

USA FENCING
GAMES STAFF SELECTION PROCEDURES
TOKYO 2020 PARALYMPIC GAMES
11/1/2019

IMPORTANT NOTICE DUE TO POSTPONEMENT OF THE 2020 PARALYMPIC GAMES
October 26, 2020

Following the IPC's announcement that the Tokyo 2020 Paralympic Games have been rescheduled to take place August 24-September 5, 2021, this notice and the information below serve as an announcement of amendment(s) to USA Fencing's Staff Selection Procedures.

Section of Procedures	Page #	Amendment Description
Section 2: Criteria for Games Staff	<i>Page 2</i>	Added link to the USOPC's Games Background Check Policy & Procedures
Section 4: Removal of Games Staff	<i>Page 4</i>	Added criteria for removal: "No longer able to meet the required criteria in Section 2 at the time of the Games."
Section 8: Date of Nomination	<i>Page 5</i>	Nomination date for Games Medical Staff added as January 15, 2021. Nomination date changed from July 10, 2020 to July 10, 2021 for all other Games Staff.

These procedures provide for selection of USA Fencing's **Games Staff** [Team Leader, Coach(es), and/or (# of) Additional Officials] for the Tokyo 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 USA Fencing.

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

USOPC Role Name - (Games Function)	Responsibility
Coaches	Prepare athletes/teams for success on the field of play.
Team Leader	Serve as the primary point of contact and liaison between the USOPC and USA Fencing before, during and after the Games.
Armorer	Ensures weapons pass initial inspections. Able to quickly fix weapons in between bouts in preparation for the next match.

Medical (ATC, Physio, Physician, Massage)	Provide appropriate medical care to the athletes.
Administrative Personnel	Assist the team leader with administrative duties during the Games.

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

USA Fencing 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 & 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 USA Fencing and/or 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 *(if applicable)*.
- 2.5. Be responsible for Team's adherence to all rules regarding discipline at the Games *(if applicable)*.
- 2.6. Fulfill all duties and requirements of the USOPC including attendance at USOPC Games related meetings *(if applicable)*.
- 2.7. Be available for entire duration of the Games *(if applicable)*.
- 2.8. Have USA Fencing's approval to make financial decisions regarding the Team *(if applicable)*.
- 2.9. Possess high level, specific technical and tactical knowledge of the sport *(if applicable)*.
- 2.10. Have thorough knowledge and understanding of the IF rules and regulations governing the sport *(if applicable)*.
- 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 a current member of USA Fencing.
- 2.14. Be listed on USA Fencing's Long List and must successfully complete all Games Registration requirements by stated deadlines.
- 2.15. Participate in USADA training as required for position *(if applicable)*.
- 2.16. Successfully complete the U.S. Center for SafeSport's awareness training and education program.
- 2.17. Be a member of USA Fencing in good standing at the time of their selection.

In addition, Medical Personnel must:

- 2.18. Possess the appropriate certifications.
- 2.19. 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).
- 2.20. Meet the required experience and proficiency levels as determined by USOPC Sports Medicine and outlined in Attachment A and the documents found at ~~<http://www.teamusa.org/About-the-USOPC/Athlete-Development/Sports-Medicine/Volunteer-Program.aspx>~~
<https://www.teamusa.org/Team-USA-Athlete-Services/Medical/Sports-Medicine/Volunteer-Program>
- 2.21. Be approved for nomination through the USOPC's Sports Medicine Division.
- 2.22. Be a member of USA Fencing in good standing at the time of their selection.

In addition, Coaches Must:

- 2.21. Possess a high level of specific technical and tactical knowledge of the sport.
- 2.22. Be a member of USA Fencing in good standing at the time of their selection.

In addition, Technical Personnel Must:

- 2.23. Possess appropriate experience relative to the position/area of expertise for which they may be nominated.
- 2.24. Be a member of USA Fencing in good standing at the time of their selection.

In addition, Other Positions (*i.e. Team Managers, Nutritionists, Sport Specific roles, etc.*) must:

- 2.25. Possess appropriate experience and/or certifications relative to the position/area of expertise for which they may be nominated.
- 2.26. Be a member of USA Fencing in good standing at the time of their selection.

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

USA Fencing will not solicit applications for coach, team leader or administrative personnel positions. These positions will either be filled by current USA Fencing employees and/or contractors or the personal coach of the highest ranked qualified athlete, regardless of classification, if that coach is not contracted with USA Fencing.

The armorer and medical personnel will be selected by the Paralympic Development Resource team with final approval coming from the high performance director and executive director.

The following are the current members that make up the Paralympic Development Resource team:

Board Liaison: Cody Mattern

Parasquad Manager: Ginny Boydston

Para Committee Volunteers: Rockwell Herron, Sean Shumate, Les Stawicki

Athletes: *Joey Brinson, Leo Curtis, Gerard Moreno

Staff Liaison: Brandon Dyett

*passed away

4. Describe the removal of Games Staff:

An individual who is to be 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 USA Fencing.

- 4.1. Voluntary withdrawal. Games Staff nominee must submit a written letter to USA Fencing Executive Director/CEO/President.
- 4.2. 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.
- 4.3. Inability to perform the duties required.
- 4.4. Violation of USA Fencing's Code of Conduct (Attachment B).
- 4.5. No longer able to meet the required criteria in Section 2 at the time of the Games.

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.

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 #2 above.

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

The Paralympic Development Resource Team referenced in Section 3, will make its recommendations to the Executive Director and Director of Sports Performance, who will then go on to make the final approval. The Paralympic Development Resource Team is made up of athletes, officials and coaches who are currently involved in the wheelchair fencing program. In the event of vacancies on the Paralympic Development Resource Team at the time of Games Staff recommendation review, the Paralympic Development Resource Team will continue its review of applicants to submit recommendations to the Executive Director and Director of Sports Performance as long as the Paralympic Development Resource Team maintains a minimum of 20% Athlete representation.

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, USA Fencing's 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:

Medical Staff: January 15, 2021

All other Staff: July 10, 2021

9. Publicity/Distribution of Procedures:

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

- 9.1. Web site: <https://www.usafencing.org/selection-criteria>.

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

- 9.2. Other (if any):

AMENDED PROCEDURES SIGNATURES:

Position	Print Name	Signature	Date
USA Fencing CEO	Kris Ekeren	<i>Kris Ekeren</i>	12/17/2020
USOPC AAC Rep	Daria Schneider	<i>Daria Schneider</i>	12/23/2020

ORIGINAL SIGNATURES:

Position	Print Name	Signature	Date
USA Fencing President or CEO/Executive Director	Kris Ekeren	<i>Kris Ekeren</i>	12/3/19
USOPC Athletes' Advisory Council Representative*	DARIA SCHNEIDER	<i>Daria Schneider</i>	11/15/19

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

Attachment A

USOPC Sports Medical Games Requirements

PURPOSE

The USOPC has developed medical requirements to ensure the safety of athletes during Games (Olympic, Paralympic, Pan American and Para Pan American, etc.). This policy addresses equipment requests and minimum standards for all NGBs and medical providers attending games.

POLICY

1. Requests

NGBs **must identify medical support requests to the USOPC Sports Medicine department**. These requests must specify any supplies, equipment, and other medical support provided at the Games. Anti-doping concerns or comments should also be identified. Collected information will be reviewed by the USOPC Managing Director of sports medicine who will then identify and communicate the level of support to be provided by USOPC Sports Medicine. Any changes to the requested sports medicine support should be immediately forwarded to USOPC Sports Medicine. In cases where medical services or materials are not identified, the USOPC cannot guarantee support for additional or late requests because of time, budget and other factors.

2. NGB Health Care Providers

NGBs must nominate and allocate Games credentials to NGB identified health care provider(s) to support the NGB sports medicine needs during the games. Any potential NGB medical provider who *could* be nominated to provide services must be identified by the NGB no later than the due date for the respective Games Long List. Additionally, all NGB medical providers must meet the criteria as identified in the NGB's approved Additional Officials Selection Procedures, along with the additional criteria outlined below.

The medical staffing list will include anyone who will potentially be credentialed by the NGB and/or use a day pass to provide services at an Olympic/Paralympic Village or a High Performance Training Center. Health care providers must meet minimum qualification standards which are identified below by their specialty without exception. NGBs must ensure their identified medical staff can meet these standards prior to advancing their nomination for a Games credential or day pass access. If the provider is not licensed in the United States, they may be ineligible to be credentialed. In order to meet expected standards of care and mitigate risk management issues, selected provider(s) **must** meet the below minimum qualifications in addition to the Selection Procedures criteria to provide medical services at games. These qualifications include:

- 1) Meet all criteria identified in the USOPC Volunteer Program Application for specific specialty (Attachments located at www.teamusa.org/medicalvolunteer). On occasion, specific supporting documentation will be requested at the discretion of USOPC Sports Medicine.
- 2) Successfully pass a medical credential review and criminal background check at or above USOPC standards with the National Center for Safety Initiatives (NCSI)
- 3) Review of the venue emergency action plan with USOPC Sports Medicine staff prior to the first scheduled practice or event.
- 4) Complete required Medical Team Education Modules addressing Anti-Doping, Safe Sport and/or other prerequisite training.

Appendix: Location of criteria:

- Athletic Trainer Qualification Criteria – located at www.teamusa.org/medicalvolunteer

- Physical Therapist Qualification Criteria - located at www.teamusa.org/medicalvolunteer
- Doctor of Chiropractic Qualification Criteria - located at www.teamusa.org/medicalvolunteer
- Physician Qualification Criteria - located at www.teamusa.org/medicalvolunteer
- Massage Therapist Qualification Criteria - located at www.teamusa.org/medicalvolunteer

Attachment B

USA Fencing Member Code of Conduct

As a member of USA Fencing, I am committed to fair competition and respect for other members, including athletes, coaches, referees, volunteers, tournament officials, spectators and fans. I understand that sportsmanship is a key tenant of competition and will exhibit the qualities of sportsmanship at all times.

I will:

- Act in a sportsmanlike manner consistent with the spirit of fair play and responsible conduct;
- Abide by all applicable USA Fencing rules and regulations, including USA Fencing's SafeSport Policy, Athlete Handbook and Rulebook.
- Respect the rights, dignity and worth of all opponents, coaches, referees, officials, administrators, parents, fencers and spectators regardless of race, creed, color, religion, national origin, ethnicity, gender or sexual orientation.
- Support clean competition, including an environment free of doping, and will follow all applicable rules related to anti-doping as established by the United States Anti-Doping Agency, the World Anti-Doping Agency and the Federation International d'Esclime.
- Respect my competitors and other members of the fencing community in person or via electronic or phone communication or social media. Accordingly, I will not bully, harass or otherwise be disrespectful or disparaging to others.
- Remember that at all times I am an ambassador for the sport of fencing, whether in or out of competition.
- Failure to comply with the USA Fencing Member Code of Conduct may result in disciplinary action. I have read the USA Fencing Coach Code of Conduct. I understand its requirements and agree to abide by the letter and spirit of the Code.

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 selected to participate as a member of the Team.

Participant's Signature

Participants Printed Name

Date