



**USA Table Tennis**  
**GAMES STAFF SELECTION PROCEDURES**  
**2024 Olympic Games**  
**December 17, 2023**

These procedures provide for selection of USA Table Tennis Games Staff [see following table for a list of positions] for the 2024 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 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.
- 2.17. Be in good standing with the USOPC, U.S. Center for SafeSport, USATT, IF, 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, Team Leader must:

- 2.19. Have served in a team leader capacity at other international level events during the last four (4) years or served as a member of the USATT High-Performance Committee.

In addition, Coach(es) must:

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

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

USATT will not solicit applications for the Games Staff position(s) listed above as they will be filled by current USATT employees and/or contractors based on the needs of the Team.

Team Leader:

The Team Leader position will be filled by a current USATT employee or contractor.

Head Coach:

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

4. 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.

- 4.1. Voluntary withdrawal. Games Staff nominee must submit a written letter to the USATT Chief Executive Officer.
- 4.2. Injury or illness as certified by a physician (or medical staff) approved by USATT. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by USATT, 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 [USATT Code of Conduct](#).
- 4.5. Violation of USATT, USADA, and/or USOPC anti-doping protocol, policies, and procedures.
- 4.6. Removal from employment position as either an Independent Contractor or employee of USATT.
- 4.7. No longer able to meet the required criteria in Section 2 at the time of the Games.

Once the Games Staff nomination(s) is submitted by the USOPC to the Local Organizing Committee, the USOPC has jurisdiction over the Games Staff, at which time, in addition to any applicable USATT 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 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. All replacement candidates must be selected using the same process outlined in these selection procedures.

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

Team Leader:

Virginia Sung - USA Table Tennis Chief Executive Officer

USA Table Tennis Athletes Advisory Council Chair

Jun Gao - USA Table Tennis Head Coach

Head Coach:

Khoa Nguyen - USA Table Tennis High-Performance Committee Chair

Virginia Sung - USA Table Tennis Chief Executive Officer

USA Table Tennis Athletes Advisory Council Chair

Assistant Coach:

Khoa Nguyen - USA Table Tennis High-Performance Committee Chair

Virginia Sung - USA Table Tennis Chief Executive Officer

USA Table Tennis Athletes Advisory Council Chair

Jun Gao – USA Table Tennis Head Coach

7. Conflict of Interest:

All individuals involved in the selection process (see Section 6) 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.

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.

8. Date of Nomination:

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

Team Leader: May 1, 2024

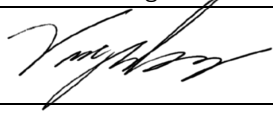
Coaches: June 7, 2024

9. Publicity/Distribution of Procedures:

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

9.1 Website: Web site: <https://www.usatt.org/selection-procedures>

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

Position	Print Name	Signature	Date
NGB Chief Executive Officer	Virginia Sung		1/12/2024
USOPC AAC Representative	Tara Profitt		

\* 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 USATT, he/she may submit those reasons in writing to his/her Sport Performance Team.

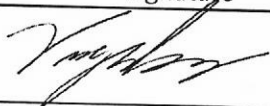

\*If, for some reason, a sport does not have an elected USOPC AAC Representative, USATT must designate an athlete from that sport to review and sign the Selection Procedures.

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USOPC AAC Representative	Tara Profitt		1/12/24

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