

USA TAEKWONDO  
2025 JUNIOR & CADET STAFF SELECTION PROCEDURES  
2/01/25

These procedures provide the process for selection of USA Taekwondo's (USATKD) Event Staff for the JUNIOR & CADET NATIONAL TEAMS.

1. Below is a list of staff position(s) USATKD may fill based on specific event staffing needs, and accreditation quota allocation by an event's Organizing Committee (OC):

Team Leader	Serve as primary point of contact and liaison between USATKD and the event's OC.
Coach	Prepare athletes/teams for success on the field of play.
Trainer	Train and prepare athletes for success on the field of play as directed by coaching staff.
Medical Personnel (e.g., ATC, Physical Therapist, Physician, Massage Therapist)	Provide appropriate medical care for the team.
Administrative Personnel (e.g., Team Manager, etc)	Assist team with any necessary preparation before and during the Event.

*\*\*Please note: USATKD reserves the right to leave positions unfilled as deemed appropriate regardless of OC quota allocation.*

2. USATKD criteria for the 2025 JUNIOR AND CADET Event Staff position(s):

All Event Staff must:

- 2.1. Undergo a background screen in accordance with the current USATKD membership requirements prior to nomination.
  - 2.1.1. Should a nominee experience any event between the time the background check is conducted and the relevant event that may change his/her background check status, the nominee must inform USATKD.
- 2.2. Possess a valid passport that does not expire until at least six months after the conclusion of the Games.
- 2.3. Can work effectively with the USATKD.
- 2.4. Have strong administrative, communication and organizational capabilities/skills applicable for the Event Staff role.
- 2.5. Be responsible for the Team's adherence to all rules regarding personal conduct at the event.
- 2.6. Be available for entire duration of the event, if requested.
- 2.7. Have USATKD approval prior to making any financial decisions regarding the Team.
- 2.8. Possess high level, specific technical and tactical knowledge of the sport as needed for the specified Event Staff role.
- 2.9. Have thorough knowledge and understanding of the IF rules and regulations governing the sport as needed for the specific role.
- 2.10. Demonstrate ability to establish harmonious relationships with athletes and other Team personnel.
- 2.11. Be in good health and able to withstand the physical rigors of traveling with and working with the Team.
- 2.12. Successfully complete all Registration requirements requested by USATKD by stated deadlines.

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- 2.13. Participate in the appropriate anti-doping training as required for the Event Staff role by stated deadline.
- 2.14. Be in good standing with USATKD, and World Taekwondo (WT).
- 2.15. Make every reasonable effort to uphold the safety standards put forth by USATKD, USOPC, WT, and the U.S. Center for Safesport.

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

3.1. USATKD will only solicit applications for the COACHING AND TRAINER position(s). Priority will be given to current USATKD employees and/or contractors, or volunteer staff who have an established relationship working with USATKD.

USATKD will fill any administrative credentials, the Team Manager credential, and medical personnel roles with current USATKD employees and/or contractors, or volunteer staff who have an established relationship working with USATKD.

3.2. The number of available credentials per position/role will be based on the event OC's rules and requirements.

3.3. Event Staff selections will be made by the USATKD HP Team, with priority selections going to USATKD employees, contractors, and/or US Performance Center Staff.

3.4. USATKD reserves the right to leave credentialed event positions vacant as deemed appropriate.

3.6. The USATKD HP Team will make the final approval of Event Staff.

4. The following is criteria USATKD HP will use to evaluate applications specifically for COACH and TRAINER positions:

*To ensure the continued development and success of our National Teams, USA Taekwondo will prioritize the criteria listed below for selecting coaching staff. These guidelines prioritize experience, professionalism, and a commitment to athlete development, fostering an environment of safety, that aligns with our high-performance goals and methodologies.*

4.1. International Experience

- a. Active participation in the current international competition circuit.
- b. Demonstrated success in coaching athletes to achieve international medals.

4.2. Athlete Development Track Record

- a. Proven history of developing athletes who achieve placement on National Teams, with national and international success.

4.3. High-Performance Background

- a. Previous experience successfully working with National Teams.
- b. Former high-performance athlete with a commitment to learning and adapting to USATKD methodologies and systems.

4.4. Modern Coaching Knowledge and Professionalism

- a. Demonstrable evidence from scouting or evaluation that reflects:
  - Up-to-date technical and tactical knowledge.
  - High levels of intensity in training and competition environments.
  - Professionalism in interactions with athletes, staff, and membership.
  - Teamwork oriented.

4.5. Commitment to Continuous Learning

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- a. Participation in CAP (Coach Accelerator Program), formal scouting evaluations, and/or relevant university courses to enhance coaching expertise and leadership skills while not required, will be taken into consideration.
- b. Engagement in mentorship opportunities with senior high-performance coaches to gain insights, share best practices, and refine coaching strategies.

4.6. Commitment to Athlete Health & Safety

- a. Current on all required USOPC, USATKD, and WT, required memberships, certifications, and Safesport training requirements.
- b. Applicants will also not be considered if they are working with or for any organization that engages in the limiting or harming of any athlete's pursuit of the Olympic dream. This includes any behavior that in any way restricts an athlete's freedom to participate in Team USA activities in return for inducements and/or incentives.

4. Removal of Staff:

USATKD reserves the right to remove selected Event Staff as deemed necessary by the USATKD HP Team.

5. Replacement of Event Staff:

5.1. If the selected Event 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 the applicable criteria listed in Section 2 above.

5.2. USATKD reserves the right to leave a vacated credentialed position empty.

6. Conflict of Interest:

All individuals involved in the selection process must comply with the USATKD conflict of interest policy, to include completing and submitting a disclosure form for review by the USATKD HP Team prior to the Event. The USATKD HP Team shall review the disclosure and determine the individual's level of involvement (e.g., whether he/she must recuse him or herself from staff).

7. Event Athlete Support

7.1. Staff will fulfill reasonable expectations of USATKD HP for providing Team USA the highest chance of bringing medal stand performances at events via directly supporting athletes.

7.2. Staff are not allowed to provide support for athletes outside the scope of USATKD's Event scope unless prior approval is granted by the USATKD HP Team.

9. Publicity/Distribution of Procedures:

These selection procedures (complete and unaltered) will be posted/published by USA Taekwondo on the following web site: <https://www.usatkd.org/team-selection-procedures>

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Position	Name	Signature	Date
CEO	Steve McNally	<i>Steve McNally</i>	2/20/25
USATKD High Performance Team Member; Director of Athletic Development	Stephen Lambdin	<i>Stephen Lambdin</i>	2/20/25
Team USA AC Rep	Alex Lee	<i>Alex Lee</i>	2/20/25

\* 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.