

**USA WATER SKI & WAKE SPORTS
GAMES STAFF SELECTION PROCEDURES
JUNIOR PAN AMERICAN GAMES 2025**
Effective December 8, 2024

These procedures provide for selection of USA Water Ski & Wake Sports (USA-WSWS) **Junior Games Staff** [see following table for a list of positions] for the 2025 Junior 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 the USOPC and the NGB/PSO.

1. List of specific Games Staff position(s) that the NGB/PSO is requesting:

Games Staff Role	Responsibility
Coach	Prepare athletes/teams for success on the water.
Medical Provider	Provide appropriate medical care for the team.

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 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/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 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/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 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. Meet all health and safety protocols, to include vaccine and/or testing requirements, set forth by the government, NBG, USOPC, and/or the Local Organizing Committee.

In addition, Coach(es) must:

- 2.18. Have served in a coaching capacity for any USA-WSWS in international competition in the past (4) years and/or be the current coach of a nominated athlete.
- 2.19. Must compliment and work effectively with USA-WSWS staff and nominated athletes.

In addition, Medical Personnel (Physician, EMT, or other licensed medical provider) 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 served in a Team Doctor or Medical Provider capacity for any U.S. international Water Ski team in the past four (4) years.

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

Coach(es): The USA Water Ski International Activities Committee (USA-WS IAC) will contact all individuals who meet the criterial in Section 2 to determine if they are interested in serving as a Coach for the Junior Pan American Games. Additionally, individuals who meet the criteria in Section 2 can express their interest in serving as a Coach by emailing Jeff Smith (jsmith@honigman.com) and Kerri Lee (kleeski@hotmail.com).

All individuals who are interested in being considered for a Coach Games Staff position must complete the online application by January 20, 2025. The online application is at <https://forms.gle/JmvnCusebUNXHwoC8>.

Team Medical Provider:

The USA Water Ski International Activities Committee (USA-WS IAC) will contact all individuals who meet the criteria in Section 2 to determine if they are interested in serving as a Team Medical Provider for the Junior Pan American Games. Additionally, individuals who meet the criteria in Section 2 can express their interest in serving as a Coach by emailing Jeff Smith (jsmith@honigman.com) and Kerri Lee (kreeski@hotmail.com).

All individuals who are interested in being considered for a Medical Provider Games Staff position must complete the online application by January 20, 2025. The online application is at <https://forms.gle/JmvnCusebUNXHwoC8>.

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

Coach(es):

The Selection Committee (see Section 7) will review all completed applications that were submitted by the deadline specified above. The Committee will determine if the candidate meets the requirements in Section 2 and will nominate an eligible candidate based on the following criteria listed below in no particular order:

- The candidate's level of specific technical and tactical knowledge of the sport
- The candidate's previous experience with USA-WSWS international teams
- The candidate's previous experience coaching elite level USA-WSWS athletes
- Feedback provided by athletes who are nominated to the Team

Team Medical Provider:

The Selection Committee will recommend a candidate who meets the criteria in Section 2 and who best fits the needs of the team.

5. Describe the removal of Games Staff:

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

- 5.1 Voluntary withdrawal. Games Staff nominee must submit a written letter to the NGB/PSO Executive Director/CEO/President.
- 5.2 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.

- 5.3 Inability to perform the duties required.
- 5.4 Violation of the USA Water Ski & Wake Sports [Code of Conduct Policy](#)
- 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 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 USA Water Ski & Wake Sports 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):

The USA-WS&WS IAC serves as a selection committee and is responsible for recommending Games staff who best meet the qualifications listed above. The USA-WS&WS IAC is made up of individuals from the various sport discipline committees and has at least 33.3% athlete representation.

The Selection Committee's recommendations will be submitted to the USA-Water Ski & Wake Sports Board of Directors and Executive Director for final approval.

8. Conflict of Interest:

All individuals involved in the selection process (see Section 6) must comply with the USA Water Ski & Wake Sports conflict of interest policy, to include completing and [submitting a disclosure form](#) for review by the USA Water Ski & Wake Sports 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 NGB/PSO's Ethics Committee prior to the start of the selection process. The USA Water Ski & Wake Sports 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 Water Ski & Wake Sports committee appointment process.

9. Date of Nomination:

Nominations of Games Staff, including the names of any replacements (if applicable), will be submitted to the USOPC on or before: April 5, 2025

The Team Manager and Team Doctor will be named on or before: May 5, 2025.

The Team Coach(es) will be named on or before May 5, 2025.



10. 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):

10.1. Web site: www.usawaterski.org/athletes-resources

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): N/A

Position	Print Name	Signature	Date
NGB/PSO President or CEO/Executive Director	Kevin Michael		12/16/2024
USOPC Athletes' Advisory Council Representative*	Alex Lauretano		12/16/2024

* 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.