

USA-TAEKWONDO
STAFF SELECTION PROCEDURES
2025 WORLD TAEKWONDO CHAMPIONSHIPS (WUXI, CHINA; OCTOBER 24-30, 2025)
KYORUGI
10/01/24

These procedures provide the process for selection of USA Taekwondo’s (USATKD) Event Staff for the 2025 WT World Taekwondo Championships (Wuxi, China, October 24-30, 2025).

1. Below is a list of Championship Staff position(s) USATKD may fill based on credential allocation by the Championship event’s Organizing Committee (OC):

Team Leader	Serve as primary point of contact and liaison between USATKD and the Championship OC.
Coach	Prepare athletes/teams for success on the field of play.
Medical Personnel (e.g., ATC, Physical Therapist, Physician, Massage Therapist, Mental Health Professional)	Provide appropriate medical care for the team.
Administrative Personnel (e.g., Team Manager, Security)	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 above-listed Championship Staff position(s):

All Championships Staff must:

- 2.1. Undergo a background screen in accordance with the current USATKD membership requirements prior to nomination. [USATKD Membership Requirements.](#)
 - 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 Championships.
- 2.3. Be able to 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, and any National Team Prep Camps, if requested.
- 2.7. Have USATKD approval prior to making any financial decisions regarding the Team.
- 2.8. Have thorough knowledge and understanding of the IF rules and regulations governing the sport as needed for the specific role.
- 2.9. Demonstrate ability to establish harmonious relationships with athletes and other Team personnel.
- 2.10. Be in good health and able to withstand the physical rigors of traveling with and working with the Team.

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- 2.11. Successfully complete all Registration requirements requested by USATKD by stated deadlines.
- 2.12. Participate in the appropriate anti-doping training as required for the Event Staff role by stated deadline.
- 2.13. Be in good standing with USATKD, and World Taekwondo (WT).
- 2.14. Successfully complete the appropriate U.S. Center for Safesport's online training module(s) by stated deadline.
- 2.15. Not knowingly be actively working with any person currently under suspension or ban from USATKD, WT, USADA, WADA, or the U.S. Center for SafeSport.
- 2.16. Meet all health and safety protocols, to include vaccine and/or testing requirements, set forth by the government, USATKD, WT and/or the Organizing Committee.
- 2.17. Fulfill reasonable expectations of USATKD HP for providing Team USA the highest chance of bringing medal stand performances at events via directly supporting athletes.
- 2.18. Not provide support for athletes outside the scope of USATKD's Event scope unless prior approval is granted by the USATKD HP Team.

In addition, a Team Leader must:

- 2.19. Have experience, proven ability, and history of previously leading teams at the national and international level, preferably at USATKD's highest level of competition (previous Olympic, Pan American Games, or World Championships).
- 2.20. Have a proven ability to handle crisis management situations.
- 2.21. Have a comprehensive knowledge and understanding of USATKD's Athlete Selection Procedures.

In addition, Coach(es) must:

- 2.22. Possess a high level of specific technical and tactical knowledge of the sport, with at least a WT Level 2 Coach Certificate (or any other certification required for the event by WT).
- 2.23. (1) Be a current National Team coach; (2) be a previous National Team coach between 2021-2024 and a current member of the USATKD High Performance Team; or (3) have experience working with USATKD on previous USATKD National Team trips, and/or working with the U.S. Performance Center (USPC) at the National Academy, in Charlotte, NC.

In addition, Medical Personnel must:

- 2.24. Possess the appropriate professional certifications.
- 2.25. Complete any mandatory WT Championships training prior to the event.
- 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

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the Championships) and medical equipment submission requirements by WT and USATKD.

- 2.27. Have experience working with the USATKD National Team.

In addition, Administrative Personnel must:

- 2.28. Possess appropriate experience relative to the position/area of expertise for which they may be nominated.
- 2.29. Have previous experience serving in the same role at a World Championships, Olympic Games, Pan American Games, or with a USATKD U.S. National Team.

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

- 3.1. Unless necessary, USATKD will not solicit applications for the Event Staff position(s) as they will be filled by current USATKD employees and/or contractors, or candidates who have an established relationship working with USATKD, such as working with USATKD on previous USATKD National Team trips, and/or working with the U.S. Performance Center (USPC) at the National Academy, in Charlotte, NC.
- 3.2. The number of available credentials per position/role will be based on the event OC's rules and requirements, and specific Event Team size. Information will be found in the official outline once posted. Event outlines can be found here: [WT SimplyCompete](#).
- 3.3. USATKD reserves the right to leave credentialed Event positions vacant as deemed appropriate.
- 3.4. The USATKD HP Team will make recommendations on all staff positions with the CEO making the final approval. Priority recommendations will go to USATKD employees and/or contractors.
- 3.5. In the event volunteer staff are needed to fill Championship Staff positions, the USATKD HP team will contact individuals who meet the criteria listed in Section 2 to gauge their interest for being considered for a Championship Staff position. Individuals who are not contacted but who meet the criteria listed in Section 2 may submit their interest in being considered for a Championship Staff position by emailing Stephen Lambdin, slambdin@usatk.org.

4. Removal of Staff:

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

- 4.1. Voluntary withdrawal. Championships Staff nominee must submit a written letter, or email to USATKD's CEO.

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- 4.2. Injury or illness as certified by a physician (or medical staff) approved by USATKD. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by USATKD, his/her injury or illness will be assumed to be disabling, and he/she may be removed.
- 4.4. Violation of the [USATKD Code of Ethics](#).
- 4.5. No longer able to meet the required criteria in Section 2 at the time of the Championships.

An individual may also be removed as a nominee to the Team or from the Team for an adjudicated violation of USADA, WADA, WT, and/or USATKD anti-doping protocol, policies and procedures, as well as the U.S. Center for SafeSport Code, and USATKD SafeSport policies, as applicable.

5. Replacement of Event Staff:

In the event that 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 and be selected through the same process as outlined in Section 3. USATKD reserves the right to leave a vacated credentialed position empty.

6. Group/committee that will make the final approval of the Championships Staff position(s):
The USATKD HP Team will make recommendations on all staff positions with the CEO making the final approval. Priority recommendations will go to USATKD employees and/or contractors.

The following is the USATKD HP Team that will make the staff recommendations to the USATKD CEO.

USATKD HP Team
Coaching Director
Associate Director of National Teams
Director of Athlete Affairs
Director of Athletic Development
USOPC AAC Rep
USATKD AAC Chair

7. Conflict of Interest:

All individuals involved in the selection process must comply with the USATKD conflict of interest policy, [found here in the USATKD Code of Ethics](#), to include completing and submitting a disclosure form for review by the USATKD Ethics Committee prior to the Event.

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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).

An individual involved in the selection process who has an actual, possible, or perceived conflict of interest must disclose it to the USATKD HP Team, and CEO in writing via email prior to the start of the selection process. The USATKD 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).

8. Date of Nomination

Nominations of Championships Staff, including the names of any replacements, will be selected following the 2025 U.S. National Team Trials (January 17-19; Portland, OR), and prior to the closing of Championships registration as set by WT.

9. Publicity/Distribution of Procedures:

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

Position	Name	Signature	Date
USATKD CEO	Steve McNally	<i>Steve McNally</i>	10/01/2024
USATKD High Performance Team Member. Associate Director of National Teams	Eric Winger	<i>Eric Winger</i>	10/01/2024
USATKD USOPC Athlete Advisory Council Representative	Jaysen Ishida	<i>Jaysen Ishida</i>	10/04/2024

** If the Team USA Athletes' Commission Representative has delegated authority to the Alternate Representative to sign the Selection Procedures, attach a letter from the Team USA AC Representative indicating the reason they have delegated authority.*

** Signature by the Athlete Representative constitutes that they have read and understand the Selection Procedures. If the Athlete Representative reads and does not agree with the Staff Selection Procedures being submitted by the NGB, they may submit those reasons in writing to their USOPC Sport Performance Team.*

** If, for some reason, a sport does not have an elected Team USA AC Representative, the NGB must designate an athlete from that sport to review and sign the Selection Procedures.*