

USA Boccia
 GAMES STAFF SELECTION PROCEDURES
 2020 Paralympic Games
 November 13, 2019

These procedures provide for selection of USA Boccia Games Staff [Team Leader, Coach(es), and/or Additional Officials] for the 2020 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 USA Boccia.

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

| USOPC Role Name - (Games Function) | Responsibility |
|---|---|
| Team Leader (1) | Serve as primary point of contact and liaison between the USOPC and USA Boccia before, during and after the Games. |
| Coach(es) | All Coaches prepare athletes/teams for success on the field of play. |
| 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 USOPC Games Background Check Policy prior to nomination.
 - 2.2.1 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 USA Boccia & 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 Be responsible for Team’s adherence to all rules regarding discipline at the Games.

- 2.5 Possess high level, specific technical and tactical knowledge of the sport (applies to team leader and coach).
- 2.6 Have thorough knowledge and understanding of the BISFed rules and regulations governing the sport.
- 2.7 Demonstrate ability to establish harmonious relationships with athletes and other team personnel.
- 2.8 Be in good health and able to withstand the physical rigors of traveling with and working with the Team.
- 2.9 Be listed on USA Boccia's Long List and must have successfully completed all Games Registration requirements by stated deadline.
- 2.10 Participate in USADA training as required for position
- 2.11 Successfully complete the USOPC's safe sport awareness training and education program.
- 2.12 Have experience with international events in a team management, coach or personal care assistant.
- 2.13 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:

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

In addition, Head Coach Must:

- 2.21 Possess the ability to devise and implement a program of training and competition that leads to sustained competitive success.
- 2.22 Communicate with athletes and local coaches regarding training on a weekly basis.
- 2.23 Monitor training schedules on a weekly basis prior to departure to competitions/camps.
- 2.24 Represent Team USA at meetings as designated by Team Leader.

- 2.25 Monitor competition schedule and ensure all athletes are in the call room as designated.
- 2.26 Assist Team Leader with Team meetings and dissemination of information.
- 2.27 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.
- 2.28 Must have completed level 2 of the USA Boccia Coaches Certification.

In Addition, Division Coaches Must

- 2.29 Must have completed level 2 of the USA Boccia Coaches Certification.
- 2.30 Have at least 2 years experience coaching boccia at a national level in their division (international preferred).
- 2.31 Implement a training schedule for each athlete with input from the Head Coach.
- 2.32 Communicate with athletes and local coaches regarding training on a weekly basis.
- 2.33 Monitor training schedules on a weekly basis prior to departure to competitions/camps.
- 2.34 Represent Team USA at meetings designated by Team Leader or Head Coach.
- 2.35 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.
- 2.36 Report to the Head Coach.

In addition, (PCA) must:

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

If credentials are limited, one individual may be required to meet all the criteria listed above as well as fulfill the responsibilities of any/all positions listed above.

3. 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 6.

Team Leader:

Either the High Performance Manager or the current Head Coach for USA Boccia during the calendar year of 2020 will be chosen as Team Leader. The selection committee will determine who the Team Leader will be.

Coach(es)

Applications will not be solicited to select the USA Boccia Coach(es). USA Boccia will select currently named USA Boccia Coach(es) for the 2020 calendar year. The number of coaches selected is based on the athletes who qualified and allotted credentials.

PCA:

Athletes will put forth their PCA to the selection committee and, with the approval of the Head Coach, will be approved.

4. 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.

4.1 Voluntary withdrawal. Games Staff nominee must submit a written letter to the USA Boccia Executive Director.

4.2 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.

4.3 Inability to perform the duties required.

4.4 Violation of the USA Boccia Code of Conduct (Attachment A).

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

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 USA Boccia 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.

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 applicable criteria listed in Section 2 above and be selected through the same process as outlined in Sections 3.

6. 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

Athlete at large from general membership

*If any of the above slots become vacant the committee will move forward without that position assuming there is 20% athlete representation on the committee.

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 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.

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 USOPC on or before: **07/08/2020**

9. Publicity/Distribution of Procedures:

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

9.1 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 USOPC.

9.2 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 |  <hr/> | 12/12/2019 |
| USOPC Athletes' Advisory Council Representative * | Marck Harrison | marck harrison | Signed On: 12/11/2019 |

* 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

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 USOPC 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 USOPC Paralympics Division at official activities sponsored by USA Boccia or the USOPC as directed by USOPC Paralympics Division staff, and I agree to compete in the USA Boccia and/or the USOPC Paralympics Division approved Team uniform, where such a uniform is provided, in competitions at which I am supported by the USOPC through its Paralympics Division. I agree to wear the names and logos of USA Boccia and/or the USOPC Paralympics Division sponsors, suppliers and licensees on Team competition wear, other uniforms and casual wear as provided by USA Boccia and/or the USOPC 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 USOPC 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 USOPC Paralympics Division or its sponsors, their names, logos, marks, products or services. I acknowledge that endorsing and supporting USA Boccia and/or the USOPC 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 USOPC Paralympics Division, by USA Boccia's and/or the USOPC 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 USOPC Paralympics Division, under the conditions specified by USA Boccia and/or the USOPC Paralympics Division. I hereby grant USA Boccia and/or the USOPC 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 USOPC Paralympics Division; in no event may USA Boccia and/or the USOPC 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 USOPC 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 USOPC Paralympics Division;
- will act in a way that will bring respect and honor to myself, my teammates, the Team, USA Boccia and/or the USOPC 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 USOPC Paralympics Division.

ATHLETE OMBUDSMAN

I may contact the USOPC Athlete Ombudsman at

Kacie.Wallace@USOPC.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): _____