

**USA TAEKWONDO (USATKD)  
GAMES STAFF SELECTION PROCEDURES  
2024 Paralympic Games  
February 15, 2024**

These procedures provide for selection of USA Taekwondo’s **Para Games Staff** [see following table for a list of positions] for the 2024 Paralympic Games (the Games) team (the Team). 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 USATKD.

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

Games Staff Role	Responsibility
Team Leader	Serve as primary point of contact and liaison between the USOPC and USATKD before, during and after the Games.
Coach	Prepare athletes/teams for success on the field of play.
Medical Personnel (e.g., ATC, Physical Therapist, Physician, Massage Therapist)	Provide appropriate medical care for the team.
Mental Health Professional (e.g., Sport Psychologist, Mental Health Officer)	Provide appropriate mental preparedness for the Games.
Administrative Personnel (e.g., Team Manager, Security)	Assist team with any necessary preparation before and during the Games.
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. USATKD’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 USATKD 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 applicable for the Games Staff role.
- 2.5. Be responsible for the 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 USATKD'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 USATKD'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 USATKD and World Taekwondo.

In addition, Team Leader must:

- 2.18. Have experience and proven ability leading teams at the national and international level, preferably at USATKD's highest level of competition (previous Paralympic, Parapan American Games, or Para World Championships).
- 2.19. Proven ability to handle crisis management situations.
- 2.20. A comprehensive knowledge and understanding of USATKD's Athlete Selection Procedures.

In addition, Coach(es) must:

- 2.21. Possess a high level of specific technical and tactical knowledge of the sport, with at least a World Taekwondo Level II Para Coach Certificate, and a World Taekwondo Level III Para Coach Certificate should it be made available prior to the Games.
- 2.22. Be a current National Team coach or part of the USATKD High Performance Team who was a member of the coaching staff for a National Team in 2021, 2022, 2023, 2024, or be a volunteer coach who has coached USA Taekwondo athletes at an international event in 2023 or 2024.

In addition, Medical Personnel must:

- 2.23. Meet the minimum criteria defined in the [USOPC Sports Medicine Provider Credentialing Policy](#).
- 2.24. Possess the appropriate professional certifications.
- 2.25. 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).
- 2.26. Meet the required experience and proficiency levels as determined by USOPC Sports Medicine. ([www.teamusa.org/medicalvolunteer](http://www.teamusa.org/medicalvolunteer))

- 2.27. Complete the mandatory Games training prior to the Games.
- 2.28. Be approved for nomination through the USOPC's Sports Medicine Division.
- 2.29. 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.
- 2.30. Have experience working with the USATKD National Team.

In addition, Mental Health Professional(s) 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 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).
- 2.34. Possess appropriate experience relative to the position/field of practice for which they may be nominated.
- 2.35. 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).
- 2.36. Have experience working with USATKD and USATKD National Team athletes.

In addition, Administrative Personnel must:

- 2.37. Possess appropriate experience relative to the position/area of expertise for which they may be nominated.
- 2.38. Have previous experience at a Para World Championships, Paralympic Games, or Parapan American Games.

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

- 2.39. Have sport specific expertise working with persons with disabilities.
- 2.40. Have experience working with athletes and coaches in a competition setting.
- 2.41. Be able to assist athletes/disability groups with daily personal care as necessary.
- 2.42. Assist with all aspects of the Team during travel, training, competition and downtime as needed.
- 2.43. 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):

USATKD will not solicit applications for the Games Staff position(s) listed below as they will be filled by current USATKD employees and/or contractors, or volunteer staff who have an established relationship working with USATKD athletes at international and domestic events.

Team Leader:

The Team Leader position will be filled by a member of the High Performance Team. If the High Performance Team cannot fill the position, then the High Performance Team will nominate a candidate that best meets the criteria in section 2., with final approval from the USATKD Executive Director.

Coach(es):

The USATKD High Performance Team will nominate the Paralympic Games coaching staff to either the USATKD Executive Director (for any USATKD National Team Staff) or the USATKD Paralympic Staff Selection Committee (for any volunteer staff), for final approval (see section 6). Priority will be given to USATKD National Team Coaches first, followed by High Performance Team coaches and volunteer coaches. All coaches must meet the criteria listed in Section 2. above.

- \* The number of available Coaching positions will be based on the number of athletes qualified to compete at the Games, as well as the USOPC's allocation of Games Staff accreditations and USATKD's ability to fill other priority Games Staff positions with the number of accreditations awarded.

Administrative Personnel:

The USATKD High Performance team will nominate the Team Manager that best meets the criteria in Section 2., with final approval by the Executive Director.

Medical (MD, DC, PT, ATC, MT):

The USATKD High Performance Team will nominate the medical position(s) with approval by the USATKD Paralympic Staff Selection Committee and based on criteria listed in Section 2. USATKD will not solicit applications for medical positions. Priority will be given to an MD that has traveled in 2023 or 2024 as part of the USATKD medical staff at international events; or to DC, PT, ATC, or MT that has traveled in 2023 or 2024 as part of the medical staff at international events.

Sports Psychologist:

USATKD High Performance Team will nominate a candidate that best meets the criteria in Section 2., with final approval from USATKD's Paralympic Staff Selection Committee. USATKD will not solicit applications for Sports Psychologist. Priority will be given to a sport psychologist that has traveled in 2023 as part of the medical staff at international events.

#### 4. Removal of Games Staff:

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

- 4.1. Voluntary withdrawal. Games Staff nominee must submit a written letter to USATKD's Executive Director/CEO/President.
- 4.2. Injury or illness as certified by a physician (or medical staff) approved by USATKD. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by USATKD, 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 USATKD Code of Ethics  
<https://www.usatkd.org/v2-resources/code-of-ethics>
- 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 USATKD 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):

Team Leader, Administrative Personnel and National Team/High Performance Team Coaches: USATKD's Executive Director will make the final approval.

Volunteer Coaches: USATKD High Performance Team will nominate a candidate to the USATKD Paralympic Staff Selection Committee. The USATKD Paralympic Staff Selection Committee will make the final approval.

Medical Personnel: USATKD High Performance Team will nominate the candidate to the USATKD Paralympic Staff Selection Committee. The USATKD Paralympic Staff Selection Committee will make the final approval.

Mental Health Professional(s): USATKD Higher Performance Team will nominate the candidate. The USATKD Paralympic Staff Selection Committee will make the final approval.

High Performance Team (Group who will nominate positions to the USATKD Paralympic Staff Selection Committee):

Eric Wininger, Associate Director of National Teams  
Sherman Nelson, Director of Athlete Affairs

USATKD Paralympic Staff Selection Committee:

Jaysen Ishida, USOPC AAC Representative  
Stephen Lambdin, USATKD Director of Athlete Development

7. Conflict of Interest:

All individuals involved in the selection process (see Section 6) must comply with the USATKD conflict of interest policy, to include completing and submitting a disclosure form for review by the USATKD 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 USATKD ethics committee prior to the start of the selection process. The USATKD 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 USATKD 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, 2024


9. Publicity/Distribution of Procedures:

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

- 9.1. Web site: <https://www.usatkd.org/team-selection-procedures>

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
USATKD Executive Director	Steve McNally		12-5-2024
USOPC Athletes' Advisory Council Representative*	Jaysen Ishida	Jaysen Ishida	12-5-2024

\* 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.