

**American Canoe Association
GAMES STAFF SELECTION PROCEDURES
2024 Olympic Games
February 9, 2024**

These procedures provide for selection of the American Canoe Association (ACA) Games Staff for the 2024 Olympic 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 ACA.

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

Games Staff Role	Responsibility
Team Leader (1)	Serve as primary point of contact and liaison between the USOPC and the ACA before, during and after the Games.
Head Coach (2)	Prepare athletes/teams for success on the field of play.
Assistant Coach (1)	Prepare athletes/teams for success on the field of play.
Medical Personnel (1) (e.g., Physio, Physician, etc.)	Provide appropriate medical care to the athletes.

2. ACA’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 ACA 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 the entire duration of the Games, if requested.
- 2.8. Have ACA’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 ACA'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.
- 2.17. Have demonstrated the ability to represent the ACA in a positive and professional manner.
- 2.18. Be in good standing with the USOPC, U.S. Center for SafeSport, ACA, IF, and USADA.
- 2.19. Be a currently employed staff member or contractor of the ACA.

In addition, Team Leader must:

- 2.20. Possess appropriate experience relative to the position/area of expertise for which they are being nominated.
- 2.21. Have previous Games Staff experience with the ACA from a previous Delegation Event, IF/CF or world championship event during the current Olympic quadrennial period (post-Tokyo Olympic Games).

In addition, Head Coach(es) must:

- 2.22. Possess a high level of specific technical and tactical knowledge of the sport.
- 2.23. Have relevant coaching experience working with athletes named to the Team.
- 2.24. Have coached athletes at World Cups, World Championships and/or Olympic Games.

In addition, Assistant Coach(es) must:

- 2.25. Possess a high level of specific technical and tactical knowledge of the sport.
- 2.26. Have relevant coaching experience working with athletes named to the Team.
- 2.27. Compliment and work effectively with the Head Coach(es).
- 2.28. Coach an athlete who has been nominated to the Team.

In addition, Medical Personnel must:

- 2.29. Meet the minimum criteria defined in the [USOPC Sports Medicine Provider Credentialing Policy](#).
- 2.30. Possess the appropriate professional certifications.

- 2.31. 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).
 - 2.32. Meet the required experience and proficiency levels as determined by USOPC Sports Medicine. (<https://www.usopc.org/athlete-services/medical/volunteer-program>)
 - 2.33. Complete the mandatory Games training prior to the Games.
 - 2.34. Be approved for nomination through the USOPC's Sports Medicine Division.
 - 2.35. 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.
 - 2.36. Have served in a similar capacity at international competitions, ACA camps and/or domestic competition(s), providing medical support to National Team athletes during the current Olympic quadrennial period (post-Tokyo Olympic Games).
3. Method of identifying the pool and selecting the candidates to be considered for the Games Staff position(s):

ACA will not solicit applications for any Games Staff Positions. All Games Staff positions will be filled by current ACA employee(s) and/or contractor(s). The Head Coach positions will be filled by the current National Team Coaches. The Team Leader position, Assistant Coach position and Medical Personnel position will be filled by ACA employees or contractors.

4. Describe the removal of Games Staff:

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

- 4.1 Voluntary withdrawal. Games Staff nominee must submit a written letter to the ACA Executive Director.
- 4.2 Injury or illness as certified by a physician (or medical staff) approved by the ACA. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by the ACA, 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 ACA's Code of Conduct (<https://americacanoe.org/wp-content/uploads/2022/07/Member-Code-of-Conduct-final-07252022.pdf>).
- 4.5 Removal from employment position as either an Independent Contractor or employee of ACA.
- 4.6 No longer able to meet the required criteria in Section 2 at the time of the Games.

Once the Games Staff nomination(s) is submitted by the USOPC to the Organizing Committee of Olympic Games, the USOPC has jurisdiction over the Games Staff, at which time, in addition to any applicable ACA 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. 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 Section 3.

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

Final approval of all Games Staff nominations will be provided by the ACA Executive Director, High Performance Manager, and AAC Athlete Representative.

7. Conflict of Interest:

All individuals involved in the selection process (see Section 6) must comply with the [ACA conflict of interest policy](#), to include completing and submitting a disclosure form for review by the ACA's 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 ACA's ethics committee prior to the start of the selection process. The ACA's 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 ACA committee appointment process.

8. Date of Nomination:

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

- Non-Athlete dependent games staff: May 1, 2024
- Athlete dependent games staff: June 7, 2024

9. Publicity/Distribution of Procedures:

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

- 9.1 Web site: www.americancanoe.org

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

Position	Print Name	Signature	Date
ACA Executive Director	Beth Spilman	<i>Beth B. Spilman</i>	2/12/24
USOPC Athletes' Advisory Council Representative*	Kenny Kasperbauer	<i>Kenny Kasperbauer</i>	Feb. 12, 2024
ACA High Performance Manager	Steve Kelly	<i>Steve Kelly</i>	2/12/2024

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

Staff