

**USA Table Tennis  
GAMES STAFF SELECTION PROCEDURES  
2023 Pan American Games  
August 15, 2023**

These procedures provide for selection of USA Table Tennis Games Staff [see following table for a list of positions] for the 2023 Pan 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 USA Table Tennis (“NGB”).

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

Games Staff Role	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 (2)	Prepare athletes/teams for success on the field of play.

2. NGB’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 NGB 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 specific 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 NGB’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 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. Be listed on NGB'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 position by stated deadline.
- 2.16. Successfully complete the appropriate U.S. Center for SafeSport's online training module(s) by stated deadline.

In addition, Team Leader must:

- 2.17. Have served in a team leader capacity at other international level events during the last five (5) years, or served as a member of the USA High-Performance Committee.

In addition, Coach(es) must:

- 2.18. Be on the USA Table Tennis list of National Team Coaches.
- 2.19. Head Coach: Be an employee or contractor serving in a Head Coach capacity for USATT at the time of the Games.
- 2.20. Assistant Coach: Be an employee or contractor serving in an Assistant Coach capacity for USATT at the time of the Games.

- 3. Process that candidates shall follow to express interest in being considered for a Games Staff position, in each category below:

Team Leader:

It is USATT's intent that the current Chair of the High-Performance Committee will fill the Team Leader role for the Pan American Games. Others interested in being considered and who meet the criteria detailed in sections 2.1. – 2.17. of these procedures may submit interest to USA Table Tennis CEO, Virginia Sung at [virginia.sung@usatt.org](mailto:virginia.sung@usatt.org) before August 25, 2023 for consideration.

Head Coach:

The Head Coach position will be filled by the employee or contractor who is serving as the USA Table Tennis Head Coach at the time of the Games.

Assistant Coach(es):

The Assistant Coach position will be filled by a current employee or contractor who is acting as a USA Table Tennis Assistant Coach.

- 4. Method of identifying the pool and selecting the candidates to be considered for the Games Staff position(s):

Team Leader:

The Team Leader pool will be comprised of the current Chair of the High-Performance Committee and those other candidates who expressed interest in accordance with section 3 of these procedures.

Head Coach/Assistant Coach:

The Head and Assistant Coaches will be USATT staff and/or contractors currently serving in the roles of head/assistant coach. If there are multiple coaches serving in an assistant coach capacity, the coach will be selected based on the needs to the team.

5. Describe the removal of Games Staff:

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

5.1 Voluntary withdrawal. Games Staff nominee must submit a written letter to the NGB Executive Director/CEO/President.

5.2 Injury or illness as certified by a physician (or medical staff) approved by the NGB. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by the NGB, his/her injury will be assumed to be disabling and he/she may be removed.

5.3 Inability to perform the duties required.

5.4 Violation of the NGB's Code of Conduct (<https://www.teamusa.org/USA-Table-Tennis/Governance-and-Financials/Governance-Documents/USATT-Code-of-Conduct>).

5.5 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 NGB 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.

6. Replacement of Games Staff:

In the event a 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 and be selected through the same process as outlined in Sections 3 and 4.

7. Committee that will make the final approval of the Games Staff position(s):

Team Leader:

USA Table Tennis Chief Executive Officer  
USA Table Tennis Athletes Advisory Council Chair  
USA Table Tennis Head Coach

Head Coach & Assistant Coach:

- USA Table Tennis High-Performance Committee Chair
- USA Table Tennis Chief Executive Officer
- USA Table Tennis Athletes Advisory Council Chair
- USA Table Tennis Head Coach (for Assistant Coach Selection Only)

8. Conflict of Interest:

All individuals involved in the selection process (see Section 7) must comply with USA Table Tennis’s conflict of interest policy, to include completing and submitting a disclosure form for review by the NGB’s ethics committee prior to beginning the selection process.

<https://www.teamusa.org/USA-Table-Tennis/Governance-and-Financials/Governance-Documents/USATT-Conflicts-of-Interest-Policy>

An individual involved in the selection process who has an actual, possible, or perceived conflict of interest must disclose it to the USA Table Tennis ethics committee prior to the start of the selection process. The USA Table Tennis 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 USA Table Tennis committee appointment process.

9. Date of Nomination:

Nominations of Games Staff, including the names of any replacements (if applicable), will be submitted to the USOPC on or before: September 1, 2023

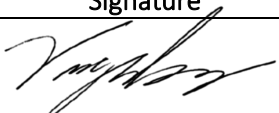
10. Publicity/Distribution of Procedures:


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

10.1 Web site: [www.usatt.org](http://www.usatt.org)

These procedures will be posted as soon as possible, but not more than five days following notice of approval by the USOPC.

10.2 Other (if any): N/A

Position	Print Name	Signature	Date
NGB President or CEO/Executive Director	Virginia Sung		8/10/23

USOPC Athletes' Advisory Council Representative*	Tara Proffitt		6/23/23
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\* 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.