

**U.S. Paralympics Cycling  
GAMES STAFF SELECTION PROCEDURES  
2023 Parapan American Games  
August 4, 2023**

These procedures provide for selection of U.S. Paralympics Cycling’s **Games Staff** [Team Leader, Coaches, and Additional Officials] 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 U.S. Paralympics Cycling.

1. Describe the specific Games Staff position(s) that U.S. Paralympics Cycling is requesting.

Games Staff Role	Responsibility
Director	Responsibility: Provide vision, oversight, and direction for all Para-cycling staff before, during, and after the Games, and serve as the primary point of contact between USOPC leadership and U.S. Paralympics Cycling.
Team Leader (1)	Responsibility: Serve as primary administrative point of contact and liaison between the USOPC and U.S. Paralympics Cycling before, during and after the Games.
Coach (1 Head Coach, up to 3 Assistant Coaches)	Responsibility: Prepare athletes for success on the field of play.
Medical Personnel: PT/ATC/DC (up to 2)	Responsibility: Provide appropriate sport specific medical care for the team.
Mechanics (up to 4)	Responsibility: Team equipment management and maintenance.
Soigneur (up to 4)	Responsibility: Assist with feeding, clothing, massaging, and escorting riders.
Sport Science Professional: Sport Nutritionist (1)	Responsibility: Provide nutrition support leading up to and during competition and manage athlete recovery station.
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. U.S. Paralympics Cycling’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 U.S. Paralympics Cycling 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 U.S. Paralympics Cycling'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 a currently employed staff member or contractor of the U.S. Paralympics Cycling.
- 2.14. Be listed on U.S. Paralympics Cycling'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 the Games Staff role by stated deadline.
- 2.17. Successfully complete the appropriate U.S. Center for SafeSport's online training module(s) by stated deadline.

In addition, Team Leader and Assistant Team Leader must:

- 2.18. Fulfill all duties and requirements of the USOPC including attendance at USOPC Games related meetings.
- 2.19. Have strong administrative, communication and organizational capabilities/skills.
- 2.20. Have U.S. Paralympics Cycling's approval to make financial decisions regarding the Team.
- 2.21. Have previous administrative, international relations and/or Team Leader experience at an international competition.
- 2.22. Have previous experience at a major international Cycling championship.
- 2.23. Have thorough knowledge and understanding of the UCI Para Cycling rules and regulations governing the sport.
- 2.24. Have knowledge of U.S. Paralympics Cycling.
- 2.25. Have ability to interact with coaching staff, athletes, U.S. Paralympics and USOPC Administration, and UCI personnel.
- 2.26. Be available for any camps hosted for the 2023 Parapan American Games Team.

In addition, Coach(es) must:

- 2.27. Have thorough knowledge and understanding of the UCI Para-cycling rules and regulations governing the sport.
- 2.28. Possess a high level of specific technical and tactical knowledge of the sport.
- 2.29. Have previous experience and proven ability coaching athletes at the national and international levels.
- 2.30. Be available for any camps hosted for the 2023 Parapan American Games Team.

In addition, Medical Personnel must:

- 2.31. Meet the minimum criteria defined in the [USOPC Sports Medicine Provider Credentialing Policy](#).
- 2.32. Possess the appropriate professional certifications.
- 2.33. 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).
- 2.34. Meet the required experience and proficiency levels as determined by USOPC Sports Medicine. ([www.teamusa.org/medicalvolunteer](http://www.teamusa.org/medicalvolunteer))
- 2.35. Complete the mandatory Games training prior to the Games.
- 2.36. Be approved for nomination through the USOPC's Sports Medicine Division.
- 2.37. 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.
- 2.38. Have experience working with the U.S. Paralympics Cycling program.

In addition, a Soigneur must:

- 2.39. Have specific expertise working with persons with disabilities.
- 2.40. Have experience in working with athletes in a competition setting.
- 2.41. Be licensed as an LMT or CMT.
- 2.42. Be available for any camps hosted for the 2023 Parapan American Games Team.

In addition, a Mechanic must:

- 2.43. Have specific expertise working with handcycles, trikes, bicycles, and tandems.
- 2.44. Have experience and proven ability working with teams at the national and international levels.

In addition, Sport Science Professional(s) must:

- 2.45. Meet the minimum criteria defined in the [USOPC Sport Science Provider Credentialing Policy](#) (see "Additional Resources").
- 2.46. Possess the appropriate professional certifications.
- 2.47. 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).

- 2.48. Possess appropriate experience relative to the position/field of practice for which they may be nominated.
- 2.49. 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).

In addition, Mental Health Professional(s) must:

- 2.50. Meet the minimum criteria defined in the [USOPC Sports Medicine Provider Credentialing Policy](#).
- 2.51. Possess the appropriate professional certifications.
- 2.52. Pass licensure/credential review in addition to the approved USOPC Games Background Check, which will be a combined check managed through USOPC Sport Medicine (separately arranged background checks will not be considered).
- 2.53. Possess appropriate experience relative to the position/field of practice for which they may be nominated.
- 2.54. 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).

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

- 2.55. Have sport specific expertise working with persons with disabilities.
- 2.56. Have experience working with athletes and coaches in a competition setting.
- 2.57. Be able to assist athletes/disability groups with daily personal care as necessary.
- 2.58. Assist with all aspects of the Team during travel, training, competition and downtime as needed.
- 2.59. Possess appropriate experience and/or professional certifications based on athlete(s) needs.
- 2.60. Be available for any camps hosted for the 2023 Parapan American Games Team.

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

U.S. Paralympics Cycling will not solicit applications for the Games Staff position(s). U.S. Paralympics Cycling will contact individuals with an extensive background and history in working with the U.S. Paralympics Cycling Program to gauge their interest for being considered for a staff position. The Games Staff position(s) will be filled by current U.S. Paralympics Cycling employees and/or contractors who meet the criteria above.

Recognizing that a staff is more than the skills brought by its individual members, coach nominations will take into consideration the mix of the full Team staff (experience, rapport with athletes and other staff, international event experience) as well as qualities beyond technical skills and experience that will contribute to Team success.

4. Removal of Games Staff:

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

- 4.1. Voluntary withdrawal. Games Staff nominee must submit a written letter to the Chief of U.S. Paralympic Sport, U.S. Paralympics.
- 4.2. Injury or illness as certified by a physician (or medical staff) approved by U.S. Paralympics Cycling. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by U.S. Paralympics Cycling, 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 [U.S. Paralympics Cycling's Code of Conduct](#)
- 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 U.S. Paralympics Cycling 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):

The U.S. Paralympics Cycling Selection Committee will make the final approval.

Director, Paralympic Cycling  
Manager, Paralympic Cycling Sport Operations  
Athlete Representative

7. Conflict of Interest:

All individuals involved in the selection process (see Section 6) must comply with USOPC's conflict of interest policy, to include completing and submitting a disclosure form for review by USOPC'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 USOPC's ethics committee prior to the start of the selection process. The USOPC'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 U.S. Paralympics Cycling selection 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:

Medical Staff: September 11, 2023

All Other Staff: October 2, 2023



9. Publicity/Distribution of Procedures:

The USOPC approved selection procedures (complete and unaltered) will be posted/published by U.S. Paralympics Cycling in the following location(s):

9.1. Web site: [www.usparacycling.org](http://www.usparacycling.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
NGB/PSO President or CEO/Executive Director	Julie Dussliere		6/8/2023
USOPC Athletes' Advisory Council Representative*	Travis Gaertner		6/8/2023

\* 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.