

**USA PENTATHLON
GAMES STAFF SELECTION PROCEDURES
2019 PAN AMERICAN GAMES
MODERN PENTATHLON
November 16, 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 the USA Pentathlon **Games Staff** [Team Leader, Coach(es), and/or (# of) Additional Officials] for the 2019 Pan 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 Pentathlon.

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

USOC Role Name - (Games Function)	Responsibility
Team Leader	Serve as primary point of contact and liaison between the USOC and the USA Pentathlon before, during and after the Games.
Coaches	Prepare athletes/teams for success on the field of play.
Medical (ATC, Physio, Physician, Massage)	Provide appropriate medical care to the athletes.

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

US Pentathlon'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 *(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 Pentathlon'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 Pentathlon.
- 2.14. Be listed on USA Pentathlon'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. Successfully complete the USOC's safe sport awareness training and education program.

In addition, Coaches must:

- 2.17. Possess high level, specific technical and tactical knowledge of the sport *(if applicable)*.
- 2.18. Have thorough knowledge and understanding of the IF rules and regulations governing the sport of Pentathlon.
- 2.19. Possess a Level 2 USAP Coaches Certification or possess a UIPM rating as a coach or international judge or be grandfathered through having demonstrated experience as a head coach at a UIPM Level 1 or 2 events in the last 4 years.
 - 2.19.1. A USAP coach who doesn't match the Level 2 requirements, must have attended AT LEAST 2 international UIPM level 1, 2, or 3 events as

assistant coach in previous 48 months (from date of competition applied for).

- 2.20. Demonstrate exemplary knowledge of all Pentathlon disciplines.
- 2.21. Have current knowledge and experience coaching those athletes selected to participate at the 2019 Pan American Games
- 2.22. Coached at 2018-19 Pan American Training Camp and Nationals.
- 2.23. Be a currently employed staff member or contractor of USA Pentathlon.

In addition, Medical Personnel must:

- 2.24. Possess the appropriate certifications.
 - 2.25. 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).
 - 2.26. 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>.
 - 2.27. Be approved for nomination through the USOC's Sports Medicine Division.
 - 2.28. Have current knowledge and experience working with those athletes selected to participate at the 2019 Pan American Games
3. Describe the intended method of identifying the pool and selecting the candidates to be considered for the Games Staff position(s):

USA Pentathlon will not solicit applications for the Games Staff position(s). The Games Staff position(s) will be filled by current USA Pentathlon employees and/or contractors/coaches based on who best meets the criteria listed in #2 above. The NGB Managing Director will make the final approval of the Games Staff position(s).

4. Describe the removal of Games Staff:

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

- 4.1. Voluntary withdrawal. Games Staff nominee must submit a written letter to the NGB Managing Director/CEO/President.
- 4.2. Injury or illness as certified by a physician (or medical staff) approved by the USA Pentathlon. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by the USA Pentathlon, 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 USA Pentathlon Code of Conduct (**Attachment B**).

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 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 NGB Managing Director will make the final approval of the Games Staff position(s).

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 with 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 USA Pentathlon in the following locations:

9.1. Web site: www.usapentathlon.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	Rob Stull		11/21/2017
USOC Athletes' Advisory Council Representative*	Monica Rowland		11/21/2017

* 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 Pentathlon Code of Conduct

Coach PLEDGE

I pledge to uphold the spirit of the USA Pentathlon Code of Conduct (the “Code”), which offers a guide to my conduct as a member of the USA National Team (the “Team”). I acknowledge that I have a right to a hearing if my opportunity to participate is denied or if I am charged with a violation of this Code.

I have familiarized myself with the Code and understand that acceptance of its provisions is a condition of my selection to the Team.

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

- will abide by all published rules related to the Team selection procedures as approved by USA Pentathlon;
- have acted and will act in a sportsmanlike manner consistent with the spirit of fair play and responsible conduct;
- will maintain a level of fitness and readiness that will permit my performance to be at the maximum of my abilities;
- will submit to a physical examination by USA Pentathlon medical personnel if my ability to participate 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 International Olympic Committee (IOC), World Anti-Doping Agency (WADA), the United States Anti-Doping Agency (USADA), the United States Olympic Committee (USOC) or the Union International de Pentathlon Moderne (UIPM) rules;
- am not currently serving a doping violation and/or do not have a pending or unresolved doping charge;

- 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 event related to my sport or my participation;
- am eligible to participate under the rules of Union International de Pentathlon Moderne;
- am in possession of a valid USA passport, that will not expire prior to six months following the conclusion of the international competition, should I be chosen for an international team that requires a passport;
- will refrain from conduct detracting from my ability or that of my Team to attain peak performance;
- 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 do my best to create and adhere to a “safe sport” environment, and will in no way engage in or permit any activity to occur which may compromise a safe-sport environment for USA Pentathlon athletes.
- will follow my Team’s written rules, including by way of example, rules regarding curfew, required attendance at team meetings, consumption of alcoholic beverages and prohibitions on the release of confidential team information;
- am aware that USA Pentathlon sponsors, suppliers and licensees provide critical support for the Team and, in recognition of this fact, I will wear designated USA Pentathlon apparel at all official Team functions and events;
- will not conceal or cover-up any USA Pentathlon sponsor, supplier or licensee brand or other identification appearing on my USA Pentathlon apparel;
- will abide by the rules of the Union International de Pentathlon Moderne concerning allowable trademark identification on clothing and equipment worn or used in competition or on visible body tattoos.
- agree to be filmed and photographed by the official photographer(s) and network(s) of USA Pentathlon under conditions authorized by USA Pentathlon and give event organizers and USA Pentathlon the right to use my name, picture, likeness, and biographical information before, during and after the period of my participation in these activities to promote the activity in which I participate or to promote the success of the team on which I compete; in no event may USA Pentathlon or the event organizers use or authorize the use of my name, picture, likeness, voice

and biographical information for the purpose of trade, including any use in a manner that would imply an endorsement of any company, product, or service, without my written permission;

- will not use or authorize the use of photographs, films or videos of myself in my USA Pentathlon apparel or equipment or the use of the USA Pentathlon logo for the purpose of trade, without the prior written consent of USA Pentathlon;

- will attempt to participate in media activities if compatible with my schedule when requested by USA Pentathlon;

- understand that if I require legal representation because of I am accused of a doping violation or am accused of criminal misconduct, or if for any other reasons I require the services of an attorney, I will be personally responsible for payment of such legal fees and expenses;

- will act in a way that will bring respect and honor to myself, my Team, USA Pentathlon and the United States; and

- will remember that at all times I am an ambassador for my sport, my country and the Olympic Movement.

PARTICIPANTS' AFFIRMATION

I have read and accept this Code of Conduct. I agree to the rules, guidelines, jurisdiction and procedures stated in these documents as a condition of being selected to participate as a member of the Team.

Signature

Date

Print Name