

**USA FENCING  
GAMES STAFF SELECTION PROCEDURES  
2024 PARALYMPIC GAMES  
February 27, 2024**

These procedures provide for selection of USA Fencing’s **Games Staff** [see following table for a list of positions] for the 2024 Paralympic Games (the 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 Fencing.

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

Games Staff Role	Responsibility
Team Leader (1)	Serve as primary point of contact and liaison between the USOPC and USA Fencing before, during and after the Games.
Coach (2)	Prepare athletes/teams for success on the field of play.
Medical Personnel (1)	Provide appropriate medical care for the team.
Technical Personnel (e.g. Armorer) – (1)	Provide technical assistance to the athletes
Team Support Staff (e.g., personal care assistants)	Provide customized support for athletes as required ( <i>i.e., supervision, wayfinding, help with everyday care and/or activities of daily living</i> ).

2. USA Fencing’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 USA Fencing 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 the 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 the entire duration of the Games, if requested.

- 2.8. Have USA Fencing'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 USA Fencing'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.
- 2.17. Be in good standing with the USOPC, U.S. Center for SafeSport, USA Fencing, 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 the ability to professionally interact with coaching staff, athletes, USA Fencing staff, USOPC administration, and IWAS personnel.
- 2.20. Qualified candidates must have served in a similar capacity for USA Fencing at other international-level events during the 2024 quad.
- 2.21. Be a currently employed staff member or contractor of USA Fencing.

In addition, Coach(es) must:

- 2.22. Have previous experience coaching athletes at the national and international level.
- 2.23. Be a national coach contracted by USA Fencing or a personal coach of one of the athletes competing.

In addition, Medical Personnel must:

- 2.24. Be a currently employed staff member or contractor of USA Fencing.
- 2.25. Meet the minimum criteria defined in the [USOPC Sports Medicine Provider Credentialing Policy](#).
- 2.26. Possess the appropriate professional certifications.
- 2.27. 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).
- 2.28. Meet the required experience and proficiency levels as determined by USOPC Sports Medicine. (<https://www.usopc.org/athlete-services/medical/volunteer-program> )
- 2.29. Complete the mandatory Games training prior to the Games.
- 2.30. Be approved for nomination through the USOPC's Sports Medicine Division.

- 2.31. 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.

In addition, Technical Personnel (e.g., Armorer) must:

- 2.32. Be a currently employed staff member or contractor of USA Fencing.
- 2.33. Possess appropriate experience relative to the position/area of expertise for which they may be nominated.

In addition, Team Support Staff for athlete accessibility needs (i.e., personal care assistant) must:

- 2.34. Have sport specific expertise working with persons with disabilities.
- 2.35. Have experience working with athletes and coaches in a competition setting.
- 2.36. Be able to assist athletes/disability groups with daily personal care as necessary.
- 2.37. Assist with all aspects of the Team during travel, training, competition and downtime as needed.
- 2.38. 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):

Team Leader: The Team Leader role will be filled by a current USA Fencing employee and/or contractor. If that is not possible, a Team Leader candidate, who meets the criteria in Section 2, will be recommended by the Chief of Sport Performance to the Paralympic Development Resource Group for selection.

Coach(es): USA Fencing intends for each coach position to be filled by the USA Fencing National Coach. For Personal Coach positions, all personal coaches, as designated by qualified athletes, will be placed into a candidate pool for nomination consideration. USA Fencing's Chief of Sport Performance will submit a list of qualified candidates to the Paralympic Development Resource Team for nomination. The following factors, listed in no particular order, will be considered when developing the list of candidates and determining nominees:

- Schedule of events contested at the Games
- Number of events in which athletes of Personal Coaches will compete
- Medal potential of athletes of Personal Coaches competing, which is informed by IWAS ranking and prior international event results in the Paris quad (2021-2024)
- Ability to work with multiple athletes and/or weapon squads
- History of traveling internationally with athletes in a coaching capacity

Medical Personnel: The Medical Personnel role will be filled by a current USA Fencing employee and/or contractor. If that is not possible, a Medical Personnel candidate,

who meets the criteria in Section 2, will be recommended by the Chief of Sport Performance to the Paralympic Development Resource Group for selection.

Technical Personnel (e.g., Armorer): USA Fencing intends for the Technical Personnel position to be filled by a USA Fencing employee or contractor. If an eligible USA Fencing employee or contractor is unavailable, the Chief of Sport Performance will recommend candidates that meet the criteria in Section 2. To the Paralympic Development Resource Group for selection.

Team Support Staff: the Chief of Sport Performance will recommend candidates that meet the criteria in Section 2. To the Paralympic Development Resource Group for selection.

#### 4. Removal of Games Staff:

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

- 4.1. Voluntary withdrawal. Games Staff nominee must submit a written letter to the USA Fencing Chief Executive Officer.
- 4.2. Injury or illness as certified by a physician (or medical staff) approved by USA Fencing. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by USA Fencing, 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 USA Fencing Code of Conduct <https://www.usafencing.org/athlete-handbook>.
- 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 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 Fencing 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 and be selected through the same process as outlined in Section 3.

#### 6. Group/committee that will make the final approval of the Games Staff position(s):

Final nomination approval for all Games Staff positions filled by a USA Fencing employee and or contractors will be made by the Chief Executive Officer of USA Fencing.

Any Games Staff positions that are not filled by USA Fencing employees or contractors will have nominations submitted to the Paralympic Development Resource Group for final approval.

Paralympic Development Resource Group:

<b>NAME</b>	<b>ROLE</b>
Lauryn DeLuca	Board Liaison
Beth Mahr	Staff Liaison
Sean Shumate	Member
Bill Nikolai	Member
Christina Massiala-Vaka	Member
Jill Feldman	Member
Patricia Dykes	Member
Ellen Geddes	Athlete Rep
Byron Branch	Athlete Rep
Eric Soyka	Ex Officio

7. Conflict of Interest:

All individuals involved in the selection process (see Section 6) must comply with the [USA Fencing conflict of interest policy](#), to include completing and submitting a disclosure form for review by USA Fencing’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 Fencing Ethics Committee prior to the start of the selection process. The USA Fencing 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 Fencing 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:

- Medical Staff: June 20, 2024
- Non-medical Staff: July 1, 2024



9. Publicity/Distribution of Procedures:

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

9.1. Web site: [www.usafencing.org](http://www.usafencing.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
USA Fencing CEO/Executive Director	Phil Andrews		02/28/2024
USOPC Athletes' Advisory Council Representative*	Lauryn DeLuca		02/29/2024

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

To whom it may concern,

I hereby delegate my authority as Athlete Advisory Council Representative to the alternate, Lauryn Deluca, in regards to the review and approval of the Wheelchair Fencing Staff Selection Procedures for the Paris 2024 Paralympic Games. Lauryn is very familiar with Paralympic policies and procedures and will be a great representative to review and approve these procedures.

Sincerely,

Katharine Holmes  
USA Fencing Athlete Council Chair  
USOPC Advisory Council Representative

*Katharine Holmes*