

**USOPC INTERNALLY MANAGED SPORTS - SURFING  
GAMES STAFF SELECTION PROCEDURES  
2023 SANTIAGO PAN AMERICAN GAMES  
ALL DISCIPLINES – LONGBOARD, SHORTBOARD, SUP RACE & SUP SURF  
5 JULY 2023**

These procedures provide for selection of the USOPC’s Internally Managed Sports (IMS) - Surfing **Games Staff** [see following table for a list of positions] for the 2023 Santiago 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 USOPC IMS – Surfing.

1. List of specific Games Staff position(s) that USOPC IMS - Surfing is requesting:

Games Staff Role	Responsibility
Team Leader	Serve as primary point of contact and liaison between USOPC IMS – Surfing and the USOPC, before, during and after the Pan American Games.
Assistant Team Leader	Assist with all Team administration. Assist the Team Leader with logistics, discipline and Games requirements. Assist and support athletes where applicable.
Coach (e.g., Head, Assistant, Technical)	Prepare athletes/teams for success on the field of play.
Medical Personnel: PT/ATC, Physician, Massage Therapist, Chiropractor	Provide appropriate medical care for the team.

2. USOPC IMS’s criteria for the above-listed Games Staff position(s):

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 USOPC IMS.
- 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 IMS.
- 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 IMS including attendance at USOPC IMS / Pan American Games related meetings, as applicable.
- 2.7. Be available for entire duration of the Games, if requested.

- 2.8. Have USOPC IMS Director 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 USOPC IMS – Surfing’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. Ability to stay positive in stressful situations.
- 2.18. Be in good standing with the USOPC, U.S. Center for SafeSport, USOPC IMS – Surfing, IF, and USADA.

In addition, Team Leader must:

- 2.19. Have the ability to professionally interact with coaching staff, athletes, medical personnel, USOPC IMS Staff, USOPC administration, and ISA personnel.
- 2.20. Have previous team leadership experience at major international surfing competitions such as previous World Surfing Games, World Surf League (WSL) Events, Pan American Games, and/or Olympic Games.
- 2.21. Have previous experience and ability to assist with all team administration, paperwork, logistics, discipline, forms and entries and international competition requirements.

In addition, Assistant Team Leader must:

- 2.22. Have the ability to professionally interact with coaching staff, athletes, medical personnel, USOPC IMS Staff, USOPC administration, and ISA personnel.
- 2.23. Have previous team leadership experience at a major international competition and/or USOPC Delegation event
- 2.24. Have previous experience and ability to assist with all team administration, paperwork, logistics, discipline, forms and entries and international competition requirements.

In addition, Coach(es) must:

- 2.25. Possess appropriate experience relative to the position/area of expertise for which they may be nominated.
- 2.26. Complement and work well with USOPC IMS – Surfing Staff and athletes.
- 2.27. Oblige to coach all Team USA athletes, avoiding conflict coaching other countries.

- 2.28. Have previous experience coaching elite surfers at international events, such as the WSL Championship Tour (CT), WSL Challenger Series (CS), and/or ISA World Championship level events.

In addition, Medical Personnel must:

- 2.29. Meet the minimum criteria defined in the [USOPC Sports Medicine Provider Credentialing Policy](#).
  - 2.30. Possess the appropriate professional certifications.
  - 2.31. 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).
  - 2.32. Meet the required experience and proficiency levels as determined by USOPC Sports Medicine. (<https://www.usopc.org/athlete-services/medical/volunteer-program>)
  - 2.33. Complete the mandatory Games training prior to the Games.
  - 2.34. Be approved for nomination through the USOPC's Sports Medicine Division.
  - 2.35. 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.
  - 2.36. Have ongoing (more than four years) and current clinical experience treating sports-related injuries and knowledge and experience issues associated with surfing and/or acrobatic – action sports.
3. Intended method of identifying the pool and selecting the candidates to be considered for the Games Staff position(s):

Team Leader & Administrative Personnel - USOPC IMS - Surfing will not solicit applications for the Team Leader position as it will be filled by current USOPC IMS employees and/or USOPC IMS - Surfing contractors.

Coach(es) - USOPC IMS – Surfing, will contact individuals with an extensive coaching background and history of work in the sport of Surfing [and/or related acrobatic – action sports] to gauge interest for being considered for a Coach position.

The Selection Committee will consider the following factors, listed in no particular order, to nominate these candidates:

- Athlete feedback
  - National team athletes will be invited to submit coach recommendations to the Selection Committee. The recommendations should highlight the athlete's experience working with the candidate and the reasons why the candidate should be nominated.
- Experience
  - The candidate's level of specific technical and tactical knowledge of the sport and/or surfing venue (e.g. – field of play).
  - The candidate's previous experience with a national team program and/or elite level athletes in respective sport or related acrobatic – action sports.

- The candidate's ability to meet all requirements listed in Section 2 above.

Medical Staff - USOPC IMS – Surfing will contact individuals with an extensive medical background and history of work in the sport of Surfing [and/or related acrobatic – action sports] to gauge interest for being considered for a medical staff position.

The Selection Committee will consider the following factors, listed in no particular order, to nominate these candidates:

- Athlete feedback
  - National team athletes will be invited to submit staff recommendations to the Selection Committee. The recommendations should highlight the athlete's experience working with the candidate and the reasons why the candidate should be nominated.
- Experience
  - The candidate's experience relative to the position/area of expertise for which they are being nominated.
  - The candidate's previous experience with a national team program and/or elite level athletes in respective sport or related acrobatic – action sports.
  - The candidate's ability to meet all requirements listed in Section 2 above.

The Selection Committee is charged with assembling Games Staff that compose the best team to support the entire delegation at the Games. In addition to the factors listed above, the Selection Committee will consider international experience, team chemistry and cohesion, as well as skills, expertise, and knowledge attributing to an elite performance environment.

#### 4. Removal of Games Staff:

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

- 4.1 Voluntary withdrawal. Games Staff nominee must submit a written letter to the Director, Internally Managed Sport.
- 4.2 Injury or illness as certified by a physician (or medical staff) approved by the USOPC. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by USOPC, 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 USOPC IMS Code of Conduct: <https://www.teamusa.com/surfing-athlete-resources>
- 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 USOPC IMS 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:

- 5.1 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.
- 5.2 All replacement candidates must be selected using the same process outlined in these selection procedures.

6. Group/committee that will make the final approval of the Games Staff position(s):

The USOPC IMS Selection Committee will make the final approval.

Director, Internally Managed Sport

Manager, Internally Managed Sport

Athlete Representative (from [USOPC IMS Surfing – AAG](#))

7. Conflict of Interest:

All members of the selection committee (see Section 6) must comply with the USOPC Conflict of Interest Policy, to include completing and submitting a disclosure form consistent with the USOPC's Conflict of Interest Policy before convening the committee.

Any member of the selection committee who has an actual, potential, or perceived conflict of interest must disclose it consistent with the USOPC's Conflict of Interest Policy prior to the start of the selection process. A conflict of interest exists when a personal, family, financial, professional, club, team or business interest of the committee member poses a direct or indirect relationship, connection, or affiliation, past or present, with an athlete in contention for the applicable team selection that could compromise or could be perceived to compromise the committee member's ability to participate in the selection process in a fair and impartial manner. If an actual, potential, or perceived conflict exists, the internally managed sport team should send the disclosure to the Chief Ethics & Compliance Officer and the Sr. Director, Compliance Investigations and Ethics (collectively, the Ethics team) to share with the Ethics & Compliance Committee for review and disposition. For example, if a Selection Committee member may be required to recuse him/herself from voting, that individual may still be able to provide relevant or necessary information concerning athlete performance in a fair and impartial manner. The Selection Committee member must not otherwise influence other members of the committee during the selection process.

Additionally, any person (including any potentially impacted athlete or coach of a potentially impacted athlete) with a good faith belief that a committee member has a conflict of interest may report the alleged conflict of interest to the USOPC's Ethics team. 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 USOPC's internally managed sport 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:

Nominations of Games Staff, including the names of any replacements (if applicable), will be submitted to the USOPC within 48 hours of approval of these procedures or by September 1, 2023, whichever is earlier.


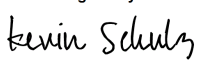
9. Publicity/Distribution of Procedures:

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

- a. Web site: <https://www.teamusa.com/Surfing/Selection-Procedures>

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

- b. Other (if any):

Position	Print Name	Signature	Date
USOPC Chief of Paralympics & Internally Managed Sports	Julie Dusliere		9/5/2023
USOPC Athletes' Advisory Council Representative*	Kevin Schulz	DocuSigned by: 	September 9, 2023

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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 USOPC IMS, 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 USOPC IMS must designate an athlete from that sport to review and sign the Selection Procedures.