



American Canoe Association
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**American Canoe Association (ACA)
CANOE SPRINT SELECTION PROCEDURES
2023 INTERNATIONAL TEAM SUPPORT POSITIONS**

May 5,2024

These procedures provide for the selection of the ACA’s volunteer Canoe Sprint National Team Support Staff and Coach(es) to assist at the following international events:

Name Of Competition	Location	Date
2024 Junior and U23 World Championships	Plovdiv, Bulgaria	July 17 – 21, 2024
2023 Olympic Hopes Regatta	Szeged, Hungary	September 19 - 22,2024

1 ACA seeks volunteers for the following International Team Support positions:

Volunteer Role	Responsibility
USA Canoe Sprint Team Assistant Coach for Plovdiv and Szeged	Prepare athletes/teams for success on the field of play and support them at the respective events. Reports to the National Coaching Staff.
USA Canoe Sprint Team Assistant for Plovdiv and Szeged	Assist with all logistics of transportation, accommodations, and accreditations for the respective teams. Reports to the National Coaching Staff.

2 ACA’s Criteria for the Above-listed Positions

2.1 Undergo a background screen in accordance with the current ACA Background Check Policy & Procedures before nomination.

Should a nominee experience any event between the time the background check is conducted and the relevant competition that may change his/her background check status, the nominee must inform the ACA.

- 2.1.1 Possess a valid passport that does not expire until at least six months after the conclusion of the competition.
- 2.2 Have the ability to work effectively with the ACA High-Performance Programs and other office staff.
- 2.3 Have strong administrative, communication, and organizational capabilities/skills.
- 2.4 Be responsible for the National Team’s adherence to all rules regarding discipline at applicable competitions.
- 2.5 Fulfill all duties and requirements of the ACA, including attendance at competition-related meetings, as applicable.

- 2.6 Be available for the entire duration of the competition, if requested.
- 2.7 Have ACA's HPP manager's approval before making any financial decisions.
- 2.8 Possess a high level of specific technical and tactical knowledge of the sport.
- 2.9 Have thorough knowledge and understanding of the sport's ICF & COPAC rules and regulations.
- 2.10 Demonstrate ability to establish harmonious relationships with athletes and other National Team personnel.
- 2.11 Be in good health and able to withstand the physical rigors of traveling with and working with the National Team.
- 2.12 Successfully complete all competition(s) registration requirements by stated deadlines.
- 2.13 Participate in the anti-doping training required for coaching staff positions by the stated deadline.
- 2.14 Successfully complete the appropriate U.S. Center for SafeSport's online training module(s) by the stated deadline. <https://americancanoe.org/competition/membership/resources/>
- 2.17. Other criteria as determined by the ACA.

3 Candidates shall follow the following process to express interest in being considered for an ACA's Canoe Sprint National Team position.

Submit name, contact information, resume, references, and written answers to questions in sections 3.1, 3.2, and 3.3 to Steve Kelly, ACA Manager of High Performance at skelly@americancanoe.org with a copy to: Beth Spillman, ACA Executive Director at bspillman@americancanoe.org

Deadline for submittal for candidates is May 27, 2023

3.1 Questions on Relationship Building

- 1. What, in your opinion, should be the U.S. Canoe Sprint priorities ahead of Paris 2024 and L.A. 2028?
- 2. Several groups are developing Team Boats at the National Team level and within clubs. How do you see yourself working with those groups? What do you do when your plans differ from the plans of another group?
- 3. Another coach(es) shows you their training plans. They are excited about them, but you see significant flaws in what they are doing. What do you tell them? How do you handle it?
- 4. What is more important for a coach(es), leadership (developing plans), or followership (getting people to follow)? How vital is each role, and how do they differ?
- 5. How would you describe an inclusive or exclusive coach and leader? Which is better suited for the National Team coach(es)?
- 6. An athlete that you are working with goes against your advice. How do you handle it?
- 7. You know that an athlete makes an awful decision. How do you handle it?

3.2 Questions on Coaching

- 1. How did you get into coaching?
- 2. What is your favorite moment as an athlete or a coach, and why?
- 3. Who was your early mentor, and who is your current mentor? Can ACA contact your mentors?
- 4. Who is your most successful athlete? Can ACA contact this athlete?
- 5. Since you began coaching, you have probably lost some athletes to other clubs or due to

personal disagreements. Please provide us with the name of one such athlete. Can ACA contact this athlete?

6. Which is most important to you: fairness or safety, and why?
7. Describe a situation in which you got angry with either an athlete, coach, meet management, or administration? What did you do? How was the outcome?
8. What makes you uniquely qualified to coach the ACA CSP National Team development program?

3.3 Questions on Administration

1. National Team coaching requires a lot of paperwork and decisions based on numbers and percentages. How do you see yourself meeting these tasks?
2. Planning resources is a crucial role for any coach. You know that we have athletes that deserve the chance to prove themselves at an international competition but have limited resources. How do you prioritize what must happen?
3. Many USA CSP National Team selection decisions are based on the ACA Canoe Sprint Athlete Selection Procedures (legal document). Still, you are not happy with how the Team looks, and you know if you could take a couple of other athletes, our chances for Final A or Final B would increase. How would you go about making changes?

4 ACA intends to use the following method to identify coach pool and select candidates

- 4.1 ACA will publish these procedures, the relevant job description(s), and the information of open volunteer's positions on [the ACA Sprint page](#) and via email to the Canoe Sprint Coaches Association Goggle Group (sprint-coaches-association@googlegroups.com), and on ACA social media properties.
- 4.2 The candidate pool self identifies as outlined in section 3.
- 4.3 ACA nominates a three-member CSP Coach Selection Committee to review and nominate the 2022 CSP Volunteer National Team Coach(es). This committee includes one CSP 10-year athlete (33.3% athlete representation).
- 4.4 The CSP Coach Selection Committee reviews the candidate pool, agrees on the interview pool, and decides which applicants to nominate.

5 Removal of an ACA's Canoe Sprint Team Position

An individual nominated to the above-listed ACA's Canoe Sprint National Team Coach position by ACA may be removed as a nominee for any of the following reasons, as determined by the ACA:

- 5.1 Voluntary withdrawal.
Volunteer National Team Coach nominee must submit a written letter to the [ACA Executive Director](#).
- 5.2 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.
- 5.3 Inability to perform the duties required.
- 5.4 Violation of the ACA's Code of Conduct. Any removal due to Code of Conduct violations is subject to hearings outlined in ACA's grievance procedures.
- 5.5 No longer able to meet the required criteria in Section 2 at the time of the competition(s).
- 5.6 No longer able to meet the required criteria in Section 2 at the time of the competition(s).

6 Replacement of an ACA's Canoe Sprint Team Position

In the event that the nominated ACA's Canoe Sprint National Team Coach 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 and be selected through the same process as outlined in sections 3 and 4.

7 Conflict of Interest

Any volunteers/coaches must complete an ACA conflict of interest form [regardless of the existence of conflict]. Furthermore, 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 ACA CSP National Team Coach position(s). If there is an issue concerning whether a conflict of interest exists, the ACA's Board or Ethics Committee, as appropriate, shall determine if a conflict exists.