

**American Canoe Association (ACA)  
 GAMES STAFF SELECTION PROCEDURES  
 VOLUNTEER  
 2018 YOUTH OLYMPIC GAMES  
 CANOE/KAYAK  
 5/4/2018**

These procedures provide for selection of the ACA’s Games Staff (Team Leader/Coach) for the 2018 Youth Olympic 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 ACA.

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

<b>USOC Role Name - (Games Function)</b>	<b>Responsibility</b>
Team Leader/Coach	Serve as primary point of contact and liaison between the USOC and the ACA, prior to, during and after the Youth Olympic Games. Prepare athletes/teams for success on the slalom and sprint courses.

2. What are the ACA’s criteria for the Team Leader/Coach position(s)?

ACA’s Team Leader/Coach 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 immediately inform the ACA 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 Games.

- 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 ACA'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 listed on NGB's/HPMO's/PSO's Long List and must successfully complete all Games Registration requirements by stated deadlines.
  - 2.14. Participate in USADA training as required for position.
  - 2.15. Successfully complete USOC Safe Sport Awareness Training and Education Program.
  - 2.16. Be a member of the ACA in good standing at the time of the start of the games.
  - 2.17. Possess a high level of specific technical and tactical knowledge of the sport.
  - 2.18. Have relevant slalom or sprint coaching experience working with athletes named to the team.
  - 2.19. Have demonstrated the ability to represent the ACA and paddlesports in a positive and professional manner in all dealings.
  - 2.20. Ensure that athletes, coaches and other team personnel are held to the appropriate USOC and ACA Codes of Conduct(s).
  - 2.21. Take the best appropriate course of action for the safety of individual athletes, coaches and team personnel in the event of an emergency.
  - 2.22. Understand the Games and the ICF Protest and Inquiry rules.
  - 2.23. Have previous experience at international slalom or sprint competitions.
  - 2.24. Possess appropriate experience and or certifications relative to the position/area of expertise for which they may be nominated.
3. Describe the process that candidates shall follow to express interest in being considered for a Games Staff position, in each category below:

Current ACA members who meet the criteria in Section 2 are eligible to apply.

The timeline for application submission and review will be dictated by the goal of providing the USOC the ACA's complete Games Staff Nominees by May 30, 2018.

The application process will be posted to: [www.americancanoe.org/Competition](http://www.americancanoe.org/Competition)

4. Describe the intended method of identifying the pool and selecting the candidates to be considered for the Team Leader/Coach position(s).

The Team Leader/Coach position(s) will be selected based off of the number of accreditations available and the overall team size.

Volunteer applications to fill the Team Leader/Coach position(s) will be evaluated using the criteria in Section 2 in no particular order.

The ACA's Director of High Performance & Competition, along with the Chief Operating Officer and the ACA's Athlete Advisory Council (AAC) representative will review the volunteer applications and make recommendations to the ACA's Executive Director.

The ACA's Executive Director will make the final approval of the Team Leader/Coach position.

5. Describe the removal of Games Staff:

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

- 5.1 Voluntary withdrawal. Games Staff nominee must submit a written letter to the ACA Executive Director/CEO/President.
- 5.2 Injury or illness as certified by a physician (or medical staff) approved by the ACA. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by the ACA, 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 ACA's Code of Conduct (Attachment 1– 2018 ACA Code of Conduct Volunteers).
- 5.5 Actions that are deemed as detrimental to ACA and the team's success as determined by the ACA Executive Director.

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 ACA 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.

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 position will be filled by the Director of High Performance & Competition

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

The ACA's 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 ACA's Ethics Committee, as appropriate, 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, will be submitted to the USOC on or before:

*May 30, 2018*

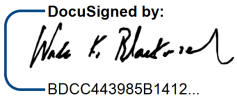
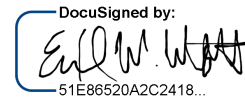

10 Publicity/Distribution of Procedures:

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

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

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): None.

Position	Print Name	Signature	Date
ACA Executive Director	Wade Blackwood	 DocuSigned by: Wade K. Blackwood BDCC443985B1412...	5/11/2018 8:28:05 AM PDT
USOC Athletes' Advisory Council Representative*	Emily Mary Wright	 DocuSigned by: Emily M. Wright 51E86520A2C2418...	5/11/2018 10:14:34 AM PDT
ACA Director of High Performance and Competition	Morgan House	 DocuSigned by: Morgan House DB007779974845C...	5/11/2018 8:05:04 AM PDT

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

**Attachment 1 – ACA Code of Conduct Volunteers**