

**USA SHOOTING
GAMES STAFF SELECTION PROCEDURES - Volunteer
2023 PARAPAN GAMES
JUNE 12, 2023**

These procedures provide for selection of USA Shooting's **Games Staff** for the 2023 ParaPan 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 the NGB/PSO.

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

Games Staff Role	Responsibility
Medical Personnel (for example, ATC, Physio, Physician, Massage Therapist)	Provide appropriate medical care for the team.
Administrative Personnel (e.g., Team Manager, Sport Psychologist or other non-medical performance staff)	Provide on the ground coordination for athletes and coaches in tandem with Team Leader and Coaching Staff.
Technical Personnel (e.g., Ski Technicians, Video Techs)	Provide services such as gunsmithing to ensure athlete performance.
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. NGB's/PSO'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 NGB/PSO 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 specific 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 NGB/PSO'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 specific 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 listed on NGB/PSO's Long List.
- 2.14. Successfully complete all Games Registration requirements by stated deadlines.
- 2.15. Participate in the appropriate anti-doping training as required for the Games Staff position by stated deadline.
- 2.16. Successfully complete the appropriate U.S. Center for SafeSport's online training module(s) by stated deadline.

In addition, Medical Personnel must:

- 2.17. Possess the appropriate professional certifications.
- 2.18. 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).
- 2.19. Meet the required experience and proficiency levels as determined by USOPC Sports Medicine. (www.teamusa.org/medicalvolunteer)
- 2.20. Complete the mandatory Games training prior to the Games.
- 2.21. Be approved for nomination through the USOPC's Sports Medicine Division.
- 2.22. 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.

In addition, Administrative Personnel must:

- 2.23. Possess appropriate experience relative to the position/area of expertise for which they may be nominated.
- 2.24. Have a good working relationship with the Team Staff and Athletes

In addition, Technical Personnel must:

- 2.25. Possess appropriate experience relative to the position/area of expertise for which they may be nominated.

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

- 2.26 Have sport specific expertise working with persons with disabilities.
- 2.27 Have experience working with athletes and coaches in a competition setting.
- 2.28 Be able to assist athletes/disability groups with daily personal care as necessary.
- 2.29 Assist with all aspects of the Team during travel, training, competition and downtime as needed.
- 2.30 Possess appropriate experience and/or professional certifications based on athlete(s) needs.
- 2.31 Additional criteria, if any, as determined by USA Shooting (e.g., have worked consistently in the role for the NGB/PSO at international competition during the current season).

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

Medical Personnel:

Must express interest to USA Shooting High Performance staff should they wish to be eligible for this role. This will be done by way of an email to the High Performance Director at least three months prior to staff nomination.

Administrative Personnel:

Must express interest to USA Shooting High Performance staff should they wish to be eligible for this role. This will be done by way of an email to the High Performance Director at least three months prior to staff nomination.

Technical Personnel:

Must express interest to USA Shooting High Performance staff should they wish to be eligible for this role. This will be done by way of an email to the High Performance Director at least three months prior to staff nomination.

Team Support Staff

Must express interest to USA Shooting High Performance staff should they wish to be eligible for this role. This will be done by way of an email to the High Performance Director at least three months prior to staff nomination.

4. Method of identifying the pool and selecting the candidates to be considered for the Games Staff position(s):

Should medical, administrative, and/or technical personnel positions remain, the committee listed in Section 7 will determine the appropriate candidates to fill the open roles. Should

multiple applicants be received a committee consisting of the High Performance Director, National Team Coaches, and Athlete Discipline Representatives will meet to determine whom fills this spot. They would only be considered should an employee/contracted staff member not fill the role

5. Describe the removal of Games Staff:

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

- 5.1 Voluntary withdrawal. Games Staff nominee must submit a written letter to the NGB/PSO Executive Director/CEO/President.
- 5.2 Injury or illness as certified by a physician (or medical staff) approved by the NGB/PSO. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by the NGB/PSO, 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 NGB's/PSO's Code of Conduct <https://usashooting.org/resource-center/#category-code-of-conduct>
- 5.5 No longer able to meet the required criteria in Section 2 at the time of the Games.
- 5.6 Actively involved in a SafeSport investigation.

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 NGB/PSO 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. Replacement of Games Staff:

In the event a 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 and be selected through the same process as outlined in Sections 3 and 4.

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

USA SHOOTING STAFF SELECTION COMMITTEE

High Performance Director
National Team Coach
USOPC AAC Representative

8. Conflict of Interest:

All individuals involved in the selection process (see Section 6) must comply with the NGB/PSO’s conflict of interest policy, to include completing and submitting a disclosure form for review by the NGB/PSO’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 NGB/PSO’s Ethics Committee prior to the start of the selection process. The NGB/PSO’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 NGB/PSO committee appointment process.

9. Date of Nomination:

Nominations of Games Staff, including the names of any replacements (if applicable), will be submitted to the USOPC on or before:

Medical staff nomination deadline: August 1, 2023

Staff (non-medical) nomination deadline: September 1, 2023

10. Publicity/Distribution of Procedures:

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

10.1. Web site: <https://usashooting.org/resource-center/#category-paralympic>

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/PSO President or CEO/Executive Director	Craig Kozeniesky	DocuSigned by: <i>Craig Kozeniesky</i>	6/19/2023
USOPC Athletes’ Advisory Council Representative*	Sarah Scherer	DocuSigned by: <i>Sarah Scherer</i>	6/19/2023

* 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 NGB/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 USOPC AAC Representative, the NGB/PSO must designate an athlete from that sport to review and sign the Selection Procedures.