

USRowing
GAMES STAFF SELECTION PROCEDURES
2019 Pan American Games
July 31, 2017

These procedures provide for selection of USRowing’s Team Leader and Administrative Personnel 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 USRowing.

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

| USOC Role Name - (Games Function) | Responsibility |
|--|---|
| Team Leader | Serve as primary point of contact and liaison between the USOC and USRowing before, during and after the Games. |
| Administrative Personnel | Serve as secondary point of contact and liaison between the USOC and USRowing before, during and after the Games. |

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

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 USRowing 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 USRowing's approval to make financial decisions regarding the Team.
 - 2.9. Have thorough knowledge and understanding of the IF rules and regulations governing the sport.
 - 2.10. Demonstrate ability to establish harmonious relationships with athletes and other Team personnel.
 - 2.11. Be in good health and able to withstand the physical rigors of traveling with and working with the Team.
 - 2.12. Be a currently employed staff member or contractor of USRowing.
 - 2.13. Be listed on USRowing's Long List and must successfully complete all Games Registration requirements by stated deadlines.
 - 2.14. Participate in USADA training as required for position (if applicable).
 - 2.15. Successfully complete USOC Safe Sport Awareness Training and Education Program.
3. Describe the intended method of identifying the pool and selecting the candidates to be considered for the Games Staff position(s):

Team Leader:

The Director of National Team Athlete Services will be nominated as the Team Leader for the 2019 Pan American Games. The position will not be publicized and/or posted and there is no application process since it will be filled by an existing staff position.

Administrative Personnel:

The USRowing High Performance Director will be nominated as the administrative personnel for the 2019 Pan American Games. The position will not be publicized and/or posted and there is no application process since it will be filled by an existing staff position.

4. Describe the removal of Games Staff:

An individual who is to be nominated to the above-listed Games Staff positions 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 CEO.
- 4.2. Injury or illness as certified by a physician (or medical staff) approved by USRowing. 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 USRowing's Code of Conduct (www.usrowing.org/selection-procedures/#Appendices).

Once the Games Staff nomination(s) is accepted by the USOC, the USOC has jurisdiction over the Games Staff, at which time, in addition the USRowing 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 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 #2 above, and will come from a pool of USRowing National Team Programs Staff.

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

The High Performance Committee will approve the nomination of the Director of National Team Athlete Services for the Team Leader Position and the US Rowing High Performance Director as the Administrative Personnel.

High Performance Committee: Chair and two athlete representatives

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 Team Leader position. If there is an issue concerning whether a conflict of interest exists, USRowing's Board of Directors, 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 USRowing in the following locations:

9.1. 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.

9.2. Other (if any):

| Position | Print Name | Signature | Date |
|---|-------------|--|---------|
| NGB/HPMO/PSO President or CEO/Executive Director | SUSAN SMITH |  | 8/10/17 |
| USOC Athletes' Advisory Council Representative* | Nick Lalava |  | 8/17/17 |