

**IMPORTANT NOTICE DUE TO POSTPONEMENT OF THE 2020 PARALYMPIC GAMES**  
**[May, 4, 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 Lakeshore Foundation’s Staff Selection Procedures.

<b>Section of Procedures</b>	<b>Page #</b>	<b>Amendment Description</b>
Section 8: Date of Nomination	page 5	Nomination date changed from July 10, 2020 to January 15, 2021 for Paralympic medical staff and July 10, 2021 for Paralympic staff

**Lakeshore Foundation**  
**GAMES STAFF SELECTION PROCEDURES**  
**2020 Paralympic Games**  
**(Wheelchair Rugby)**  
**March 20, 2019**

<b>USOC Role Name</b>	<b>Example Games Function</b>
Team Leader	Team Leader
Coach	Coach, Personal Coach
Technical Personnel	Tech Personnel, Sport Specific Roles (Golf Caddy, Groom, etc.)
Administrative Personnel	Admin Personnel; Non-medical Performance Staff
Medical Staff	Doctor, Physiotherapist, Medical Personnel, Massage Therapist, etc.

These procedures provide for selection of Lakeshore Foundation/USA Wheelchair Rugby (USAWR) **Games Staff** [Team Leader, Coach(es), and/or (6) Additional Officials] for the 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 the NGB/HPMO/PSO.

1. Describe the specific Games Staff position(s) that the NGB/HPMO/PSO is requesting.

<b>USOPC Role Name - (Games Function)</b>	<b>Responsibility</b>
Team Leader (1)	Serve as primary point of contact and liaison between the USOPC and NGB/HPMO/PSO before, during and after the Games.

Coach(1 Head Coach, up to 2 Assistant Coaches)	Prepare athletes/teams for success on the field of play.
Medical (ATC-1)	Provide appropriate medical care to the athletes.
Equipment Manager (1)	Provide equipment and maintenance support to the athletes/team, making certain chairs are legal and fully functioning; ensuring success on the field of play
Support Staff/PCA (2)	Provide support for those athletes requiring additional help with everyday care and activities of daily living (ADL).
Strength & Conditioning (1)	Prepare athletes/team for success through proper strength and conditioning techniques. Additionally, provide recovery, maintenance, and physiological testing to ensure optimal performance during training and competition.
Sports Psychology (1)	Provide mental training methods and game ready techniques to the athletes/team; ensuring optimal
Sports Dietitian (1)	Provide nutrition support leading up to and during competition.

2. What are the NGB's/HPMO's/PSO's criteria for the above Games Staff position(s) (attach a job description, if any)?

NGB's/HPMO's/PSO's 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 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 Lakeshore Foundation/USAWR 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 Lakeshore Foundation'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 currently employed staff member or contractor of Lakeshore Foundation.
- 2.14. Be listed on Lakeshore Foundation/USAWR 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 US Center for SafeSport's awareness training and education program.
- 2.17. Working knowledge and understanding of the USADA and WADA codes (*if applicable*).
- 2.18. Prior experience working with the Team in the current quadrennial.

In addition, Medical Personnel must:

- 2.19. Possess the appropriate certifications.
- 2.20. 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).
- 2.21. 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-USOC/Athlete-Development/Sports-Medicine/Volunteer-Program.aspx>.
- 2.22. Be approved for nomination through the USOPC's Sports Medicine Division.
- 2.23. Should have PCA experience.

In addition, Coaches Must:

- 2.24. Possess a high level of specific technical and tactical knowledge of the sport.
- 2.25. Head coach; At least three years' experience coaching wheelchair rugby at an international and national level within the preceding five years
- 2.26. Assistant coach; At least two years' experience coaching wheelchair rugby at a national level (international preferred) or five years international level playing experience within the preceding eight years.

In addition, Technical Personnel (*i.e. Equipment Manager*):

- 2.27. Possess appropriate experience relative to the position/area of expertise for which they may be nominated.
- 2.28. Must have experience maintaining wheelchair rugby equipment and sport chairs, complying with IF rules.

In addition, Other Positions (*i.e. Support Staff/PCS, Strength & Conditioning, Sports Psychology, Dietician.*) must:

- 2.29. Possess appropriate experience and/or certifications relative to the position/area of expertise for which they may be nominated.
  - 2.30. Must have experience in assisting athletes with everyday care and activities of daily living (ADL).
  - 2.31. Must have experience developing and implementing strength and conditioning plans for athletes with disabilities, preferable in the realm of wheelchair rugby.
  - 2.32. Must have experience developing and implementing mental health training techniques; proven successful experiences with Paralympic athletes in team sports.
  - 2.33. Must have experience developing and implementing individual and group nutrition plans, providing support and education leading up to and during competition; proven successful experiences with Paralympic athletes in team sports.
3. Describe the intended method of identifying the pool and selecting the candidates to be considered for the Games Staff position(s):

NGB/HPMO/PSO will not solicit applications for the Games Staff position(s). The Games Staff position(s) will be filled by current Lakeshore Foundation employees and/or contractors.

4. Describe the removal of Games Staff:

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

- 4.1. Voluntary withdrawal. Games Staff nominee must submit a written letter to the NGB/HPMO/PSO Executive Director/CEO/President.
- 4.2. Injury or illness as certified by a physician (or medical staff) approved by the NGB/HPMO/PSO. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by the NGB/HPMO/PSO, 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 NGB's/HPMO's/PSO Code of Conduct (Attachment B&C).

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 NGB/HPMO/PSO 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 Section 2 above.

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

The Lakeshore Foundation will make the final approval.  
Jeff Underwood, President, Lakeshore Foundation  
Jen Remick, Chief Program Officer, Lakeshore Foundation  
Mandy Goff, High Performance Manager, Lakeshore Foundation  
Charles Aoki, AAC Representative, USOPC

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 NGB's/HPMO's/PSO'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:

~~July 10, 2020~~

January 15, 2021 – Medical Staff

July 10, 2021 – All Other Staff

9. Publicity/Distribution of Procedures:

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

- 9.1. Web site: [www.lakeshorefoundation.org](http://www.lakeshorefoundation.org) and [www.usawr.org](http://www.usawr.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/HPMO/PSO President or CEO/Executive Director	<i>[Handwritten Signature]</i>	<i>[Handwritten Signature]</i>	3/22/17
USOC Athletes' Advisory Council Representative*	Chuck Auk:	<i>[Handwritten Signature]</i>	4/3/19

\* 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 the NGB/HPMO/PSO, 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/HPMO 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](http://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](http://www.teamusa.org/medicalvolunteer)

- Physical Therapist Qualification Criteria - located at [www.teamusa.org/medicalvolunteer](http://www.teamusa.org/medicalvolunteer)
- Doctor of Chiropractic Qualification Criteria - located at [www.teamusa.org/medicalvolunteer](http://www.teamusa.org/medicalvolunteer)
- Physician Qualification Criteria - located at [www.teamusa.org/medicalvolunteer](http://www.teamusa.org/medicalvolunteer)
- Massage Therapist Qualification Criteria - located at [www.teamusa.org/medicalvolunteer](http://www.teamusa.org/medicalvolunteer)