

**IMPORTANT NOTICE DUE TO POSTPONEMENT OF THE 2020 OLYMPIC GAMES**  
**NOTICE POSTED April 30, 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 Golf Federation’s Staff Selection Procedures.

<b>Section of Procedures</b>	<b>Page #</b>	<b>Amendment Description</b>
Section 3	Page 3	Changed due date: Caddies and Coaches: Each eligible athlete for the Olympic Games will identify a qualified caddie and coach with whom they desire to perform with prior to December 31, <u>2020</u> <del>2019</del> by making that caddie and coach known to USA Golf’s Executive Director.
Throughout	All pages	Updated all references of “USOC” to “USOPC”

**USA GOLF FEDERATION, INC.**  
**GAMES STAFF SELECTION PROCEDURES**  
**OLYMPIC GAMES, TOKYO 2020**  
**(GOLF)**  
**July 16, 2018**

These procedures provide for selection of USA GOLF Games Staff (Caddies and Coaches) for the 2020 Tokyo Olympic 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 USA GOLF.

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

<b>Title</b>	<b>Responsibility</b>
Caddies for Men’s Team	Will provide support to men’s golfers in keeping with the traditional functions of a golf caddie
Caddies for Women’s team	Will provide support to men’s golfers in keeping with the traditional functions of a golf caddie
Coaches	Will provide training and support to each member of the team.

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

USA GOLF’s 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 GOLF 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 *(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 USOPC including attendance at USOPC Games related meetings *(if applicable)*.
- 2.7. Be available for entire duration of the Games *(if applicable)*.
- 2.8. Have USA GOLF'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 listed on USA GOLF's Long List and must successfully complete all Games Registration requirements by stated deadlines.
- 2.14. Participate in USADA training as required for position *(if applicable)*.
- 2.15. Successfully complete the USOPC's SafeSport awareness training and education program.

In addition, Caddies and Coaches must:

- 2.16. Possess a high level of specific technical and tactical knowledge of the sport.
- 2.17. Have experience managing elite golfer relationships in connection with high level golf events *(if applicable)*.
- 2.18. Be selected by the relevant golfer with whom they will perform.

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

Caddies and Coaches: Each eligible athlete for the Olympic Games will identify a qualified caddie and coach with whom they desire to perform with prior to December 31, ~~2020~~ 2019 by making that caddie and coach known to USA Golf's Executive Director.

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

After the eligible athletes have made the caddie and coach known to the Executive Director, the Executive Director will provisionally approve the relevant athletes' caddie and coach selection no later than ten (10) days after the caddie and coach identification.

After the athletes have been selected to the Olympic team, the previously provisionally approved caddie and coach will be officially approved by the Executive Director to represent USA Golf at the Olympic Games in that role.

5. An individual who is to be nominated to the above-listed Games Staff position(s) by USA GOLF may be removed as a nominee for any of the following reasons, as determined by USA GOLF.
  - 5.1. Voluntary withdrawal. Games Staff nominee must submit a written letter to the USA GOLF Executive Director.
  - 5.2. Injury or illness as certified by a physician (or medical staff) approved by USA GOLF. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by USA GOLF, 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 the USA GOLF Code of Conduct (Attachment A).

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 USA GOLF 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 #2 above.

7. Which group/committee will make the final approval of the Games Staff position(s)?

Caddies and Coaches: Athletes selected to the Olympic Team, in consultation with the Executive Director, will make the final approval.

8. 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 USA GOLF Board shall determine if a conflict exists.

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:

9.1. Caddies and Coaches: Within five (5) days of final selection of the Athletes.

10. Publicity/Distribution of Procedures:

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

10.1. Web site: [www.usagolf.org](http://www.usagolf.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):

Position	Print Name	Signature	Date
NGB/HPMO/PSO President or CEO/Executive Director	<a href="#">See the required signatures on the following page</a>		
USOPC Athletes’ Advisory Council Representative*			

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

10. Publicity/Distribution of Procedures:

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

- 10.1. Web site: [www.usagolf.org](http://www.usagolf.org)  
 These procedures will be posted as soon as possible, but not more than five days following notice of approval by the USOC.
- 10.2. Other (if any):

Position	Print Name	Signature	Date
NGB/HPMO/PSO President or CEO/Executive Director	Andy Levinson		7/25/2018
USOC Athletes' Advisory Council Representative*	Christina Kim		7/28/2018

\* 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 USA GOLF, he/she may submit those reasons in writing to his/her Sport Performance Team.

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## USA GOLF FEDERATION RULES OF PLAYER CONDUCT

I pledge to uphold the spirit of this Code of Conduct (Code), which offers a general guide to my conduct as a member of the team. By signing the Code, I accept nomination and, if accepted, selection to the \_\_\_\_\_ ("Team") as selected by USA GOLF and agree to abide by this Code. I understand that I will be required to sign a Code of Conduct from the United States Olympic Committee ("USOC Code"), and that any provisions in the USOC Code that may be in conflict with this Code shall be governed by the USOC Code. Further, I understand that non-compliance with this Code may result in my removal from the Team or other disciplinary measures as determined in the sole discretion of USA GOLF.

I have familiarized myself with the Code and understand that acceptance of its provisions as written is a condition of my selection of the Team. THIS CODE OF CONDUCT MUST BE SIGNED IN AN UNALTERED FORM IN ORDER FOR AN INDIVIDUAL TO BECOME A MEMBER OF THE TEAM.

**As a Member of the Team, I hereby promise and agree that I:**

- have abided by all rules related to the Team selection procedures as determined by USA GOLF;
- have acted and will act in a sportsmanlike manner consistent with the spirit of fair play and responsible conduct at all times;
- will maintain a level of fitness and competitive readiness that will permit my performance to be at the maximum of my abilities;
- will submit to a physical examination by USOC or USA GOLF designated medical personnel if my ability to compete is compromised due to physical injury and I understand that such injury may be cause for my not being selected to the Team, being removed from the Team, or not being allowed to participate if I remain on the Team;
- will not commit a doping violation as defined by the World Anti-doping Agency (WADA), United States Anti-Doping Agency (USADA), International Golf Federation, USA GOLF or USOC rules;
- am not currently serving a suspension because of an anti-doping rule violation and have no pending or unresolved anti-doping rule violation, except as I have listed separately, and I understand that such suspension, or pending or unresolved anti-doping rule violation may be cause for my not being selected to the Team;
- will not engage in any conduct that is criminal under any laws applicable to me, including, but not limited to laws governing the possession and use of drugs and alcohol and providing of drugs to any person and of alcohol to minors;
- will not participate or assist in any gambling or betting activities associated with any golf event or any event related to the \_\_\_\_\_ Games;
- have never been convicted of violating a criminal law and have no pending indictment or a pending charge, except as I have listed separately (except for misdemeanors, which, if known, would not be a factor in my selection as a Team member or convictions as a minor which have been legally sealed), and I understand that such conviction, indictment or criminal charge may be cause for my not being selected to the Team;
- am eligible to compete under the rules of BAOCOG, the IGF and USA GOLF.
- am in possession of a valid USA passport that will not expire prior to six months following the Closing Ceremonies of the \_\_\_\_\_ Games;
- will refrain from conduct detracting from my ability or that of my teammates to attain peak performance, including, by way of example, violating established curfews;
- will respect the property of others whether personal or public;

- will respect members of my Team, other teams, spectators and officials, and engage in no form of discriminatory behavior or verbal, physical or sexual harassment or abuse;
- will follow the rules of golf, including by way of example, rules regarding curfew and required attendance at Team meetings (and such other rules as may be in force during the time I am on the Team);
- will abide by the BAOCOG Charter currently in force and, in particular, with the provisions of the BAOCOG Charter regarding eligibility for the Games, and rules concerning allowable trademark identification (1) on clothing and equipment worn or used at the Games or (2) on visible body tattoos;
- will in-process and out-process with the USOC in conjunction with my sport, and will attend any USOC pre-briefing or post-briefing sessions, unless granted written authorization by the USOC Chef de Mission, or his or her designee;
- am aware that USOC sponsors, suppliers and licensees provide critical support for the Team and, in recognition of this fact, I will wear designated USOC apparel at (1) all official Games functions and events, including Opening, Closing and medal Ceremonies (with the understanding that, in instances where medals are awarded at the venues immediately following a competition, the USOC will consider waivers of this requirement on a case by case basis); and (2) at media events (including press conferences) hosted by the USOC or the Organizing committee for the Olympic Games; I also understand that the USOC strongly encourages me to wear designated USOC apparel whenever possible, and that I may be required to wear designated USOC apparel at USOC hospitality functions;
- will not conceal or cover-up any USOC sponsor, supplier or licensee brand or other identification appearing on my delegation apparel during Opening, Closing or Medal Ceremonies or at any other function or event where designated USOC apparel is required;
- will not use, or authorize the use of my name, person, image, picture, voice, or any of my sports performances for advertising or promotional purposes during the \_\_\_\_\_ Games period without the prior written consent of the USOC and USA GOLF;
- will not use or authorize the use of the following items for the purpose of trade, without the prior written consent of the USOC and USA GOLF (which consent shall not be unreasonably withheld) (1) photographs, films, videos, or other images of myself in the apparel or equipment provided by the USOC for the \_\_\_\_\_ Games; (2) photographs, films, videos, or other images of myself from the \_\_\_\_\_ Games; (3) any Games medals; and (4) photographs, films, videos, or other images of myself with any Games medals;
- will not act as a journalist, media liaison or in any other media capacity during the period of the \_\_\_\_\_ Games;
- will attempt to participate in media and sponsor-related activities if compatible with my training and competitive schedule, when requested by the USOC Chef de Mission, or his or her designee;
- will act in a way that will bring respect and honor to myself, my teammates, the USOC, USA GOLF, the United States and the \_\_\_\_\_ Games;
- understand that if I require legal representation because I am accused of a doping violation or am accused of criminal misconduct, or if for any other reason I require the service of an attorney, I will be personally responsible for securing the services of said attorney and for payment of all such legal fees and expenses; and
- will remember that at all times I am an ambassador for my sport, my country and the Olympic Games Movement.

**I have read and understand the Rules of Player Conduct and will adhere to them at all times in connection with the \_\_\_\_\_ Games.**

\_\_\_\_\_

*Player's Signature*

Date: \_\_\_\_\_

\_\_\_\_\_  
*Parent(s)/Legal Guardian(s) Signature (if under 18)*

Date: \_\_\_\_\_