

**USA FENCING
GAMES STAFF SELECTION PROCEDURES
2024 OLYMPIC GAMES
January 17, 2024**

These procedures provide for selection of USA Fencing’s **Games Staff** [see following table for a list of positions] for the 2024 Paris Olympic 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 Fencing.

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

Games Staff Role	Responsibility
Team Leader	Serve as primary point of contact and liaison between the USOPC and USA Fencing before, during and after the Games.
Coach	Prepare athletes/teams for success on the field of play.
Medical Personnel (for example, ATC, Physical Therapist, Physician, Massage Therapist)	Provide appropriate medical care for the team.
Administrative Personnel (e.g., Team Manager, Security)	Support and assist the Team Leader with Games logistics.
Technical Personnel (e.g., Ski Technician, Video Tech)	Provide technical assistance to the team.

2. USA Fencing’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 USA Fencing 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 USA Fencing'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 USA Fencing.
- 2.14. Be listed on USA Fencing'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 must:

- 2.18. Qualified candidates must have served in a similar capacity at other international-level events during the quad.

In addition, Coach(es) must:

- 2.19. Be a national coach or personal coach of one of the athletes competing.

In addition, Medical Personnel must:

- 2.20. Meet the minimum criteria defined in the [USOPC Sports Medicine Provider Credentialing Policy](#).
- 2.21. Possess the appropriate professional certifications.
- 2.22. 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).
- 2.23. Meet the required experience and proficiency levels as determined by USOPC Sports Medicine. (www.teamusa.org/medicalvolunteer)
- 2.24. Complete the mandatory Games training prior to the Games.
- 2.25. Be approved for nomination through the USOPC's Sports Medicine Division.
- 2.26. 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.

In addition, Administrative Personnel must:

- 2.27. Possess appropriate experience relative to the position/area of expertise for which they may be nominated.

In addition, Technical Personnel must:

2.28. Possess appropriate experience relative to the position/area of expertise for which they may be nominated.

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

Team Leader & Administrative Personnel: The Team Leader and Administrative Personnel will be members of the full-time Sports Performance Staff of USA Fencing. If that is not possible, the candidates will be recommended by the Chief of Sport Performance to the Sports Performance Resource Team.

Coach(es):

For all qualified teams, the respective contracted National Coaches will accompany each team.

For Personal Coach positions, all personal coaches as designated by qualified athletes will be considered part of the pool of candidates. To select candidates, the Chief of Sport Performance will present a list of qualified candidates to the Sports Performance Resource Team. The following factors, which are listed in no particular order, will be considered when developing the list of candidates and determining nominees:

- Schedule of events
- Number of events in which athlete(s) of personal coaches will compete
- Medal potential of athlete(s) of personal coaches competing based on ranking and past results
- Ability to work with multiple athletes and or weapon squads
- History of traveling internationally with athlete(s)

Medical: The Medical position(s) will be filled by the Director of Sports Medicine and his or her designee. If the Director of Sports Medicine is unable to attend, or if USA Fencing chooses to bring additional medical support, the Director of Sports Medicine will recommend a candidate(s), and the Sports Performance Resource Team will select the candidate that best qualifies for the position.

Technical: The Technical Personnel candidate will be recommended by USA Fencing's SEMI Committee to the Chief of Sport Performance and the Sports Performance Resource Team.

4. Removal of Games Staff:

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

- 4.1. Voluntary withdrawal. Games Staff nominee must submit a written letter to the USA Fencing Executive Director/CEO/President.
- 4.2. Injury or illness as certified by a physician (or medical staff) approved by USA Fencing. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by USA Fencing, 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 [USA Fencing'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 USA Fencing 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):

Final decisions for all staff/contracted members of USA Fencing will be made by the CEO of USA Fencing.

Other Volunteer Positions (non-Medical): The Sports Performance Resource Team, with input from the Chief of Sport Performance, will make the final approval. A list of members of the Sports Performance Resource Team can be found [HERE](#).

Volunteer Medical Staff: The Sports Performance Resource Team, with input from the Director of Sports Medicine, will make the final approval. A list of members of the Sports Performance Resource Team can be found [HERE](#).

7. Conflict of Interest:

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

May 1, 2024 – Non-Athlete Dependent Staff Nominations deadline (Team Leader, Administrative Personnel, National Team Coach, Technical Personnel, Medical Personnel)
June 1, 2024 – Athlete Dependent Staff Nominations deadline (personal coaches)



9. Publicity/Distribution of Procedures:

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

- 9.1. Web site: www.usafencing.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):

Position	Print Name	Signature	Date
USA Fencing CEO	Phil Andrews		01/21/2024
USOPC Athletes' Advisory Council Representative*	Katharine Holmes		01/18/2024

* 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.