

USROWING
Games Staff Selection Procedures
2018 YOUTH OLYMPIC GAMES
April 28, 2017

These procedures provide for selection of USRowing's **Games Staff** (Team Leader / Coach) for the 2018 Youth Olympic Games (YOG). Accreditation allocation is not guaranteed and will be based on final USOC credential allocation and overall team size.

1. What are US Rowing's criteria for the Team Leader/Coach position(s) (attach a job description, if any)?

Team Leader/Coach must:

- 1.1. Successfully pass the National Center for Safety Initiatives' (NCSI) background screen in accordance with the current USOC Games Background Check Policy prior to nomination.
 - 1.1.1. 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 and/or USOC.
- 1.2. Possess a valid passport that does not expire until at least six months after the conclusion of the Games.
- 1.3. Have the ability to work effectively with the USOC.
- 1.4. Have strong administrative, communication and organizational capabilities/skills.
- 1.5. Be responsible for Team's adherence to all rules regarding discipline at the Games.
- 1.6. Be available for entire duration of the Games.
- 1.7. Participate in the cultural and education program, as requested.
- 1.8. Be in good health and able to withstand the physical rigors of traveling with and working with the Team.
- 1.9. Fulfill all duties and requirements of the USOC including attendance at USOC Games related meetings.
- 1.10. Have the NGB's approval to make financial decisions regarding the Team.
- 1.11. Sign the USRowing Code of Conduct (Attachment A).
- 1.12. Have proven ability coaching athletes who are YOG age-eligible at the international level.
- 1.13. Possess specific technical and tactical knowledge of the sport, including knowledge and understanding of the IF rules and regulations governing the sport.
- 1.14. Have international coaching experience at the Junior World Championships.

1.15. Be a current contractor of USRowing.

2. How will US Rowing make known the Staff position(s) and/or application process?

US Rowing will not solicit applications for the Staff position(s). The Staff position(s) will be filled by current US Rowing contractors.

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

The YOG Team Leader/Coach will be a USRowing contracted coach selected to serve as the USRowing Junior National Team Coach for the 2018 Junior World Championships. This individual has direct responsibilities and accountability for training, selection, and performance of Junior and YOG eligible athletes.

4. Describe the removal of Games Staff:

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

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

Once the Games Staff nomination(s) is/are 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 Code of Conduct and Grievance Procedures apply. The USOC's Code of Conduct and Grievance Procedures can be found at:

<http://www.teamusa.org/Athlete-Resources/Athlete-Ombudsman/Resources/Code-of-Conduct>

<http://www.teamusa.org/Footer/Legal/Governance-Documents>

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 criteria listed in #1 above and, if applicable, come from the pool of candidates described in #3 above.

A replacement candidate will be nominated and approved by the USRowing High Performance Director, in consultation with the USRowing Junior Coordinator.

6. Conflict of Interest:

Any individual who is being considered for the Games Staff position(s) or has any other conflict of interest and is involved in the selection process must disclose this information, recuse him or herself and not influence others regarding the discussions, meetings or decisions involving selection of the Games Staff position(s).

7. 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:

July 6, 2018



8. Publicity/Distribution of Procedures:

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

8.1. Web site: www.usrowing.org

These procedures will be posted as soon as possible, but not more than five days following notice of approval by the USOC.

8.2 Other (if any): N/A

Position	Print Name	Signature	Date
NGB President or CEO/Executive Director	SUSAN SMITH		5/22/17
USOC Athletes' Advisory Council Representative*	Nick LaCava		5/17/17

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

Attachment A
USRowing Code of Conduct

Appendix F – USRowing Code of Conduct

The United States Rowing Association ("USRowing" or the "Association") expects and requires all persons associated with USRowing to conduct Association business with integrity and to maintain the highest standard of personal conduct and ethics in the affairs of USRowing.

CONFLICT OF INTEREST

No USRowing employee, director, officer, committee member, athlete (defined as an individual training at a USRowing/USOC center or named to a National Team), referee, volunteer, event participant, coach, trainer (an "Individual") shall have a direct or indirect interest in, or material relationship with, any outside organization or person, or with an internal entity, that might affect (or might reasonably be perceived by others to affect) the objectivity or independence of that Individual's judgment or conduct in carrying out her/his duties and responsibilities to the Association.

Examples of such conflict of interest include, but are not limited to:

- Directly or materially benefiting from personal involvement with grantees, suppliers, sponsors, agents or members of USRowing;
- Accepting material payments, services and/or loans from such an entity;
- Holding a material relationship with another international rowing federation, National Olympic Committee or national governing body which might impact one's judgment or the performance of an individual as an athlete, coach or representative of USRowing;
- Engaging in outside employment which might impact that Individual's job performance, efficiency or employment with USRowing;
- Owning or acquiring property as a result of confidential information obtained through one's position with USRowing, or which property was impacted by USRowing action.

IMPROPER USE OF INFORMATION AND ASSETS

No Individual shall use for her/his personal gain, or disclose outside of USRowing, any confidential information obtained through her/his association with USRowing. This includes (without limitation) spoken, written and computer-generated data. This also

includes (without limitation) confidential information or trade secrets obtained through her/his association with USRowing as an athlete or coach, such as training and high performance plans.

No Individual shall use for her/his personal gain trademarks, logos, intellectual properties or copyrighted materials owned by USRowing, unless authorized in writing by USRowing.

No Individual shall make any illegal or unethical payments from the assets or resources of USRowing or in a capacity representing or acting on behalf of USRowing.

All Individuals shall be responsible for prevention of the loss, damage, misuse or theft of property, records, funds, equipment or other assets belonging to USRowing.

GIFTS, GRATUITIES AND ENTERTAINMENT

No Individual shall encourage or accept gifts or gratuities for themselves, their families or friends from any outside person or organization having, or seeking to have a relationship with, USRowing. If any person should receive any unsolicited gifts, those gifts should be considered a contribution to USRowing and shall be immediately turned over to USRowing through any officer or the CEO as a contribution from the original source.

Unsolicited gifts or gratuities of less than \$100 may be retained, but shall be fully disclosed as to the parties, purpose and amount.

Minor business courtesies such as payment for normal meal costs are permitted when arising from business connected with the activities of USRowing. Entertainment with an individual valued in excess of \$100 shall be fully disclosed as to the parties, purpose and amount.

MORAL AND ETHICAL CONDUCT

Individuals shall (a) maintain high standards of moral and ethical conduct; (b) abstain from the use of illegal drugs and from immoderate consumption of alcohol; (c) not commit a criminal act while representing USRowing; (d) abide by the Athlete Protection Policy found within the USRowing Internal Policies and Participant Safety Handbook, and (e) abide by the rules of competition in all events entered.

ADMINISTRATION

This code will be provided and posted annually on the USRowing website under the governance section and association employees will receive and acknowledge the statement of policy at the beginning of employment. The Code is not intended to supersede any other policy (i.e. National Team Agreement or Bylaw on Member Misconduct, etc.) but is intended to complement and strengthen those documents and the Association.

HANDLING A CONFLICT OF INTEREST

All situations involving a conflict of interest in a business relationship or in outside activities should be reported and/or approval obtained as described in this section. Reporting a questionable situation does not imply a conflict of interest or impropriety, but affords the opportunity of review and obtaining the necessary approval, if appropriate.

An employee shall make full disclosure of the nature and extent of any actual or potential conflict of interest to the Chief Executive Officer. All other Individuals will make full disclosure to the Chair of the Ethics Committee of the Board of Directors. The Ethics Committee of the Board of Directors will determine the existence of the conflict and appropriate action, if needed.

Individuals in position of conflict are precluded from participating in any further consideration of, or action related to, the conflict matter; however, Individuals may be requested to provide information on the transaction in question and answer questions from the relevant authority. The existence of a conflict or potential conflict will be reported in the minutes of a Committee or Board meeting or, in the case of a staff member, noted in the personnel file.

Violation of this conduct policy is grounds for dismissal as a Board Director, Committee member, National Team athlete, National Team coach or USRowing employee, and may result in the imposition of a sanction, which includes (without limitation) suspension or termination of USRowing membership.

A conflict of interest disclosure statement will be developed and circulated to directors, officers, certain volunteer and employees at least once a year.