

**American Canoe Association
GAMES STAFF SELECTION PROCEDURES
TOKYO PARALYMPICS 2020
Paracanoe
February 20, 2020**

These procedures provide for selection of the American Canoe Association’s (ACA) **Games Staff** [Team Leader, Coach(es), and/or Additional Officials] for the 2020 Tokyo Paralympic 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 ACA.

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

USOPC Role Name - (Games Function)	Responsibility
Team Leader	Serve as primary point of contact and liaison between the USOPC and ACA before, during and after the Games.
Coach	Prepare athletes/teams for success on the field of play.

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

ACA’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 the ACA 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 the ACA'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 ACA's Long List and must have successfully completed all Games Registration requirements by stated deadline.
- 2.14 Participate in USADA training as required for position (*if applicable*).
- 2.15 Successfully complete the US Center for SafeSport awareness training and education program.
- 2.16 Have the ability and expertise to act as Coach in the event no other Coach is assigned.
- 2.17 Have previous experience as Paracanoe Team Leader of Paracanoe at previous international events.
- 2.18 Be familiar with all Paracanoe athletes, their disabilities, abilities, and equipment, and ICF Paracanoe Rules.
- 2.19 Experience coaching both Va`a and Kayak if athletes in both disciplines qualify.

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

Individuals who meet the criteria outlined in Section 2, have already been identified to serve in the defined capacity listed under Section 1.

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

An individual has already been identified by the ACA to serve as the Team Leader. That person will be approved by the Committee defined under Section 7. If any individual(s) have been identified who serve on this committee, they will recuse themselves during all discussions and voting.

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 CEO.
- 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:
<https://www.americancanoe.org/page/MemberCodeofConduct?&hhsearchterms=%22code+and+conduct%22>

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 ACA 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 and be selected through the same process as outlined in Sections 3 and 4. A notice shall be placed on ACA's website and emailed broadly to the paddling community to solicit nominees for this position.

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

Beth Spilman, Executive Director, American Canoe Association
Nikiha Miller, Elite Athlete, ACA Board of Directors

Paracanoe Committee:

Deborah S Page, Chairman
Janet Whitaker, Vice Chairman
Larry Gioia, Secretary
Kelly Allen, Elite Athlete Representative

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 Board or 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 (if applicable), will be submitted to the USOPC on or before: *July 8, 2020*

10. Publicity/Distribution of Procedures:

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

- 10.1 Web site: www.americancanoe.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): N/A

Position	Print Name	Signature	Date
NGB/HPMO/PSO President or CEO/Executive Director	Beth Spilman		<i>2/20/2020</i>
USOPC Athletes' Advisory Council Representative*	Brandon Holiday		<i>2/23/20</i>

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

Attachment A

USOPC Sports Medical Games Requirements

PURPOSE

The USOPC 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/HPMOs/PSOs (NGBs from here forward) and medical providers attending games.

POLICY

1. Requests

NGBs must identify medical support requests to the USOPC 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 USOPC Managing Director of sports medicine who will then identify and communicate the level of support to be provided by USOPC Sports Medicine. Any changes to the requested sports medicine support should be immediately forwarded to USOPC Sports Medicine. In cases where medical services or materials are not identified, the USOPC 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 USOPC 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 USOPC Sports Medicine.
- 2) Successfully pass a medical credential review and criminal background check at or above USOPC standards with the National Center for Safety Initiatives (NCSI)
- 3) Review of the venue emergency action plan with USOPC 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