

USA Table Tennis
GAMES STAFF SELECTION PROCEDURES
2023 PARAPAN AMERICAN GAMES
May 31, 2023

These procedures provide for the selection of USA Table Tennis' Games Staff [see the following table for a list of positions] for the 2023 Parapan 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 the USOPC and USA Table Tennis.

1. List of specific Games Staff position(s) that the NGB/PSO 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 Para Team members when needed.
Head Coach (1)	Lead team staff and prepare and support athletes for success on the field of play.
Coaches (up to 3)	Prepare athletes/teams for success on the field of play.
Medical Personnel (Physical Therapist, Athletic Trainer, Massage Therapist)	Provide appropriate medical care for the team
Team Support Staff focused on athlete accessibility needs (i.e., Personal Care Assistants-as needed depending on team make up)	Provide customized support for athletes as required [i.e., supervision, wayfinding, help with everyday care and/or activities of daily living].

2. NGB's/PSO'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/PSO 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 NGB/PSO'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 listed on NGB's/PSO'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.

In addition, Team Leader must:

- 2.17. Have served in a team leader capacity at other international level events during the last five (5) years.

In addition, Head Coaches/Coaches must:

- 2.18. Be on the USATT list of National Team Coaches.
- 2.19. Have previous coaching experience and proven coaching ability coaching teams at the national and international level, including prior experience at a Pan American, Parapan American Games and/or World Championships.

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.
- 2.27. Have worked in the role for the USATT at international competitions during the last two (2) years.

In addition, Team Support Staff must:

- 2.28. Have sport specific expertise working with persons with disabilities.
 - 2.29. Have experience working with athletes and coaches in a competition setting.
 - 2.30. Be able to assist athletes/disability groups with daily personal care as necessary.
 - 2.31. Assist with all aspects of the Team during travel, training, competition, and downtime as needed.
 - 2.32. Possess appropriate experience and/or professional certifications based on athlete(s) needs.
3. Intended method of identifying the pool and selecting the candidates to be considered for the Games Staff position(s):

USA Table Tennis will not solicit applications for the Games Staff position(s). The Games Staff positions will be filled by current USATT employees and/or contractors and selected by the USATT Para Selection Committee.

Head Coach: USATT Para Selection Committee will select the Head Coach from the group of qualified candidates as specified in Section 2. The Selection Committee will use the following criteria in determining the selection of qualified candidates:

- Experience working, training, and coaching qualified athletes;
- Team performance under the candidates' guidance at international events; and
- Availability to meet the commitment required of the position as outlined in Section 1 & 2.

The Team Leader will be selected by the USATT Para Selection Committee from the group of qualified candidates as specified in Section 2. The Selection Committee will use the following criteria in determining the selection of qualified athletes:

- Experience leading the team in major events; and
- Experience working, training, and coaching qualified athletes.

Coach(es): USATT Para Selection Committee will select coaches from the USATT Para Coach List that meet the criteria as outlined in Section 2.

Medical Personnel: USATT Para Selection Committee will select medical personnel currently working with the Para USATT team and that meet the criteria as outlined in Section 2.

Team Support Staff: USATT Para Selection Committee will select team support staff that meet the criteria as outlined in Section 2.

4. Removal of Games Staff:

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

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

- USATT Para Selection Committee
 - o USATT Para Program Director
 - o USATT AAC Chair
 - o USATT Para HPC Chair

7. Conflict of Interest:

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

selection process. The USATT'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 USATT's 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: July 10, 2023

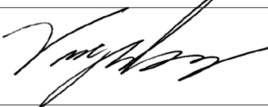

9. Publicity/Distribution of Procedures:

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.usatt.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
NGB/PSO President or CEO/Executive Director	Virginia Sung		6/1/2023
USOPC Athletes' Advisory Council Representative*	Nikhil Kumar		6/1/2023

* 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/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.