

Lakeshore National Adapted Sport Organization (LNASO)
GAMES STAFF SELECTION PROCEDURES
2023 Parapan American Games
Wheelchair Rugby
May 15, 2023

These procedures provide for selection of LNASO/USA Wheelchair Rugby (USAWR) **Games Staff** for the 2023 Parapan American 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/PSO.

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

USOPC Role Name - (Games Function)	Responsibility
Team Leader (1)	Serve as primary point of contact and liaison between the USOPC and NGB/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-2)	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/PSO's criteria for the above 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 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.
- 2.5. Be responsible for the 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.
- 2.7. Possess high level, specific technical and tactical knowledge of the sport (*if applicable*).
- 2.8. Have thorough knowledge and understanding of the IF rules and regulations governing the sport (*if applicable*).
- 2.9. Demonstrate ability to establish harmonious relationships with athletes and other Team personnel.
- 2.10. Be in good health and able to withstand the physical rigors of traveling with and working with the Team.
- 2.11. Be a currently employed staff member or contractor of Lakeshore Foundation.
- 2.12. Be listed on the USAWR Long List.
- 2.13. Successfully complete all Games Registration requirements by stated deadlines.
- 2.14. Participate in the appropriate anti-doping training as required for the Games Staff role by stated deadline.
- 2.15. Successfully complete the US Center for SafeSport's online training module(s) by stated deadline.
- 2.16. Have demonstrated professionalism measured by:
 - 2.16.1. Exceptional interpersonal and communication skills;
 - 2.16.2. Ability to be an outstanding team player;
 - 2.16.3. Ability to stay positive in stressful situations;
 - 2.16.4. Ability to dilute logistical/emotional stress so that athletes can focus on competition.
- 2.17. Have a thorough knowledge and understanding of:
 - 2.17.1. Wheelchair Rugby terminology;
 - 2.17.2. Wheelchair Rugby United States current athlete and sport program plan;
 - 2.17.3. Wheelchair Rugby United States athlete selection procedures for the assigned team;
 - 2.17.4. U.S. Anti-Doping Agency and IPC Anti-Doping policies and procedures;
 - 2.17.5. World Wheelchair Rugby (WWR) Rules and Regulations; and

2.17.6. WWR Classification Rules and Regulations and IPC Classification Code.

- 2.18. Be available for any/all USAWR events, camps, etc. hosted for the 2023 Parapan American Games. Staff will be notified at least 30 days prior to scheduled events, camps, etc. in which availability is required. In the event a staff member may not be present at a camp due to travel restrictions or other extenuating circumstances, the staff member must inform the USAWR High Performance Manager, who will serve as the Team Leader, via email at meaganr@lakeshore.org.

In addition, Team Leader must:

- 2.19. Have the ability to professional interact with coaching staff, athletes, LNASO employees, LNASO contracts, USOPC administration and WWR personnel.
- 2.20. Have previous experience and ability to assist with all team administration, paperwork, logistics, discipline, forms and entries and international competition requirements.
- 2.21. Represent Team USA at all sport-specific meetings or assign other staff as appropriate to attend.

In addition, Coaches Must:

- 2.22. Possess a high level of specific technical and tactical knowledge of the sport.
- 2.23. Head coach; Experience coaching wheelchair rugby at an international and national level within the preceding five years
- 2.24. Assistant coach; Experience coaching wheelchair rugby at a national level (international preferred).

In addition, Medical Personnel must:

- 2.25. Meet the minimum criteria defined in the USOPC [Sports Medicine Provider Credentialing Policy](#).
- 2.26. Possess the appropriate certifications.
- 2.27. 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).
- 2.28. Meet the required experience and proficiency levels as determined by USOPC Sports Medicine and outlined in Attachment A and the documents found at <https://www.teamusa.org/-/media/TeamUSA/SportsMedicine/Sports-Medicine-Provider-Credential-Policy-072022-FINAL-ua.pdf>.
- 2.29. Complete the mandatory Games training prior to the Games.
- 2.30. Be approved for nomination through the USOPC's Sports Medicine Division.
- 2.31. 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.

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

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

In addition, Support Staff and PCAs must:

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

In addition, Sport Science and Mental Health Positions (*i.e. Strength & Conditioning, Sports Psychology, Dietitian.*) must:

- 2.39. Meet the minimum criteria defined in the [USOPC Sports Medicine Provider Credentialing Policy](#).
- 2.40. Possess the appropriate professional certifications.
- 2.41. Pass licensure/credential review in addition to the approved USOPC Games Background Check, which will be a combined check managed through USOPC Sport Performance (separately arranged background checks will not be considered).
- 2.42. Possess appropriate experience relative to the position/field of practice for which they may be nominated.
- 2.43. Fulfill all requests and meet deadlines for any required information or documentation such as the submission of a temporary licensing application (to provide services at the Games)
- 2.44. Possess appropriate experience and/or certifications relative to the position/area of expertise for which they may be nominated.
- 2.45. Must have experience in assisting athletes with everyday care and activities of daily living (ADL).
- 2.46. Must have experience developing and implementing strength and conditioning plans for athletes with disabilities, preferable in the realm of wheelchair rugby.
- 2.47. Must have experience developing and implementing mental health training techniques; 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/PSO will not solicit applications for the Games Staff position(s). The Games Staff position(s) will be filled by current LNASO 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/PSO may be removed as a nominee for any of the following reasons, as determined by the NGB/PSO.

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

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/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. 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 LNASO will make the final approval.

Chief Program Officer, Lakeshore Foundation
High Performance Manager, Lakeshore Foundation
AAC Representative, USOPC

7. Conflict of Interest:

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

8. Date of Nomination:

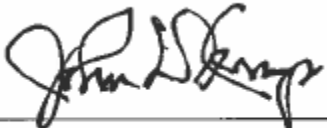
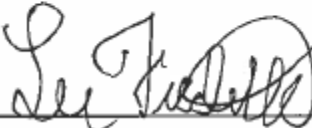
The Games Staff Nomination Form with the Staff nominee's name, including the name of a replacement (if applicable), will be submitted to the USOPC on or before:

Nomination deadline for medical staff: September 11th, 2023
 Nomination deadline for all other staff: October 2nd, 2023

9. Publicity/Distribution of Procedures:

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

- 9.1. Web site: www.lakeshorefoundation.org and 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/PSO President or CEO/Executive Director	John D. Kemp		5/22/23
USOPC Athletes' Advisory Council Representative*	Lee Fredette		5/19/23

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