

USA Boccia
GAMES STAFF SELECTION PROCEDURES
2019 Parapan American Games
November 20, 2017

These procedures provide for selection of USA Boccia Games Staff [Team Leader, Coach(es), and/or Additional Officials] for the 2019 Parapan 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 the USA Boccia.

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

USOC Role Name - (Games Function)	Responsibility
Team Leader (1)	Serve as primary point of contact and liaison between the USOC and USA Boccia before, during and after the Games.
Coach (1 Head Coach and up to 3 Division Coach(es))	All Coaches Prepare athletes/teams for success on the field of play. Division Coaches: Individual, Pair & Team Coach.
Personal Care Assistant (PCA) (as needed depending on Team composition)	Provide support for those athletes requiring additional help with everyday care and activities of daily living (ADL).
Note: Sport Assistants will be addressed in the Athlete Selection Procedures.	Train with the athlete. Assist on court during competition at the direction of the athlete per the BISFed boccia rules.

2. What are USA Boccia's criteria for the above Games Staff position(s)

USA Boccia 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.
- 2.2 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 USA Boccia & USOC.
- 2.3 Possess a valid passport that does not expire until at least six months after the conclusion of the Games.
- 2.4 Have the ability to work effectively with the USOC.
- 2.5 Have strong administrative, communication and organizational capabilities/skills.

- 2.6 Be responsible for Team's adherence to all rules regarding discipline at the Games.
- 2.7 Fulfill all duties and requirements of the USOC including attendance at USOC Games related meetings.
- 2.8 Possess high level, specific technical and tactical knowledge of the sport (applies to team leader and coach).
- 2.9 Have thorough knowledge and understanding of the BISFed 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 listed on USA Boccia's Long List and must have successfully completed all Games Registration requirements by stated deadline.
- 2.13 Participate in USADA training as required for position
- 2.14 Successfully complete the USOC's safe sport awareness training and education program.
- 2.15 Have experience with international events in a team management, coach or personal care assistant role. (if applicable for PCA role only).
- 2.16 Be available for any camps hosted for the 2019 Parapan American Games Team, USA Boccia will notify staff 30 days prior to the camp. Staff may be responsible for costs incurred to attend the camp.
- 2.17 Adhere to the USA Boccia Code of Conduct (Attachment A).
- 2.18 Have the ability to assist with personal care of athletes.

In addition, Team Leaders Must

Must be responsible for the overall coordination of the Team including but not limited to the following:

- 2.19 Communicate with USA Boccia and the LOC competition management.
- 2.20 Represent Team USA at all meetings or assign other staff as appropriate to positions.
- 2.21 Facilitate completion and submission of all entry materials.
- 2.22 Communicate with Team members and staff.
- 2.23 Communicate with Head Coach regarding athlete training progress.
- 2.24 Be available for entire duration of the Games.
- 2.25 Have USA Boccia's approval to make financial decisions regarding the Team (if applicable).

In addition, Head Coach Must:

- 2.26 Possess the ability to devise and implement a program of training and competition that leads to sustained competitive success.
- 2.27 Communicate with athletes and local coaches regarding training on a weekly basis.
- 2.28 Monitor training schedules on a weekly basis prior to departure to competitions/camps.
- 2.29 Represent Team USA at meetings as designated by Team Leader.
- 2.30 Monitor competition schedule and ensure all athletes are in the call room as designated.
- 2.31 Assist Team Leader with Team meetings and dissemination of information.
- 2.32 Have at least 2 years of experience coaching boccia at an international and national level within the preceding 5 years with Team USA. Strongly preferred experience as Head Coach with Team USA.
- 2.33 Must have completed level 2 of the USA Boccia Coaches Certification.

In Addition, Division Coaches Must

- 2.34 Must have completed level 2 of the USA Boccia Coaches Certification.
- 2.35 Have at least 2 years experience coaching boccia at a national level in their division (international preferred).
- 2.36 Implement a training schedule for each athlete with input from the Head Coach.
- 2.37 Communicate with athletes and local coaches regarding training on a weekly basis.
- 2.38 Monitor training schedules on a weekly basis prior to departure to competitions/camps.
- 2.39 Represent Team USA at meetings designated by Team Leader or Head Coach.
- 2.40 Assist Head Coach with Team meetings and dissemination of information and monitor competition schedule to ensure all athletes are in the call room as designated.
- 2.41 Report to the Head Coach.

In addition, (PCA) must:

- 2.42 Have expertise working with persons with disabilities.
- 2.43 Must have experience in assisting athletes with everyday care and activities of daily living (ADL).
- 2.44 Have experience working with athletes in a competition setting. (Exceptions will be considered).
- 2.45 Assist with all aspects of the Team during travel, competition and down time as needed.
- 2.46 Attend appropriate meetings of the Team as designated by the Team Leader.
- 2.47 Assist the coaches with facilitation of practices as needed.

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

Disclaimer: Allotment of coaching positions may be limited based on the total number of athletes qualified as well as credentials assigned to the team. Final selection of division coaches will be determined based on the allotted credentials.

All interested applicants must submit an application (see date listed by position).

3.1 Application must include a resume and letter of interest listing qualifications and philosophy specific to the sport of boccia.

3.2 USA Boccia will post the application process at www.usaboccia.org.

3.3 USA Boccia will send an application notification to all Level 2 Boccia coaches in its database.

Team Leader:

Applications for Team Leader Positions must be submitted by October 1, 2018 with position appointed no later than January 1, 2019.

Head Coach:

Applications for Head Coach must be submitted by October 1, 2018 with position appointed no later than January 1, 2019.

Division Coach(es):

Applicants for Division Coaches must be submitted by October 31, 2018 with the position(s) appointed no later than January 1, 2019. Please see disclaimer above.

PCA:

All interested applicants must submit an application by February 1, 2019 with the position(s) appointed no later than April 1, 2019.

Application consists of a resume and nomination letter from an athlete.

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

All candidates will be selected by majority vote of the Selection Committee outlined in Section 7.

Team Leader:

All applications are reviewed by the Selection Committee who will select the candidate who meets all criteria listed in Section 2 and is deemed most capable of leading the Team to success.

Head Coach

All applications are reviewed by the Selection Committee who will select the candidate who meets all criteria listed in Section 2 and is deemed most capable of leading the Team to success.

Division Coach(es) -

All applications are reviewed by the Selection Committee who will select the candidate(s) who meets all criteria listed in Section 2 and is/are deemed most capable of leading the various divisions to success. Division coaches will be prioritized by the division that is most highly competitive per BISFed Rankings.

PCA:

All applications are reviewed by the Selection Committee who will select the candidate(s) who meet(s) all criteria listed in Section 2.

The Head Coach will have input on identification of respective PCA.

5. Describe the removal of Games Staff:

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

5.1 Voluntary withdrawal. Games Staff nominee must submit a written letter to the USA Boccia Board President.

5.2 Injury or illness as certified by a physician (or medical staff) approved by USA Boccia. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by the USA Boccia, 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 USA Boccia Code of Conduct (Attachment A).

5.5 The nominee is unable to fulfill the responsibilities as outlined in this document.

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

Selection Committee:

Executive Director

Board President

Board Member

Athlete Representative

Member at Large from general membership

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 USA Boccia 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 USOC on or before: June 7, 2019

10. Publicity/Distribution of Procedures:

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

10.1 Web site: www.usaboccia.org These procedures will be posted as soon as possible, but not more than five business days following notice of approval by the USOC.

10.2 USA Boccia e-newsletter to database of Boccia Coaches with Level 2 Coaching Certification

Position	Print Name	Signature	Date
NGB/HPMO/PSO President or CEO/Executive Director	Jim Thomson, Board President		
USOC Athletes' Advisory Council Representative *	Marck Harrison	Marck Harrison	

* 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 A

USA Boccia - NATIONAL/PARALYMPIC TEAM CODE OF CONDUCT

I pledge to uphold the spirit of this Code of Conduct (the “Code”), which offers a guide to my conduct as a member of a USA Boccia National Team or a U.S. Paralympics Team to international competition (the “Team”).

This Code applies to those Paralympic sports in which the USOC has not recognized a National Governing Body or a Paralympic Sport Organization to govern the sport. I acknowledge that I have a right to a hearing if my opportunity to compete is denied or if I am charged with a violation of this Code. I have familiarized myself with the Code and understand that acceptance of its provisions is a condition of my membership on the Team.

As a Member of the Team, I hereby promise and agree that I:

- will abide by all rules related to the Team selection procedures as approved by USA Boccia;
- have acted and will act in a sportsmanlike manner consistent with the spirit of fair play and responsible conduct;
- will maintain a level of fitness and competitive readiness that will permit my performance to be at the maximum of my abilities;
- will submit to a physical examination approved by USA Boccia medical personnel if my ability to compete is compromised due to physical injury, illness or incapacity and I understand that such physical injury, illness or incapacity may be cause for my not being selected to the Team, being removed from the Team, or not being allowed to participate if I remain on the Team.
- will not commit a doping violation as defined by the World Anti-Doping Agency (WADA), the United States Anti-Doping Agency (USADA), the International Paralympic Committee (IPC) or USA Boccia rules;
- am not currently serving a doping violation and/or do not have a pending or unresolved doping charge;
- will not engage in any conduct that is criminal under any laws applicable to me, including, but not limited to laws governing the possession and use of drugs and alcohol and providing of drugs to any person and of alcohol to minors;
- am eligible to compete under the rules of the IPC and its pertinent committees, and its pertinent member organizations and under the rules of USA Boccia;
- will refrain from conduct detracting from my ability or that of my teammates to attain peak performance;

- will respect the property of others whether personal or public;
- will respect members of my Team, other teams, spectators and officials, and engage in no form of discriminatory behavior nor in any form of verbal, physical or sexual harassment or abuse;
- will follow the Team rules, whether set by Team leadership or adopted by consensus, including by way of example, rules regarding curfew and required attendance at Team meetings;
- agree to wear the uniforms approved by USA Boccia and/or the USOC Paralympics Division at official activities sponsored by USA Boccia or the USOC as directed by USOC Paralympics Division staff, and I agree to compete in the USA Boccia and/or the USOC Paralympics Division approved Team uniform, where such a uniform is provided, in competitions at which I am supported by the USOC through its Paralympics Division. agree to wear the names and logos of USA Boccia and/or the USOC Paralympics Division sponsors, suppliers and licensees on Team competition wear, other uniforms and casual wear as provided by USA Boccia and/or the USOC Paralympics Division. I agree to not alter any Team uniform, either by removing or obstructing the names or logos of USA Boccia and/or the USOC Paralympics Division Team sponsors, suppliers and licensees or by adding patches, stickers, or other means of displaying unauthorized names, logos or messages;
- agree to not demean or defame USA Boccia and/or the USOC Paralympics Division or its sponsors, their names, logos, marks, products or services. I acknowledge that endorsing and supporting USA Boccia and/or the USOC Paralympics Division sponsors through my actions and words reflects well on the team and on those supporting the team.
- agree to be filmed, videotaped and photographed, and to have my image and voice otherwise recorded, in any media, during any event I am attending under the auspices of USA Boccia and/or the USOC Paralympics Division, by USA Boccia's and/or the USOC Paralympics Division's official photographer(s), film crew(s) and video crew(s), and by any other entity authorized by USA Boccia and/or the USOC Paralympics Division, under the conditions specified by USA Boccia and/or the USOC Paralympics Division. I hereby grant USA Boccia and/or the USOC Paralympics Division the irrevocable, perpetual, fully paid-up, worldwide right and license to use, and to authorize third parties to use, in all media, my name, picture, likeness, voice and biographical information for:
 - (1) news and information purposes,
 - (2) promotion of the Paralympic movement and the specific competition(s) in which I compete,
 - (3) promotion of the Team, and
 - (4) promotion of USA Boccia and/or the USOC Paralympics Division; in no event may USA Boccia and/or the USOC Paralympics Division use or authorize the use of my name, picture, likeness, voice and biographical information for the purpose of trade, including any use in a manner that would imply an endorsement of any company, product, or service, without my written permission;

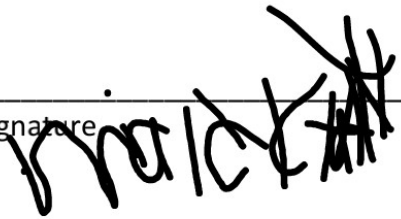
- will not use or authorize the use of photographs, films or videos of myself in USA Boccia and/or the USOC Paralympics Division apparel or equipment or the use of USA Boccia logo (including, without limitation, any Paralympic logo) for the purpose of trade, promotion, fund raising or on merchandise, without the prior written consent of USA Boccia and/or the USOC Paralympics Division;
- will act in a way that will bring respect and honor to myself, my teammates, the Team, USA Boccia and/or the USOC Paralympics Division, and the United States;
- and will remember that at all times I am an ambassador for my sport, my country and USA Boccia and/or the USOC Paralympics Division.

ATHLETE OMBUDSMAN

I may contact the USOC Athlete Ombudsman at Kacie.Wallace@usoc.org or 719.866.2299 for further information regarding my rights under this Code that are not answered by USA Boccia or US Paralympics.

PARTICIPANTS' AFFIRMATION

I have read and accept this Code of Conduct. I agree to the rules, guidelines, jurisdiction and procedures stated in these documents as a condition of being a member of the Team.

Signature  _____ Date _____

Print Name

USA Boccia Sport

PARENT/GUARDIAN CERTIFICATION

(For Participants Under the Age of 18 as of Date of Signature)

Signature _____ Date _____

Print Name

Relationship (Parent or Guardian): _____