

# USA Wrestling

## Games Staff Selection Procedures

### 2025 Junior Pan American Games

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- Publication Date: March 25, 2025

#### SECTION 1: OVERVIEW

These procedures provide the Games Staff qualification requirements for nomination to the 2025 Junior Pan American Games for USA Wrestling. 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 Wrestling (“NGB”).

#### SECTION 2: GAMES STAFF REQUIREMENTS

##### 2.1 MINIMUM REQUIREMENTS FOR ALL GAMES STAFF

1. Undergo a background screen in accordance with the current [USOPC Background Check Policy](#) prior to nomination.
  - Should a nominee experience an event between the time the background check is conducted and the Junior Pan American Games that may change their background check status, the nominee must inform the NGB and/or USOPC.
2. Have a valid passport at the time of nomination that does not expire for six months after the conclusion of the Junior Pan American Games (Games).
3. Be familiar with and abide by the [NGB Safe Sport Handbook](#), [USOPC Athlete Safety Policy](#), the U.S. Center for SafeSport’s [SafeSport Code for the Olympic & Paralympic Movements](#), and the [USOPC Minor Athlete Abuse Prevention Policies](#) (MAAPP).
4. Be available for the entire duration of the Games (if requested).
5. Demonstrate ability to work effectively with the USOPC, athletes and other Team personnel.
6. Have strong administrative, communication and organizational capabilities needed for Games Staff role.
7. Have NGB approval prior to making any financial decisions regarding the Team.
8. Be responsible for the Team’s adherence to all rules regarding discipline at the Games.
9. Fulfill all duties and requirements of the USOPC and NGB including attendance at USOPC Games related meetings.
10. Be in good health and able to withstand the physical rigors of traveling and working with the Team.
11. Be listed on the NGB long list.
12. Be in good standing with Pan Am Sports, United World Wrestling, NGB, USOPC, U.S. Center for SafeSport, and USADA.
13. Successfully complete all USOPC Games Registration requirements (including U.S. Center for SafeSport and anti-doping training) by the stated deadline.
14. Meet all health and safety protocols, to include vaccine and/or testing requirements, set forth by the government, USOPC, United World Wrestling, Panam Sports, and/or the Local Organizing Committee (LOC).

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#### 2.2 ADDITIONAL REQUIREMENTS FOR ALL SPORTS MEDICINE PROVIDERS

1. Possess appropriate certifications.
2. In addition to the approved USOPC Games Background Check, pass a medical credential review which will be a combined check managed through USOPC Sports Medicine (separately arranged background checks will not be considered).
3. Meet the required experience and proficiency levels as determined by USOPC Sports Medicine (<https://www.usopc.org/athlete-services/medical/volunteer-program>).
4. Meet the minimum criteria and provider requirements defined in the [USOPC Sports Medicine Provider Credentialing Policy](#).
5. 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.
6. Be approved for nomination through the USOPC's Sports Medicine Division.
7. Complete all mandatory Games training by the stated deadline.

### SECTION 3: GAMES STAFF ROLES THAT WILL BE FILLED BY NGB EMPLOYEES OR CONTRACTORS

Roles filled by NGB Employees	Responsibility
Head Coach (3) – Men's Freestyle, Women's Freestyle, Greco-Roman	Provide sport performance support and prepare athletes for success on the field of play.
Team Leader	Serve as the primary point of contact and liaison between the USOPC and NGB before, during and after the Games.

### SECTION 4: GAMES STAFF ROLES THAT WILL BE FILLED BY VOLUNTEERS

Roles filled by Volunteers	Responsibility
Assistant Coach (3) – Men's Freestyle, Women's Freestyle, Greco-Roman	Assist the Head Coach with coaching responsibilities.
Medical Personnel (e.g., Athletic Trainer)	Provide clinical assessment and treatment for athlete injuries and illnesses with an additional focus on prevention.
Medical Personnel (e.g., Physician, Physician's Assistant, etc.)	Provide appropriate medical care for the Team.

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#### 4.1 MINIMUM REQUIREMENTS FOR ALL VOLUNTEERS

1. Hold a current USA Wrestling membership card and have submitted their profile information into the volunteer coaching or medical pools found [here](#).

#### 4.2 MINIMUM REQUIREMENTS FOR SPECIFIC GAMES STAFF ROLE

##### A) ASSISTANT COACH

1. Possess a high level of competency regarding United World Wrestling rules and regulations governing the sport.
2. Have a signed NGB Volunteer Coach Agreement on file by the stated deadline.
3. Be at least Bronze Certified by the National Coaches Education Program.
4. Have active involvement with amateur wrestling, NGB events, NGB National Training Camps, and/or wrestling state tournaments within the last two (2) years.
5. Have relevant Games Staff experience from a previous domestic or international event within the last four (4) years.

##### B) SPORTS MEDICINE PROVIDERS (INCLUDING LICENSED MENTAL HEALTH PROVIDERS)

1. Possess appropriate experience relative to the position/area of expertise for which they are being nominated.
2. Have active involvement with NGB events, NGB National Training Camps and/or a National Team Program within the last two (2) years.

## SECTION 5: METHOD USED TO IDENTIFY AND NOMINATE VOLUNTEER GAMES STAFF

### VOLUNTEER GAMES STAFF

#### A) Assistant Coach

NGB contacted eligible coaches who submitted their profile information into the volunteer coaching pool by November 27, 2024, to gauge their interest in an Assistant Coach role for the Games.

From the Coaching Pool, the Selection Committee (Section 6) nominated Assistant Coaches by following the Coach Selection Procedure posted [here](#).

#### B) Medical Personnel

NGB contacted eligible medical volunteers who submitted their profile information into the volunteer medical pool by November 27, 2024, to gauge their interest in a Medical Personnel role for the

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Games.

From the Medical Volunteer Pool, the Selection Committee (Section 6) will nominate individuals based on the following criteria, in no particular order:

- Previous experience providing medical care and treatment to athletes in the same age group as those who will be competing at the Games.
- Engagement with NGB Events, NGB National Team Programs and/or NGB National Training Camps over the last four (4) years.
- Prior Games Staff experience from a domestic or international event within the last four (4) years.

## SECTION 6: APPROVAL OF GAMES STAFF NOMINATIONS

### 6.1 NGB EMPLOYEE AND CONTRACTOR GAMES STAFF

All NGB employees and contractor Games Staff will be recommended by the Director, National Teams High Performance. Final approval of these Games Staff nominations will be provided by the USA Wrestling Executive Director.

### 6.2 VOLUNTEER GAMES STAFF

The committees listed below will be responsible for approving volunteer Games Staff nominations.

#### Medical Personnel Junior Pan American Games Staff Selection Committee:

- Cody Bickley – USA Wrestling Dir., National Teams High Performance
- Andrew Ernst – USOPC Athletic Trainer assigned to USA Wrestling
- Veronica Carlson – Team USA Athletes' Commission Representative

#### Assistant Coach Junior Pan American Games Staff Selection Committees:

- [Men's Freestyle Sport Committee](#)
- [Women's Freestyle Sport Committee](#)
- [Greco Roman Sport Committee](#)

## SECTION 7: REMOVAL OF GAMES STAFF

### 7.1 NGB JURISDICTION

- a. NGB has jurisdiction over Games Staff nominees until Games Staff entries have been submitted by the USOPC to the LOC.
- b. An individual who is nominated for a Games Staff role by the NGB may be removed as a nominee for any of the following reasons, as determined by the NGB:

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- i. Voluntary withdrawal. Games Staff nominee submits a written letter to USA Wrestling Dir., National Teams High Performance.
- ii. Injury or illness. A physician (or medical staff) approved by NGB provides certification that the individual has a debilitating condition. If an individual refuses to provide verification of their illness or injury by a physician (or medical staff), their injury will be assumed to be debilitating, and they may be removed from the Games Staff.
- iii. Inability to meet Games Staff requirements and/or perform required duties.
- iv. Code of Conduct violation. Individual violates the [NGB Code of Conduct](#)
- v. SafeSport Policy violation. Individual violates the [NGB SafeSport Handbook](#)
- vi. Anti-doping violation. Individual violates NGB, USADA and/or USOPC anti-doping protocol, policies, and procedures.
- vii. Removal of employment. Individual is removed from their position as an NGB contractor or employee.

#### 7.2 USOPC JURISDICTION

- a. Once Games Staff nominations have been submitted by the USOPC to the LOC, the USOPC has jurisdiction.
- b. USOPC's Games Delegation Terms apply in addition to the NGB Code of Conduct. The Games Forms are specific to each Games and are made available during the Games registration process.

#### 7.3 REPLACEMENT OF GAMES STAFF

- a. If a nominated Games Staff member is unable to perform their duties due to injury, illness, Code of Conduct or SafeSport Policy violation or other unforeseen circumstances that would result in the need to replace them, the replacement candidate must meet all applicable Games Staff requirements listed in Sections 2-4.
- b. All replacement candidates must be nominated using the same process outlined in these selection procedures.

## SECTION 8: CONFLICT OF INTEREST

### 8.1 GAMES STAFF CANDIDATES

Prior to nomination, all Games Staff candidates must comply with the [NGB Conflict of Interest Policy](#) and must submit a conflict of interest disclosure form for review by the NGB Ethics Committee.

### 8.2 GAMES STAFF SELECTION COMMITTEE

All members of the selection committee (Section 6) and all individuals who developed these selection procedures must comply with the [NGB Conflict of Interest Policy](#), to include completing

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and submitting a disclosure form consistent with the NGB Conflict of Interest Policy before convening the committee.

A conflict of interest exists when a personal, family, financial, professional, club, team or business relationship interferes with, or maybe perceived to interfere with a committee member's ability to be impartial and participate in the selection process in a fair and impartial manner. Any member of the Selection Committee who has an actual, possible, or perceived conflict of interest must disclose it to the NGB Ethics Committee prior to the start of the selection process and may be required to recuse themselves from the Selection Committee discussions and/or voting.

If a conflict exists, the NGB Ethics Committee shall review the conflict and determine the committee member's level of involvement (e.g., whether that committee member must recuse themselves from participating in discussions and/or voting).

During its review, the NGB Ethics Committee may ask a Selection Committee member or an affected person for more information at its discretion. For example, if a Selection Committee member is required to recuse themselves from voting, the NGB Ethics Committee may still determine that a Selection Committee member who has relevant and necessary information related to athlete performance, such as a national team coach or high performance director, may, if requested by the Selection Committee, provide that information to the Selection Committee if the information is provided in a fair and unbiased manner and if the Selection Committee member with the conflict of interest does not vote toward the final decision.

Additionally, any person with a good faith belief that a committee member has a conflict of interest may report the alleged conflict of interest to the NGB Ethics Committee. Reports may also be made anonymously through the [USOPC's Integrity Portal](#). No committee member shall retaliate in any way against a person who, in good faith, reports an alleged conflict of interest.

Any recused individual shall be replaced in accordance with the NGB selection committee appointment process.

## SECTION 9: DATE OF GAMES STAFF NOMINATION

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

- Medical staff: May 5, 2025
- Non-Medical staff independent of athlete selection: May 5, 2025
- Non-Medical staff dependent on athlete selection: June 16, 2025

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#### SECTION 10: REQUIRED DOCUMENTS

In addition to the USOPC Games Forms requirements, the following documents are required to be signed by all Games Staff as a condition of nomination to the Junior Pan American Games:

- NGB [Code of Conduct](#)
- NGB [Conflict of Interest Disclosure Form](#)

#### SECTION 11: QUESTIONS REGARDING SELECTION PROCEDURES

Individuals may contact the NGB staff member listed below for information about these selection procedures.

Name: Cody Bickley  
Position: Dir., National Teams High Performance  
Email: [cbickley@usawrestling.org](mailto:cbickley@usawrestling.org)  
Phone: 719-265-3647

#### SECTION 12: GRIEVANCES

The NGB Disciplinary Proceedings and Grievance Policy can be found [here](#).

Section 9 of the USOPC Bylaws provides a process for an individual to file a complaint with the USOPC against an NGB alleging that they have been denied, or threatened to be denied, with the opportunity to participate in a Protected Competition, as defined in the USOPC Bylaws. Additional information on how to file a complaint can be found here: <https://www.usopc.org/governance/dispute-resolution>

#### SECTION 13: NON-RETALIATION

The USOPC and NGB have zero tolerance for retaliation against people who make good faith reports of potential ethical, policy, or legal violations, or who cooperate with investigations of those reports. That means no USOPC or NGB staff, Board or Committee member, or volunteer may threaten, harass, discriminate against, or take any negative employment or related action (e.g., discharge, demotion, suspension, negative review) on that basis.

- Individuals may report concerns to the NGB by following the [NGB's Whistleblower Policy](#).
- Individuals may report concerns to the USOPC confidentially, or anonymously, online using the [USOPC Integrity Portal](#) or individuals may call the USOPC Integrity Hotline at 1-877-404-9935.
- Additional information can be found in the USOPC's [Speak Up Policy](#).

#### SECTION 14: CERTIFICATION OF SELECTION PROCEDURES

The following individual approved these selection procedures and through their signature, certifies that the procedures were developed by a group meeting the USOPC's standards for Designated Committees. The

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following individual further certifies that these selection procedures represent the method approved by USA Wrestling and that they will be posted on the USA Wrestling website.

POSITION	NAME	SIGNATURE	DATE
USA Wrestling Executive Director	Rich Bender	<i>Richard Bender</i>	Mar 21 2025

The following individual affirms that they read and understand the selection procedures.

POSITION	NAME	SIGNATURE	DATE
Team USA Athletes Commission Representative*	Veronica Carlson	<i>VBC</i>	Mar 25 2025

\* If the Team USA Athletes' Commission Representative has delegated authority to the Alternate Representative to sign the Selection Procedures, attach a letter from the Team USA AC Representative indicating the reason they have delegated authority.

\* Signature by the Athlete Representative constitutes that they have read and understand the Selection Procedures. If the Athlete Representative reads and does not agree with the Staff Selection Procedures being submitted by the NGB, they may submit those reasons in writing to their USOPC Sport Performance Team.

\* If, for some reason, a sport does not have an elected Team USA AC Representative, the NGB must designate an athlete from that sport to review and sign the Selection Procedures.



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#### APPENDIX A – COMMONLY USED ACRONYMS

**AAC** – Athletes’ Advisory Council

**AC** – Athletes’ Commission

**Act or TSOASA** – Ted Stevens Olympic and Amateur Sports Act

**APC** – Americas Paralympic Committee

**CAS** – Court of Arbitration for Sport

**Center or CSS** – U.S. Center for SafeSport

**CF** – Continental Federation

**IMS** – Internally Managed Sport (sport managed by the USOPC)

**IOC** – International Olympic Committee

**IPC** – International Paralympic Committee

**IF** – International Federation

**LOC** – Local Organizing Committee

**NGB** – National Governing Body

**NOC** – National Olympic Committee

**NPC** – National Paralympic Committee

**OCOG** – Organizing Committee of the Olympic Games. The OCOG refers to the Organizing Committee of the Paralympic Games as well.

**PAG** – Pan American Games

**Panam Sports or PASO** – Pan American Sports Organization

**PPAG** – Parapan American Games

**PSO** – Paralympic Sport Organization

**TEAM USA AC** – Team USA Athletes’ Commission (formerly USOPC AAC)

**USADA** – United States Anti-Doping Agency

**WADA** – World Anti-Doping Agency

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#### APPENDIX B – GLOSSARY

**Contingency** means a future event or circumstance which is possible but cannot be predicted with certainty.

**Delegation Event** means the Olympic Games, the Olympic Winter Games, the Paralympic Games, the Paralympic Winter Games, the Pan American Games, and the Parapan American Games.

**Force Majeure** means an event or effect that cannot be reasonably anticipated or controlled (e.g., hurricane, tornado, etc.).

**Grievance Procedures** means the process that enables an athlete to file a complaint with the NGB or USOPC.

**Jurisdiction** means the power or authority to make decisions and judgments.

**Nominated** means an athlete, coach or staff member whose name has been submitted to the USOPC by an NGB for participation in a Delegation Event.

**Protected Competition** means a Delegation Event or a Qualifying Competition.

**Qualifying Competition** means either of the following:

- i. **NGB Qualifying Competition:** Any competition or activity organized or approved by the NGB where the athlete's performance or results are considered in the published selection criteria to represent the United States in a Delegation Event.
- ii. **International Qualifying Competition:** Any international sport competition where (i) athletes represent the United States against athletes representing other nations, (ii) the NGB officially designates entrants, as required by the competition organizers, and (iii) athlete results or performance are included in the published criteria to qualify, or be selected, to represent the United States in a Delegation Event.

**Selected** means an athlete, coach or staff member whose name has been submitted by the USOPC to the LOC at the final submission date, as determined by the LOC.

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#### APPENDIX C – STAFF RESOURCES

##### SAFESPORT HELPLINE

The SafeSport Helpline provides crisis intervention, referrals, and emotional support specifically designed for athletes, staff, and other SafeSport participants affected by sexual violence. Through this service, support specialists provide live, confidential, one-on-one support that is available 24/7. Individuals can call the Helpline at 866-200-0796 or visit [www.safesporthelpline.org](http://www.safesporthelpline.org).

##### USOPC DISPUTE RESOLUTION UNIT (DRU)

For Protected Competitions, USOPC's DRU oversees the administration of dispute resolution services to athletes and other members of NGBs for grievances under the USOPC's jurisdiction to ensure the complaints are heard in a timely and fair manner. For more information about this process, please visit the [dispute resolution website](#).

##### USOPC ETHICS AND COMPLIANCE

USOPC's Ethics and Compliance team is responsible for ensuring the USOPC and NGBs comply with the Ted Stevens Olympic and Amateur Sports Act, their own bylaws and policies, and any other applicable laws or regulations. Any individual may report concerns confidentially, or anonymously, online using the [USOPC Integrity Portal](#) or individuals may call the USOPC Integrity Hotline at 1-877-404-9935 to report their concern over the phone.



##### USOPC SECURITY AND ATHLETE SAFETY REPORTING PORTAL

Individuals can report an incident of emotional, physical, or sexual misconduct, a violation of the Minor Athlete Abuse Prevention Policies (MAAPP) or a general security incident or concern through the [Safety Reporting Portal](#). Individuals may also report to the USOPC over the phone at 719-866-3869.

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