

**USA BADMINTON (USAB)
GAMES STAFF SELECTION PROCEDURES
2020 TOKYO PARALYMPICS
USA PARA-BADMINTON
12/16/19**

**IMPORTANT NOTICE DUE TO POSTPONEMENT OF THE 2020 PARALYMPIC GAMES
[April 24, 2020]**

Following the IPC's announcement that the Tokyo 2020 Paralympic Games have been rescheduled to take place August 24-September 5, 2021, this notice and the information below serve as an announcement of amendment(s) to USA Badminton's Staff Selection Procedures.

Section of Procedures	Page #	Amendment Description
Section 3: Team Leader and Coach Application	Page 4	Application due date changed from 11:59PM PST on March 31, 2020 to 11:59PM PST on March 31, 2021.
Section 8: Date of Nomination	Page 6	Date of Nomination changed from May 1, 2020 to May 1, 2021.

These procedures provide for selection of USA Badminton (USAB) **Games Staff** [Team Leader, Coach(es), and/or (# of) Additional Officials] for the 2020 Tokyo Olympic 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 Badminton.

1. Describe the specific Games Staff position(s) that USA Badminton is requesting.

USOPC Role Name - (Games Function)	Responsibility
Coach	Prepare athletes for success on the field of play Prepare the Team athletes before the Games.
Team Leader	Serve as primary point of contact and liaison between the USOPC and USAB before, during and after the Games. Primary contact between the athletes and USAB. Primary contact to coordinate and communicate with the host/organizers onsite on behalf of the USAB Team.

2. What are the USA Para-Badminton criteria for the above Games Staff position(s)
USA Para-Badminton Games Staff must:

- 2.1. Successfully pass the National Center for Safety Initiatives' (NCSI) background screen in accordance with the current USOPC Games Background Check Policy

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 USAB and/or 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 *(if applicable)*.

- 2.5. Be responsible for Team's adherence to all rules regarding discipline at the Games (*if applicable*).
- 2.6. Fulfill all duties and requirements of the USOPC including attendance at USOPC Games related meetings (*if applicable*).
- 2.7. Be available for entire duration of the Games (*if applicable*).
- 2.8. Have USAB's approval to make financial decisions regarding the Team (*if applicable*).
- 2.9. Possess high level, specific technical and tactical knowledge of the sport (*if applicable*).
- 2.10. Have thorough knowledge and understanding of the IF rules and regulations governing the sport (*if applicable*).
- 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 USAB or a coach who has received expense reimbursement for Para of USAB.
- 2.14. Be listed on USAB's Long List and must successfully complete all Games Registration requirements by stated deadlines.
- 2.15. Participate in USADA training as required for position (*if applicable*).
- 2.16. Successfully complete the US Center for SafeSport's awareness training and education program.

In addition, Coaches Must:

- 2.17. Possess a high level of specific technical and tactical knowledge of the sport. Worked with athletes in Camps and clinics throughout the Tokyo 2020 qualifying process.
 - 2.18. Be a current USAB certified Coach in good standing with USAB. Visit: <https://www.teamusa.org/USA-Badminton/Coaching/USA-Badminton-Coach-Certification> for more information on how to obtain a Sport Performance or USAB High Performance coach certification).
 - 2.19. Attended/Coached at BWF Para tournaments.
 - 2.20. Not be a permanent coach of a foreign athlete or for a foreign country, nor be involved currently as a coach or in management in a foreign country's national program.
 - 2.21. Have significant experience with all Classifications in Para-Badminton for coaching, training and adaptation to the Para-Game rules and regulations.
3. Describe the intended method of identifying the pool and selecting the candidates to be considered for the Games Staff position(s):

Team Leader / Coach

We anticipate that only one (1) athlete will qualify for the 2020 Paralympic Games. Due to this we will request one (1) credential for an individual to serve both as a coach and a team leader. If additional athletes qualify, more credentials will be requested.

Interested candidates must submit their completed application form (Attachment B) to Steve Kearney, Para-Badminton Director at steve@usabadminton.org no later than **11:59PM PST on March 31, 2021.**

The Coach position is open to all USAB Certified Level 1-3 (one through three) Sport Performance and USAB Certified Level 1-4 (one through four) High Performance Coach in good standing with USAB who meet the requirements in Section 2. Applications must be successfully completed and received by the stated deadline. The application forms will be forwarded to the High Performance Advisory Group (HPAG) for review and selection.

The Para-Badminton Director will forward the list of all applicants, along with their application form, to the HPAG.

USA Badminton High Performance Advisory Group:

- Coaching Director, Board of Directors
- Technical Officials Director, Board of Directors
- Director, Para-Badminton
- Para-Badminton Athlete Representative
- USAB AAC Representative

The High Performance Advisory Group (HPAG) will review the applications and evaluate each applicant based on the requirements in Section 2. In the event of position vacancies on the HPAG, the HPAG will conduct the review of the applicant list as long as a minimum of 20% athlete representation is maintained on the committee. Applicants will be further evaluated on the following criteria (in no prioritized order). The committee will recommend its top-5 candidates in ranked order to the USAB CEO for his/her final selection. The purposes of ranking the applicants is to determine priority order for credentials as USAB will not know final credential allocations from the USOPC until late July.

- Experience working with athletes who are likely to qualify for the 2020 Paralympic Games team.
- Experience coaching at BWF Para Badminton international competitions.
- Have previous and recent involvement in management and/or coaching with the USAB National Team programs, USAB high performance programs, and USAB operations.
- Proven ability to work in collaboration with USAB and other team staff.

4. Describe the removal of Games Staff:

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

- 4.1. Voluntary withdrawal. Games Staff nominee must submit a written letter to the USAB Executive Director/CEO/President.
- 4.2. Injury or illness as certified by a physician (or medical staff) approved by USAB. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by USAB, 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 USAB Coaches Code of Conduct. The USAB Code of Conduct can be found at this link: <https://form.jotform.com/91697846216167>
- 4.5. Violation of USAB and or USOPC Safe Sport Policy.

Once the Games Staff nomination(s) is accepted by the USOPC, the USOPC has jurisdiction over the Games Staff, at which time, in addition to any applicable USAB 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. Describe the 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 #2 above and have the relevant experience list in #3. The replacement Games Staff member will be the next highest ranked individual from Section 3.

6. Which group/committee will make the final approval of the Games Staff position(s)?

The recommendations will be made by the USA Badminton High Performance Advisory Group (HPAG):

- Coaching Director, Board of Directors
- Technical Officials Director, Board of Directors
- Director, Para-Badminton
- Para-Badminton Athlete Representative
- USAB AAC Representative

The USAB CEO will make the final approval.

7. Conflict of Interest:

An individual involved in the selection process who has a conflict of interest must disclose this information and recuse him or herself and not influence others regarding the discussions, meetings or decisions involving the selection of the Games Staff position(s). If

there is an issue concerning whether a conflict of interest exists, the USAB Ethics Committee, as appropriate, shall determine if a conflict exists.

8. Date of Nomination:

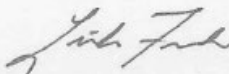
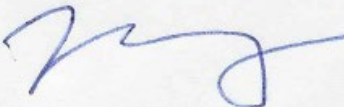
The Games Staff Nomination Form with the Staff nominee's name, including the name of a replacement (if applicable), will be submitted to the USOPC on or before:

May 1, 2021

9. Publicity/Distribution of Procedures:

The USOPC approved selection procedures (complete and unaltered) will be posted/published by USAB in the following locations:

- 9.1. Web site: <https://www.teamusa.org/USA-Badminton>
- 9.2. These procedures will be posted as soon as possible, but not more than five days following notice of approval by the USOPC.
- 9.3. Facebook

Position	Print Name	Signature	Date
President or CEO/Executive Director	Linda French		12/17/19
USOPC Athletes' Advisory Council Representative*	Rena Wang		12/17/19

* 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/HPMO/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/HPMO must designate an athlete from that sport to review and sign the Selection Procedures.

Attachment A

USOPC Sports Medical Games Requirements

PURPOSE

The USOPC has developed medical requirements to ensure the safety of athletes during Games (Olympic, Paralympic, Pan American and Para Pan American, etc.). This policy addresses equipment requests and minimum standards for all NGBs and medical providers attending games.

POLICY

1. Requests

NGBs **must identify medical support requests to the USOPC Sports Medicine department.** These requests must specify any supplies, equipment, and other medical support provided at the Games. Anti-doping concerns or comments should also be identified. Collected information will be reviewed by the USOPC Managing Director of sports medicine who will then identify and communicate the level of support to be provided by USOPC Sports Medicine. Any changes to the requested sports medicine support should be immediately forwarded to USOPC Sports Medicine. In cases where medical services or materials are not identified, the USOPC cannot guarantee support for additional or late requests because of time, budget and other factors.

2. NGB Health Care Providers

NGBs must nominate and allocate Games credentials to NGB identified health care provider(s) to support the NGB sports medicine needs during the games. Any potential NGB medical provider who *could* be nominated to provide services must be identified by the NGB no later than the due date for the respective Games Long List. Additionally, all NGB medical providers must meet the criteria as identified in the NGB's approved Additional Officials Selection Procedures, along with the additional criteria outlined below.

The medical staffing list will include anyone who will potentially be credentialed by the NGB and/or use a day pass to provide services at an Olympic/Paralympic Village or a High Performance Training Center. Health care providers must meet minimum qualification standards which are identified below by their specialty without exception. NGBs must ensure their identified medical staff can meet these standards prior to advancing their nomination for a Games credential or day pass access. If the provider is not licensed in the United States, they may be ineligible to be credentialed. In order to meet expected standards of care and mitigate risk management issues, selected provider(s) **must** meet the below minimum qualifications in addition to the Selection Procedures criteria to provide medical services at games. These qualifications include:

- 1) Meet all criteria identified in the USOPC Volunteer Program Application for specific specialty (Attachments located at www.teamusa.org/medicalvolunteer). On occasion, specific supporting documentation will be requested at the discretion of USOPC Sports Medicine.
- 2) Successfully pass a medical credential review and criminal background check at or above USOPC standards with the National Center for Safety Initiatives (NCSI)
- 3) Review of the venue emergency action plan with USOPC Sports Medicine staff prior to the first scheduled practice or event.
- 4) Complete required Medical Team Education Modules addressing Anti-Doping, Safe Sport and/or other prerequisite training.

Appendix: Location of criteria:

- Athletic Trainer Qualification Criteria – located at www.teamusa.org/medicalvolunteer
- Physical Therapist Qualification Criteria - located at www.teamusa.org/medicalvolunteer
- Doctor of Chiropractic Qualification Criteria - located at www.teamusa.org/medicalvolunteer
- Physician Qualification Criteria - located at www.teamusa.org/medicalvolunteer
- Massage Therapist Qualification Criteria - located at www.teamusa.org/medicalvolunteer

Attachment B

2020 Paralympic Games Team Leader / Coach Application

Who Can Apply

This application is open only to USAB Certified High Performance Coaches. Selection will be based on the USAB 2020 Paralympic Games Team Leader / Coach Selection Procedure approved by the USOPC (posted at the USAB website).

Application

PRINT in the respective "white" spaces and place a cross (X) to check relevant boxes. Email the completed form to Steve Kearney at steve@usabadminton.org by 11:59 pm PST on March 31, 2020.

Late application past this deadline will not be considered.

Team Leader / Coach Applicant Information

• First Name	
• Last Name	
• Address	
• City	
• State	
• ZIP	
• Cell	
• USAB #	
• USAB # Expiration Date	
• Are you a U.S. Citizen (YES/NO)	
• Are you a Permanent Resident (YES/NO)	
• If YES, what is your citizenship	
• Passport Number	
• Passport Expiration Date	
• Are you a full time coach	
• Do have need a visa to go to Japan? (YES/NO)	
• Are you ready to apply for a visa (YES/NO) on your own if need be?	
• If not full time coach, what is your job?	
• Have you been a Team Leader / Coach at the Olympic/Paralympic Games and/or Pan Am/Parapan American Games; If yes, go to # 2 and describe more and identify which Games.	
• USAB Certified High Performance Coach Level (and Year awarded)	
• Email	

Additional Questions

1. Why are you applying for the opportunity to serve as the USAB Team Leader/Coach Position for the 2020 Paralympic Games?

--

2. If you have been a Team Leader / Coach at any major games, clarify the year of the games and briefly your roles

--

3. Check the appropriate box below

• If selected, are you able to stay with the USAB Team for the duration of the Games - travel, Team Processing, opening/closing ceremonies, competition and travel back?	YES		NO	
• Working at such multi-event games may be stressful. Are you fit to work long and unpredictable hours?	YES		NO	
• Do you have any medical condition that may affect your managing the team and coaching?	YES		NO	
• Are you prepared to take on both roles as Coach/Team Leader. This will involve working with the USAB National Office, and reporting to the USAB Para-Badminton Director (PBD) with regards to planning, administration besides the aspects of coaching at odd hours at the Games?	YES		NO	
• Are you able to coordinate with the USOPC Games Staff, local organizers, coordinate practice, manage media relations, etc?	YES		NO	
• Are you prepared to complete an online anti-doping, a criminal background check and Safe Sport training in addition to potentially attending required workshops by the USOPC and/or USAB?	YES		NO	
• Are you prepared to undergo a more rigorous background check by the USOPC?	YES		NO	
• Have you completed USAB Safe Sports Training? And if so, is it up-to-date?	YES		NO	
• Can you manage 'Conflict of Interest' situations at the competition? Like not represent your club or business and treat other team members fairly although you may have athletes on the team?	YES		NO	
• Are you comfortable using Google Hangout and/or Skype?	YES		NO	
• Have you completed a face to face USAB Coach's Code of Ethics & Conduct Course?	YES		NO	
• Do you have a current background check on file for USAB?	YES		NO	
• Are you prepared to sign both the Code of Conducts for the Team Leader and Coach?	YES		NO	
• Have you worked with any of the athletes who have qualified for the Paralympic Games?	YES		NO	
• Have you previously been involved in managing and/or coaching with the USAB National Team program, USAB high performance programs, and USAB operations within the last two (2) years.	YES		NO	
• Have you been involved with any collaborative work the USAB and other USAB coaches in the last two(2) years.	YES		NO	
• Have you worked with the elite level particularly in relation to USAB athletes	YES		NO	
• When does your USOPC and/or USAB background check expire? (mm/dd/yy)				

4. If selected, what are your goals for the USAB Team for the 2020 Paralympic Games. Describe in no more than 150 words.

--

5. If selected, how would you be able to make a difference/contribute to the USAB Team? Describe in no more than 150 words.

--

6. Rate yourself - 5= Excellent . 4= Above Average . 3= Average . 2= Below Average . 2= Very Poor Write the number 1 to 5 based on the scale above in the "white" boxes below:			
• Communication (oral/verbal) – English Language		• Singles Tactical Knowledge	
• Communication (written) – English Language		• Doubles Tactical Knowledge	
• Managing a team		• Mixed Doubles Tactical Knowledge	
• Managing Technology (video, coaching apps, etc)		• Managing Social Media	
• Analysis & Evaluation		• Planning & Organizing	
• Motivating The Athlete		• Managing Crisis (doping, injury, etc)	
• Multi-Tasking (managing athletes. Media, USOPC, etc)		• Managing External Intrusion	
• Knowledge On BWF Competition Rules & Policies		• Writing Press Release	
7. Athlete Preparation			
• Are you able to organize and run an athlete training camp before the Games?	YES		NO
Coach's Pledge			
I have familiarized myself with the USAB 2020 Paralympic Games Team Leader/Coach Selection Procedures, the USAB Coach's Code of Ethics & Conduct , USAB Safe Sports Policy , BWF policies and regulations related to coach, athlete and tournaments as stated in the BWF Statutes .			
By providing my electronic signature below, I confirm that the information I have provided is true. I will abide by the USAB Coach's Code of Ethics & Conduct and the terms of 2020 Paralympic Team Leader/Coach Selection Procedures. I further understand and agree that my electronic signature/signature is my legal and binding signature.			

Coach Name (PRINT NAME)

Date of Application