

USA FENCING
GAMES STAFF SELECTION PROCEDURES
2023 PAN AMERICAN GAMES
June 2, 2023

These procedures provide for selection of USA Fencing's **Games Staff** [see following table for a list of positions] for the 2023 Pan American 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 NGB/PSO.

1. List of specific Games Staff position(s) that the NGB/PSO is requesting:

Games Staff Role	Responsibility
Team Leader	Serve as primary point of contact and liaison between the USOPC and NGB/PSO before, during and after the Games.
Coaches	Prepare athletes/teams for success on the field of play.
Medical Personnel	Provide appropriate medical care for the team.
Technical Personnel (e.g. Armorer)	Provide technical assistance to the athletes.
Administrative Personnel (e.g., Team Manager, Security)	Provide assistance to the Team Leader and athletes before, during, and after the Games.

2. NGB's/PSO's criteria for the above-listed Games Staff position(s) (attach a job description, if any):

All Games Staff must:

- 2.1. Undergo a background screen in accordance with the current [USOPC Games Background Check Policy & Procedures](#) 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 NGB/PSO and/or the 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 as applicable for the specific role.
- 2.5. Be responsible for Team's adherence to all rules regarding personal conduct at the Games.
- 2.6. Fulfill all duties and requirements of the USOPC including attendance at USOPC Games related meetings, as applicable.
- 2.7. Be available for entire duration of the Games, if requested.

- 2.8. Have NGB/PSO's approval prior to making any financial decisions regarding the Team.
- 2.9. Possess high level, specific technical and tactical knowledge of the sport as needed for the specific role.
- 2.10. Have thorough knowledge and understanding of the IF rules and regulations governing the sport as needed for the specific role.
- 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 NGB/PSO's Long List.
- 2.14. Successfully complete all Games Registration requirements by stated deadlines.
- 2.15. Participate in the appropriate anti-doping training as required for the Games Staff position by stated deadline.
- 2.16. Successfully complete the appropriate U.S. Center for SafeSport's online training module(s) by stated deadline.

In addition, Team Leader must:

- 2.17. Qualified candidates must have served in a similar capacity at other international-level events during the quad.

In addition, Coach(es) must:

- 2.18. Be a national coach or personal coach of one of the athletes competing or be assigned by a national coach.

In addition, Medical Personnel must:

- 2.19. Meet the minimum criteria defined in the [USOPC Sports Medicine Provider Credentialing Policy](#).
- 2.20. Possess the appropriate professional certifications.
- 2.21. Pass a medical credential review in addition to the approved USOPC Games Background Check, which will be a combined check managed through USOPC Sports Medicine (separately arranged background checks will not be considered).
- 2.22. Meet the required experience and proficiency levels as determined by USOPC Sports Medicine. (www.teamusa.org/medicalvolunteer)
- 2.23. Complete the mandatory Games training prior to the Games.
- 2.24. Be approved for nomination through the USOPC's Sports Medicine Division.
- 2.25. Fulfill all requests and meet deadlines for any required information or documentation such as the submission of a temporary licensing application (to practice medicine at the Games) and medical equipment submission requirements.

In addition, Administrative Personnel must:

- 2.26. Possess appropriate experience relative to the position/area of expertise for which they may be nominated.

In addition, Technical Personnel must:

- 2.27. Possess appropriate experience relative to the position/area of expertise for which they may be nominated.

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

Team Leader: USA Fencing will not solicit applications for the Team Leader position as the individuals who meet the criteria outlined in Section 2 are a definitive group, and it will not be necessary for those individuals to express interest in the relevant position.

Coach(es): USA Fencing will not solicit applications for the Coach position. National as the individuals who meet the criteria outlined in Section 2 are a definitive group, and it will not be necessary for those individuals to express interest in the relevant position(s).

Medical: USA Fencing will not solicit applications for the Medical position(s) as they will be filled by USA Fencing's Director of Sports Medicine and/or her designee. If the Director of Sports Medicine is unable to attend, or if USA Fencing chooses to bring additional medical support, the Director of Sports Medicine will recommend qualified medical candidates to the Sports Performance Resource Team.

Technical: USA Fencing has a large and strong pool of armorers; Qualified armorers will be contacted on an individual basis.

4. Method of identifying the pool and selecting the candidates to be considered for the Games Staff position(s):

Team Leader: The Team Leader will be a member of the full-time Sports Performance Staff of USA Fencing. If that is not possible, the Team Leader candidate will be recommended by the Chief of Sport Performance to the Sports Performance Resource Team.

Coach(es): The National Coaches will receive priority for each coach position. If a National Coach of a specific weapon is not available, he or she will recommend one of the personal coaches of an athlete competing to the Sport Performance Resource Team. If neither a National Coach nor a personal coach is available, the National Coach in consultation with the Chief of Sport Performance will recommend candidates that meet the criteria in Section 2. to the Sports Performance Resource team.

Medical: The Medical position(s) will be filled by the Director of Sports Medicine and her designee. If the Director of Sports Medicine is unable to attend, or if USA Fencing chooses to bring additional medical support, the Director of Sports Medicine will recommend a candidate(s), and the Sports Performance Resource Team will select the candidate that best qualifies for the position.

Technical: The Technical Personnel candidate will be recommended by the Chief of Sport Performance to the Sports Performance Resource Team.

5. Describe the removal of Games Staff:

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

- 5.1 Voluntary withdrawal. Games Staff nominee must submit a written letter to the USA Fencing Executive Director/CEO/President.
- 5.2 Injury or illness as certified by a physician (or medical staff) approved by USA Fencing. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by USA Fencing, 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 Fencing's [Code of Conduct](#)

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 Fencing 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. Replacement of Games Staff:

In the event 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 Section 2 above and be selected through the same process as outlined in Sections 3 and 4.

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

Final decisions for all staff/contracted members of USA Fencing will be made by the Executive Director of USA Fencing.

Other Volunteer Positions (non-Medical): The Sport Performance Resource Team, with input from the Chief of Sport Performance, will make the final approval. A list of members of the Sport Performance Resource Team can be found [HERE](#).

Volunteer Medical Staff: The Sport Performance Resource Team, with input from the Director of Sports Medicine, will make the final approval. A list of the members of the Sports Performance Resource Team can be found [HERE](#).

8. Conflict of Interest:

All individuals involved in the selection process (see Section 6) must comply with the USA Fencing conflict of interest policy, to include completing and submitting a disclosure form for review by the USA Fencing Ethics Committee prior to beginning the selection process.

An individual involved in the selection process who has an actual, possible, or perceived conflict of interest must disclose it to the USA Fencing Ethics Committee prior to the start of the selection process. The USA Fencing Ethics Committee shall review the disclosure and determine the individual's level of involvement (e.g., whether he/she must recuse him or herself from the review process and/or voting).

Any recused individual shall be replaced in accordance with the USA Fencing committee appointment process.

9. Date of Nomination:

Nominations of Games Staff, including the names of any replacements (if applicable), will be submitted to the USOPC on or before:

August 1, 2023



10. Publicity/Distribution of Procedures:

The USOPC approved selection procedures (complete and unaltered) will be posted/published by the NGB/PSO in the following location(s):

10.1. Web site: www.usafencing.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):

Position	Print Name	Signature	Date
USA Fencing Executive Director	Phil Andrews		07/11/2023
USOPC Athletes' Advisory Council Representative*	Katharine Holmes		07/11/2023

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