.teamusa.org/medicalvolunteer)
- Physical Therapist Qualification Criteria - located at [www.teamusa.org/medicalvolunteer](http://www.teamusa.org/medicalvolunteer)
- Doctor of Chiropractic Qualification Criteria - located at [www.teamusa.org/medicalvolunteer](http://www.teamusa.org/medicalvolunteer)
- Physician Qualification Criteria - located at [www.teamusa.org/medicalvolunteer](http://www.teamusa.org/medicalvolunteer)
- Massage Therapist Qualification Criteria - located at [www.teamusa.org/medicalvolunteer](http://www.teamusa.org/medicalvolunteer)

## **Attachment B**

### **USA SHOOTING POLICIES AND PROCEDURES EMPLOYEE AND VOLUNTEER CODE OF CONDUCT (published 4.11.11)**

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.

**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. 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.

a. 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.**

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Signature

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Printed Name

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Date