

USA BADMINTON
GAMES STAFF SELECTION PROCEDURES
2023 Pan American Games
April 13, 2023

These procedures provide for selection of USA Badminton's **Pan American Games Staff** [see following table for a list of positions] for the Pan American 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. List of specific Games Staff position(s) that the NGB/PSO is requesting:

Games Staff Role	Responsibility
Team Leader	Serve as primary point of contact and liaison between the USOPC and NGB/PSO before, during and after the Games.
Coach	Prepare athletes/teams for success on the field of play.

2. NGB's/PSO'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 specific 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 NGB/PSO'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 specific 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 NGB/PSO'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 position by stated deadline.

- 2.16. Successfully complete the appropriate U.S. Center for SafeSport’s online training module(s) by stated deadline.

In addition, Team Leader must:

- 2.17. Be employed by USA Badminton and have experience this quad (after Tokyo Olympic Games) as USAB Manager at a Team or Individual event.

In addition, Coach(es) must:

- 2.18. Possess a high level of specific technical and tactical knowledge of the sport.
- 2.19. Hold a current USAB Coaching Pass.
- 2.20. Not be a permanent coach for a foreign country.
- 2.21. Have demonstrated ability to work in collaboration with USA Badminton and other team’s staff.
- 2.22. Have experience coaching at the elite level / BWF international competitions.
- 2.23. Have strong administrative, communication and organizational capabilities/skills.
- 2.24. If not employed by USAB, have a history of volunteering for coach positions this quad (after Tokyo Olympic Games) or have been selected to coach at the 2023 Jr. World Championships.

3. Process that candidates shall follow to express interest in being considered for a Games Staff position, in each category below:

Team Leader:

USA Badminton will not solicit applications for the Team Leader position as it will be filled by a current USA Badminton employee and/or contractor.

Coach(es):

It is USA Badminton’s intent the coach will be a USAB staff member or contractor.

If the position cannot be filled by a staff member or contractor, those coaches who meet the criteria detailed in section 2 of these procedures will be contacted by USAB to determine interest. Those who express interest will be placed into a “pool” to be reviewed by USAB’s High-Performance Advisory Group.

4. Method of identifying the pool and selecting the candidates to be considered for the Games Staff position(s):

Team Leader:

The Leader position will be filled by a current USA Badminton employee and/or contractor.

Coach(es):

The High-Performance Advisory Group (HPAG – see list in #7 below) will review and rank up to (5) candidates who were contacted and who expressed interest for the coach position according to the criteria detailed above and based on the needs of the team.

5. Describe the removal of Games Staff:

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

- 5.1 Voluntary withdrawal. Games Staff nominee must submit a written letter to the NGB/PSO Executive Director/CEO/President.
- 5.2 Injury or illness as certified by a physician (or medical staff) approved by the NGB/PSO. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by the NGB/PSO, his/her injury will be assumed to be disabling and he/she may be removed.
- 5.3 Inability to perform the duties required.
- 5.4 Violation of the NGB's/PSO's Code of Conduct https://usabadminton.org/wp-content/uploads/2023/03/Code-of-Conduct_USAB_021623.pdf
- 5.5 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 by the USOPC, the USOPC has jurisdiction over the Games Staff, at which time, in addition to any applicable NGB/PSO 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.

6. Replacement of Games Staff:

In the event a 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 Sections 3 and 4.

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

The High-Performance Advisory Group (HPAG) will make the final approval.
USA Badminton High Performance Advisory Group (HPAG) consists of:

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

8. Conflict of Interest:

All individuals involved in the selection process (see Section 7) must comply with the NGB/PSO's conflict of interest policy, to include completing and submitting a disclosure form for review by the NGB/PSO'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 NGB/PSO's ethics committee prior to the start of the selection process. The NGB/PSO's 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 NGB/PSO committee appointment process.

9. Date of Nomination:

Nominations of Games Staff, including the names of any replacements (if applicable), will be submitted to the USOPC on or before: September 10, 2023

10. Publicity/Distribution of Procedures:

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

10.1. Web site: <http://usabadminton.org>

These procedures will be posted as soon as possible, but not more than five days following notice of approval by the USOPC.

10.2. Other (if any): N/A

Position	Print Name	Signature	Date
NGB/PSO President or CEO/Executive Director	Linda French	 DA2698583B3C46E...	April 13, 2023 3:26:21 PM M
USOPC Athletes' Advisory Council Representative*	Richard Alcaraz	 8142AE2B1019408...	April 13, 2023 7:07:48 PM PD

* 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.

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