

U.S. Paralympics Track & Field
 GAMES STAFF SELECTION PROCEDURES
 2024 Paralympic Games
 29 November 2022
 28 April 2024 (Revised)

These procedures provide for selection of the U.S. Paralympics Track & Field Games Staff [see following table for a list of positions] for the 2024 Paralympic 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 U.S. Paralympics Track & Field.

1. List of specific Games Staff position(s) that U.S. Paralympics Track & Field is requesting:

Games Staff Role	Responsibility
Team Leader (1)	Serve as primary point of contact and liaison between the USOPC and U.S. Paralympics Track & Field before, during and after the Games.
Assistant Team Leader (up to 2)	Assist with all Team administration. Assist the Team Leader with logistics, discipline and Games requirements. Assist and support athletes where applicable.
Head Coach (1)	Lead team staff and prepare and support athletes for success on the field of play.
Assistant Coach (up to 10)	Prepare athletes/teams for success on the field of play.
Medical Personnel: PT/ATC, Physician, Massage Therapist, Chiropractor (up to 6)	Provide appropriate medical care for the team.
Sport Science Professional (Strength & Conditioning – up to 1, Dietitian – up to 1)	Provide appropriate sport science services for the team.
Mental Health Professional (e.g., Sport Psychologist, Mental Health Officer – up to 1)	Work with individual athletes to develop and strengthen mental skills. Work with the Team to build trust and cohesion. Work with coaching staff to provide targeted resources for athletes, Team and coaches.
Mechanic (up to 2)	Provide mechanical support/services to the athletes.
Prosthetist (up to 1)	Provide prosthetic support/services to the athletes.
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).

<p>Personal Coaches and Training Coaches (up to 10)</p>	<p>Provide support for individual athletes or support for a group of athletes at training venues as assigned. Personal coaches are only guaranteed access to training venues and warm up areas for athletes.</p>
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2. U.S. Paralympics Track & Field'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 U.S. Paralympic Track & Field'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 a currently employed staff member or contractor of the USOPC/U.S. Paralympics Track & Field.
- 2.14. Be listed on the U.S. Paralympics Track & Field Long List.
- 2.15. Successfully complete all Games Registration requirements by stated deadlines.
- 2.16. Participate in the appropriate anti-doping training as required for the Games Staff role by stated deadline.
- 2.17. Successfully complete the appropriate U.S. Center for SafeSport's online training module(s) by stated deadline.
- 2.18. Have demonstrated professionalism measured by:
 - 2.18.1. Exceptional interpersonal and communication skills;
 - 2.18.2. Ability to be an outstanding team player;

- 2.18.3. Ability to stay positive in stressful situations;
- 2.18.4. Ability to dilute logistical/emotional stress so that athletes can focus on competition.
- 2.19. Have a thorough knowledge and understanding of:
 - 2.19.1. Para Track & Field terminology;
 - 2.19.2. U.S. Paralympics Track & Field current athlete and sport program plan;
 - 2.19.3. U.S. Paralympics Track & Field athlete selection procedures for the assigned team;
 - 2.19.4. U.S. Anti-Doping Agency and IPC Anti-Doping policies and procedures;
 - 2.19.5. World Para Athletics (WPA) Rules and Regulations; and
 - 2.19.6. WPA Classification Rules and Regulations and IPC Classification Code.
- 2.20. Be available for any/all U.S. Paralympics Track & Field events, camps, etc. hosted for the 2024 Paralympic Games. Staff will be notified at least 30 days prior to scheduled events, camps, etc. in which availability is required. In the event a staff member may not be present at a camp due to travel restrictions or other extenuating circumstances, the staff member must inform the Director, Paralympic Track & Field via email.
- 2.21. Complete U.S. Paralympics Track & Field staff interest application. Application will be posted at the following link between 01 May 2023- 01 February 2024 and sent to staff with an extensive background and history of working with the sport.
<https://www.teamusa.org/usparatrackandfield/selection-procedures>
- 2.22. **Meet all health and safety protocols, to include vaccine and/or testing requirements, set forth by the government, USOPC, IF, and/or the Organizing Committee of the Paralympic Games.**

In addition, Team Leader and Assistant Team Leader must:

- 2.23. Have the ability to professionally interact with coaching staff, athletes, U.S. Paralympics staff, USOPC administration and WPA personnel.
- 2.24. Have previous experience and ability to assist with all team administration, paperwork, logistics, discipline, forms and entries and international competitions requirements.

In addition, Coach(es) must:

- 2.25. Be a current coach member of the sport (i.e. USATF, NCAA, NFHS, etc.) with all pertinent safety certifications valid.
- 2.26. Have previous experience and proven ability coaching teams at the national and international level.
- 2.27. Be listed on the ~~2023~~-U.S. Paralympics Track & Field approved coaches list, ~~by 01 June 2023.~~

In addition, Medical Personnel must:

- 2.28. Meet the minimum criteria defined in the [USOPC Sports Medicine Provider Credentialing Policy](#).
- 2.29. Possess the appropriate professional certifications.
- 2.30. 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).
- 2.31. Meet the required experience and proficiency levels as determined by USOPC Sports

Medicine. (www.teamusa.org/medicalvolunteer)

- 2.32. Complete the mandatory Games training prior to the Games.
- 2.33. Be approved for nomination through the USOPC's Sports Medicine Division.
- 2.34. 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.
- 2.35. Have ongoing (more than two years) and current clinical experience treating sports-related injuries and knowledge and experience treating medical issues associated with Para Track & Field.

In addition, Sport Science Professional(s) (Dietitian and Strength and Conditioning Coach) must:

- 2.36. Meet the minimum criteria defined in the [USOPC Sport Science Provider Credentialing Policy](#) (see "Additional Resources").
- 2.37. Possess the appropriate professional certifications.
- 2.38. Pass licensure/credential review in addition to the approved USOPC Games Background Check, which will be a combined check managed through USOPC Sport Performance (separately arranged background checks will not be considered).
- 2.39. Possess appropriate experience relative to the position/field of practice for which they may be nominated.
- 2.40. Fulfill all requests and meet deadlines for any required information or documentation such as the submission of a temporary licensing application (to provide services at the Games).
- 2.41. Have experience and proven ability working with teams at the national and international levels.

In addition, Mental Health Professional(s) must:

- 2.42. Meet the minimum criteria defined in the [USOPC Sports Medicine Provider Credentialing Policy](#).
- 2.43. Possess the appropriate professional certifications.
- 2.44. Pass licensure/credential review in addition to the approved USOPC Games Background Check, which will be a combined check managed through USOPC Sport Medicine (separately arranged background checks will not be considered).
- 2.45. **Meet the required experience and proficiency levels as determined by USOPC Sports Medicine. (<https://www.usopc.org/athlete-services/medical/volunteer-program>)**
- 2.46. **Complete the mandatory Games training prior to the Games.**
- 2.47. **Be approved for nomination through the USOPC's Sports Medicine Division.**
- 2.48. Possess appropriate experience relative to the position/field of practice for which they may be nominated.
- 2.49. Fulfill all requests and meet deadlines for any required information or documentation such as the submission of a temporary licensing application (to provide services at the Games).

In addition, Mechanic must:

- 2.50. Possess appropriate experience relative to the position/area of expertise for which they may be nominated.
- 2.51. Have expertise in track & field specific mechanics, maintenance and repair/modification of racing chairs, daily-use wheelchairs and throwing frames.

- 2.52. Have experience as a mechanic/technician in a competition setting.
- 2.53. Have the ability to assist all athletes with assembly, supplies and maintenance.

In addition, Prosthetist must:

- 2.54. Possess appropriate experience and/or certifications relative to the position/area of expertise for which they may be nominated.
- 2.55. Have track & field specific expertise/background in working with amputees.
- 2.56. Have the ability to make repairs to a variety of prosthetic limbs.
- 2.57. Have experience as a prosthetist in a competition setting.
- 2.58. Have the ability to assist athletes with prosthetic supplies and maintenance.

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

- 2.59. Have sport specific expertise working with persons with disabilities.
- 2.60. Have experience working with athletes and coaches in a competition setting.
- 2.61. Be able to assist athletes/disability groups with daily personal care as necessary.
- 2.62. Assist with all aspects of the Team during travel, training, competition and downtime as needed.
- 2.63. Possess appropriate experience and/or professional certifications based on athlete(s) needs.

In addition, Personal Coaches and Training Coaches must:

- 2.64. Be a current coach member of the sport (i.e. USATF, NCAA, NFHS, etc.) with all pertinent safety certifications valid.
- 2.65. Have previous experience and proven ability coaching teams at the national and international level.
- 2.66. Be listed on the U.S. Paralympics Track & Field approved coaches list.
- 2.67. Must be compatible and work well with Head Coach, Assistant Coaches and U.S. Paralympics Track & Field staff.
- 2.68. In addition, a Personal Coach must be the coach of record of an individual athlete who has been nominated to the 2024 Paralympic Games or be assigned by Director to support athletes in the competition warm up area.
- 2.69. In addition, a Training Coach
 - 2.69.1. Must not be the personal coach of an individual athlete who has been nominated to the Games Must be willing and able to support a large group of athletes to ensure preparedness.
 - 2.69.2. Must be willing to communicate with athletes' personal coach to ensure proper communication and cues for the athlete.

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

3.1 All Games Staff positions except Personal Coaches and Training Coaches:

Games Staff position(s) listed above as they will be filled by current U.S. Paralympics Track and Field employees and/or contractors.

U.S. Paralympics Track & Field will contact individuals with an extensive background

and history working in the sport of Track & Field to gauge their interest for being considered for a staff position.

Recognizing that a staff is more than the skills brought by its individual members, staff nominations will take into consideration the mix of the full Team staff (experience, rapport with athletes and other staff, international event experience) as well as qualities beyond technical skills and experience that will contribute to Team success.

3.2 Personal Coaches:

U.S. Paralympics Track & Field will contact all coaches who are eligible and meet the criteria outlined in Section 2 to gauge their interest in a personal coaching position. Coaches who are interested will be added to the 2024 Paralympic Games coaching pool.

From the coaching pool, the selection committee (Section 6) will nominate personal coaches based on the following criteria listed below in no particular order:

- The total number of medal potential athletes nominated to the Team.
 - Medal potential is evaluated by athletes who are ranked in the top 5 of the world rankings at the time of nomination.
- The total number of athletes competing in one event and the number of athletes in that event who have medal potential as defined above.
- Total number of athletes a coach can support as assigned by the Director.

4. Removal of Games Staff:

An individual who is nominated to an above-listed Games Staff position(s) by U.S. Paralympics Track & Field may be removed as a nominee for any of the following reasons, as determined by U.S. Paralympic Track & Field.

- 4.1. Voluntary withdrawal. Games Staff nominee must submit a written letter to the Chief of Paralympic Sport.
- 4.2. Injury or illness as certified by a physician (or medical staff) approved by U.S. Paralympics Track & Field. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by U.S. Paralympics Track & Field, 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 U.S. Paralympics Code of Conduct (<https://www.teamusa.org/usparatrackandfield/athlete-and-sport-information>).
- 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~~ submitted by the USOPC to the Organizing Committee of the Paralympic Games, the USOPC has jurisdiction over the Games Staff, at which time, in addition to any applicable U.S. Paralympics 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:

If 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):

The U.S. Paralympics Track & Field Selection Committee will make the final approval.

Director, U.S. Paralympics Track & Field
Sr. Coach, U.S. Paralympics Track & Field
Athlete Representative

7. Conflict of Interest:

All individuals involved in the selection process (see Section 6) must comply with the [USOPC conflict of interest policy](#), to include completing and submitting a disclosure form for review by the USOPC ethics team 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 USOPC ethics team prior to the start of the selection process. The USOPC ethics team 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 USOPC 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
Staff (non-medical): July 19, 2024


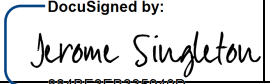
9. Publicity/Distribution of Procedures:

The USOPC approved selection procedures (complete and unaltered) will be posted/published by U.S. Paralympics Track & Field in the following location(s):

9.1. Web site: <https://www.teamusa.org/usparatrackandfield/selection-procedures>

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): N/A

Position	Print Name	Signature	Date
Chief of Paralympics & Internally Managed Sports	Julie Dusliere		June 11, 2024
USOPC Athletes' Advisory Council Representative*	Jerome Singleton	 <small>884BE3EB335940D...</small>	June 12, 2024 4:58:07

* 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 Athlete Selection Procedures being submitted by U.S. Paralympics Track & Field, he/she may submit those reasons in writing to his/her USOPC Sport Performance Team.

* If, for some reason, a sport does not have an elected USOPC AAC Representative, U.S. Paralympics Track & Field must designate an athlete from that sport to review and sign the Selection Procedures.

Revision History

Date	Revisions
November 29, 2022	Original document published
March 7, 2024	Amendment 1: Changes to Section 1 (Games Staff Positions), Section 2 (Games Staff Requirements), Section 3 (Selection Process), and Section 4 (Removal of Games Staff).