

**American Canoe Association  
Games Staff Selection Procedures  
2024 Paralympic Games  
May 9<sup>th</sup>, 2024**

These procedures provide for selection of the American Canoe Association’s (NGB’s) **Games Staff** for the 2024 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 American Canoe Association.

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

Games Staff Role	Responsibility
Team Leader	Serve as primary point of contact and liaison between the USOPC and American Canoe Association before, during and after the Games.
Coach	Prepare athletes/teams for success on the field of play.
Team Support Staff focused on athlete accessibility needs (i.e., personal care assistants)	Provide customized support for athletes as required (i.e., supervision, wayfinding, help with everyday care and/or activities of daily living).

2. NGB’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 American Canoe Association 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 Games Staff 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 the American Canoe Association’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 Games Staff 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 the American Canoe Association'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 role by stated deadline.
- 2.16. Successfully complete the appropriate U.S. Center for SafeSport's online training module(s) by stated deadline.
- 2.17. Be in good standing with the USOPC, U.S. Center for SafeSport, the American Canoe Association, IF, and USADA.
- 2.18. Meet all health and safety protocols, to include vaccine and/or testing requirements, set forth by the government, USOPC, IF, and/or the local organizing committee.

In addition, Team Leader must:

- 2.19. Have the ability to professionally interact with coaching staff, athletes, the American Canoe Association staff, USOPC administration, and ICF personnel.
- 2.20. Have previous experience as Paracanoe Team Leader and/or Coaching or administratively supporting the ACA's Paracanoe program within the current quad (2021-2024).

In addition, Coach must:

- 2.21. Have experience coaching Paracanoe athletes at the national and international level in Va'a and/or Kayak disciplines.
- 2.22. Be familiar with all ICF Paracanoe rules and regulations (<https://www.canoeicf.com/rules>).
- 2.23. Be a currently employed staff member or contractor of the American Canoe Association.

In addition, Team Support Staff for athlete accessibility needs (i.e., personal care assistant) must:

- 2.24. Have sport specific expertise working with persons with disabilities.
- 2.25. Have experience working with athletes and coaches in a competition setting.
- 2.26. Be able to assist athletes/disability groups with daily personal care as necessary.
- 2.27. Assist with all aspects of the Team during travel, training, competition and downtime as needed.
- 2.28. Possess appropriate experience and/or professional certifications based on athlete(s) needs.

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

**Team Leader:**

Applications to be considered for nomination to the Team Leader position will be posted with an application window opening May 15<sup>th</sup>, 2024 and closing June 1<sup>st</sup>, 2024. Applications will be made available online at: <https://americancanoe.org/>. After all applications are collected, the ACA Paracanoe Committee (*Section 6*) will review the identified pool of candidates and evaluate individuals based on the requirements in Section 2 as applicable. If a credential is allocated for this position, the top-ranked candidate will be nominated for the role based on the factors enumerated in Section 2, which are listed in no particular order.

**Coach:**

The American Canoe Association will not solicit applications for the Coach position as it will be filled by a current ACA employee and/or contractor.

**Team Support Staff:**

Team Support Staff positions will be considered upon athlete request, on a case-by-case basis. Athlete(s) may suggest one Team Support Staff candidate to the ACA Paracanoe Committee (*Section 6*) for consideration to accompany the corresponding athlete entry to the 2024 Paralympic Games.

4. Removal of Games Staff:

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

- 4.1. Voluntary withdrawal. Games Staff nominee must submit a written letter to the American Canoe Association Executive Director.
- 4.2. Injury or illness as certified by a physician (or medical staff) approved by the American Canoe Association. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by the American Canoe Association, his/her injury or illness 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 American Canoe Association's Code of Conduct ([LINK](#)).
- 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) are submitted by the USOPC to the Local Organizing Committee, the USOPC has jurisdiction over the Games Staff, at which time, in addition to any applicable American Canoe Association 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 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.

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

Final nomination approval for all Games Staff positions filled by an American Canoe Association employee and/or contractors will be made by the Executive Director of the American Canoe Association.

Any Games Staff positions that are not filled by American Canoe Association employees and/or contractors will have nominations submitted to the ACA Paracanoe Committee for final approval.

ACA Paracanoe Committee:

- Steve Kelly, Manager, ACA
- Debby Page, Chairman, ACA Paracanoe Committee
- Kenny Kasperbauer, Athlete Representative
- Kelly Allen, Athlete Representative

7. Conflict of Interest:

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

8. Date of Nomination:

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

July 19<sup>th</sup>, 2024




9. Publicity/Distribution of Procedures:

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

- 9.1. Web site: [www.americancanoe.org](http://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.

9.2. Other (if any):

Position	Print Name	Signature	Date
NGB Executive Director	Beth Spilman		5/13/24
Manager, High Performance and Competitions	Steve Kelly		5/14/24
USOPC Athletes' Advisory Council Representative*	Kenny Kasperbauer		5/13/24

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