

**AMERICAN CANOE ASSOCIATION (ACA)
GAMES STAFF SELECTION PROCEDURES
OLYMPIC GAMES TOKYO 2020
SPRINT
January 26, 2021**

These procedures provide for selection of ACA’s Games Staff [see following table for a list of positions] for THE GAMES OF THE XXXII OLYMPIAD TOKYO 2020. 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 ACA.

Note: Following the IOC’s announcement that the Olympic Games Tokyo 2020 have been rescheduled to take place July 23 – August 8, 2021, it was confirmed that these Games will still be referred to as the Olympic Games Tokyo 2020. Therefore, any references to the Olympic Team or Olympic Games still reflect ‘2020’ in these selection procedures.

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

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

2. What are the ACA’s criteria for the above-listed Games Staff position(s) (attach a job description, if any)?

ACA’s 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/HPMO 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 to the specific role.
- 2.5. Be responsible for Team’s adherence to all rules regarding discipline 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 ACA's approval prior to making 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. For Team Leader and Coach positions, be a currently employed staff member or contractor of the ACA.
- 2.14. Be listed on ACA's Long List.
- 2.15. Successfully complete all Games Registration requirements by stated deadlines.
- 2.16. Participate in the appropriate anti-doping training as required for position by stated deadline.
- 2.17. Successfully complete the appropriate U.S. Center for SafeSport's online training module(s) by stated deadline.

In addition, Medical Personnel must:

- 2.18. Possess the appropriate professional 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 (www.teamusa.org/medicalvolunteer).
 - 2.21. Complete the mandatory Games training prior to the Games.
 - 2.22. Be approved for nomination through the USOPC's Sports Medicine Division.
 - 2.23. 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.
 - 2.24. 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 past quadrennial.
3. Describe the intended method of identifying the pool and selecting the candidates to be considered for the Games Staff position(s):

ACA will not solicit applications for the Games Staff position(s). The Team Leader and Coach position(s) will be filled by the ACA's employees and/or contractors, and there is a limited pool of qualified candidates for the Medical Personnel position.

ACA reserves the right to consider the practicality of combining two Games Staff roles (Team Leader/Coach, for example) to be strategic in its use of available accreditations,

while also maintaining focus on high performance. If it is the decision of ACA to combine roles, then the candidate must meet all applicable criteria for the relevant roles as listed in Section 2.

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 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 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 Code of Conduct
www.americancanoe.org/page/SprintCoachesvols.
- 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 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. 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 ACA Executive Director will make the final approval for Team Leader and Coach position(s).

Medical Personnel selection will be determined by the ACA General Manager of High Performance Programs, ACA Executive Director and the AAC Representative.

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, the ACA's Board or Ethics Committee, as appropriate, shall determine if a conflict exists.

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:

Medical Personnel: nomination(s) due February 10, 2021
All other nominations due April 16, 2021



9. Publicity/Distribution of Procedures:

The USOPC approved selection procedures (complete and unaltered) will be posted/published by 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.

9.2. Other (if any): N/A

Position	Print Name	Signature	Date
ACA Executive Director	Beth Spilman		2/4/2021
USOPC Athletes' Advisory Council Representative*	Kenny Kasperbauer		February 4, 2021

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