

**USA GOLF**  
**GAMES STAFF SELECTION PROCEDURES**  
**Paris 2024 Games**  
**(Golf)**  
August 9, 2023

These procedures provide for selection of USA GOLF's Games Staff [see following table for a list of positions] for the Paris 2024 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 GOLF.

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

Games Staff Role	Responsibility
Caddies for Men's Team	Will provide support to men's golfers in keeping with the traditional functions of a golf caddie
Caddies for Women's team	Will provide support to women's golfers in keeping with the traditional functions of a golf caddie
Coaches	Will provide training and support to each member of the team.

2. USA GOLF'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 USA GOLF 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 USA GOLF'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 USA GOLF'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.
- 2.17. Be in good standing with the USOPC, U.S. Center for SafeSport, USA GOLF, IGF, and USADA.
- 2.18. Meet all health and safety protocols, to include vaccine and/or testing requirements, set forth by the government, USOPC, IF and/or the local organizing committee.

In addition, Caddies and Coach(es) must:

- 2.19. Possess a high level of specific technical and tactical knowledge of the sport.
- 2.20. Have experience managing elite golfer relationships in connection with high level golf events (if applicable).
- 2.21. Be selected by the relevant golfer with whom they will perform.

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

Caddies and Coaches: Each eligible athlete for the Olympic Games will identify a qualified caddie and coach with whom they desire to perform prior to December 31, 2023 by making that caddie and coach known to USA Golf's Executive Director.

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

Caddies and Coach(es):

After the eligible athletes have made the caddie and coach known to the Executive Director, the Executive Director will provisionally approve the relevant athletes' caddie and coach selection no later than ten (10) days after the caddie and coach identification.

After the athletes have been nominated to the Olympic team, the previously provisionally approved caddie and coach will be officially approved by the Executive Director to represent USA Golf at the Olympic Games in that role.

5. Describe the removal of Games Staff:

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

- 5.1 Voluntary withdrawal. Games Staff nominee must submit a written letter to the USA GOLF Executive Director.
- 5.2 Injury or illness as certified by a physician (or medical staff) approved by USA GOLF. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by USA GOLF, 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 USA GOLF's Code of Conduct (Exhibit A).
- 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 USA GOLF 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. Group/committee that will make the final approval of the Games Staff position(s):

Caddies and Coaches: Athletes nominated to the Olympic Team, in consultation with the Executive Director, will make the final approval.

8. Conflict of Interest:

All individuals involved in the selection process (see Section 7) must comply with USA GOLF's conflict of interest policy, to include completing and submitting a disclosure form for review by USA GOLF'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 USA GOLF's Ethics Committee prior to the start of the selection process. USA GOLF'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 USA GOLF committee appointment process.

9. Date of Nomination:

Nominations of Caddies and Coaches, including the names of any replacements (if applicable), will be submitted to the USOPC on or before:

- Men’s Golf: June 21, 2024
- Women’s Golf: June 28, 2024

10. Publicity/Distribution of Procedures:

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

10.1. Web site: [www.usagolf.com](http://www.usagolf.com)

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):

Position	Print Name	Signature	Date
NGB/PSO President or CEO/Executive Director	Andy Levinson	DocuSigned by: <i>Andrew B Levinson</i> DF10DF2344CC4E9...	12/17/2023
USOPC Athletes’ Advisory Council Representative*	Kris Tamulis	DocuSigned by: <i>Kris Tamulis</i> CC76D6192190478...	12/18/2023

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

**Exhibit A****USA GOLF FEDERATION RULES OF STAFF CONDUCT**

I pledge to uphold the spirit of this Code of Conduct (Code), which offers a general guide to my conduct as a staff member of the team. By signing the Code, I accept and agree to abide by this Code. I understand that I will be required to sign a Code of Conduct from the United States Olympic & Paralympic Committee (“USOPC Code”), and that any provisions in the USOPC Code that may be in conflict with this Code shall be governed by the USOPC Code. Further, I understand that non-compliance with this Code may result in my removal from the Team staff or other disciplinary measures as determined in the sole discretion of USA GOLF.

**As a Member of the Team, I hereby promise and agree that I:**

- have abided by all rules related to the Team selection procedures as determined by USA GOLF;
- have acted and will act in a sportsmanlike manner consistent with the spirit of fair play and responsible conduct at all times;
- USA GOLF or USOPC rules;
- will not engage in any conduct that is criminal under any laws applicable to me, including, but not limited to laws governing the possession and use of drugs and alcohol and providing of drugs to any person and of alcohol to minors;
- will not participate or assist in any gambling or betting activities associated with any golf event or any event related to the \_\_\_\_\_ Games;
- have never been convicted of violating a criminal law and have no pending indictment or a pending charge, except as I have listed separately (except for misdemeanors, which, if known, would not be a factor in my selection or convictions as a minor which have been legally sealed), and I understand that such conviction, indictment or criminal charge may be cause for my not being selected;
- am in possession of a valid USA passport that will not expire prior to six months following the Closing Ceremonies of the \_\_\_\_\_ Games;
- will refrain from conduct detracting from others to perform;
- will respect the property of others whether personal or public;
- will respect members of my Team, other teams, spectators and officials, and engage in no form of discriminatory behavior or verbal, physical or sexual harassment or abuse;
- will follow the rules of golf, including by way of example, rules regarding curfew and required attendance at Team meetings;
- will abide by the BAOCOG Charter currently in force and, in particular, with the provisions of the BAOCOG Charter regarding eligibility for the Games, and rules concerning allowable trademark identification (1) on clothing and equipment worn or used at the Games or (2) on visible body tattoos;
- will in-process and out-process with the USOPC in conjunction with my sport, and will attend any USOPC pre-briefing or post-briefing sessions, unless granted written authorization by the USOPC Chef de Mission, or his or her designee;
- am aware that USOPC sponsors, suppliers and licensees provide critical support for the Team and, in recognition of this fact, I will wear designated USOPC apparel at (1) all official Games functions and events, including Opening, Closing and medal Ceremonies (with the understanding that, in instances where medals are awarded at the venues

immediately following a competition, the USOPC will consider waivers of this requirement on a case by case basis); and (2) at media events (including press conferences) hosted by the USOPC or the Organizing committee for the Olympic Games; I also understand that the USOPC strongly encourages me to wear designated USOPC apparel whenever possible, and that I may be required to wear designated USOPC apparel at USOPC hospitality functions;

- will not conceal or cover-up any USOPC sponsor, supplier or licensee brand or other identification appearing on my delegation apparel during Opening, Closing or Medal Ceremonies or at any other function or event where designated USOPC apparel is required;
- will not use, or authorize the use of my name, person, image, picture, voice, or any of my sports performances for advertising or promotional purposes during the \_\_\_\_\_ Games period without the prior written consent of the USOPC and USA GOLF;
- will not use or authorize the use of the following items for the purpose of trade, without the prior written consent of the USOPC and USA GOLF (which consent shall not be unreasonably withheld) (1) photographs, films, videos, or other images of myself in the apparel or equipment provided by the USOPC for the \_\_\_\_\_ Games; (2) photographs, films, videos, or other images of myself from the \_\_\_\_\_ Games; (3) any Games medals; and (4) photographs, films, videos, or other images of myself with any Games medals;
- will not act as a journalist, media liaison or in any other media capacity during the period of the \_\_\_\_\_ Games;
- will attempt to participate in media and sponsor-related activities if compatible with my training and competitive schedule, when requested by the USOPC Chef de Mission, or his or her designee;
- will act in a way that will bring respect and honor to myself, my teammates, the USOPC, USA GOLF, the United States and the \_\_\_\_\_ Games; and
- will remember that at all times I am an ambassador for my sport, my country and the Olympic Games Movement.

**I have read and understand the Rules of Staff Conduct and will adhere to them at all times in connection with the 2024 Olympic Games.**

\_\_\_\_\_  
*Player's Name*

\_\_\_\_\_  
*Player's Signature*

Date: \_\_\_\_\_

\_\_\_\_\_  
*Parent(s)/Legal Guardian(s) Name (if under 18)*

\_\_\_\_\_  
*Parent(s)/Legal Guardian(s) Signature (if under 18)*

Date: \_\_\_\_\_