



INTERNATIONAL TEAMS POLICY



A TEAM

A TEAM is made up of a group of highly motivated people with different backgrounds, skills and abilities. A TEAM has a shared sense of mission and clearly identified goals so they know what they are trying to achieve and are able to measure their success. They do not compete with each other for recognition, but focus their efforts in pulling together to set goals, solve problems and make decisions in order to contend with people and situations outside the team. They enjoy being with each other and appreciate diversity.

Without these common traits they are not a 'team' but merely a work group - a group of people who happen to work together in the same environment.

“It’s easy to get good players. Getting’ ‘em to play together, that’s the hard part.”

*~ Casey Stengel “The Old Professor”
American Major League Baseball Manager*

Content

		Page
Section		
1	Team Entry Procedure	3
2	Athlete Selection Procedure	3
3	Team Staff Selection Procedure	5
4	Accreditation	10
5	Competition Support	11
6	Funding	11
7	Expectation of Athletes	12
8	Expectation of Team Staff	15
9	Removal of Athletes and Team Staff	18
10	Travel	19
11	Family & Friends at Team Event	20
12	Safe Sport Policies	21
13	Social Media, Blogging & Internet Guidelines	21
14	Anti-Doping Requirements	22
15	Grievances	23

POLICIES

The following outlines the roles, responsibilities and actions of the USA Badminton Teams traveling abroad and/or participating in international events. Being selected to the USA Badminton Teams is an honor and privilege, and with that comes certain responsibilities.

SECTION 1: TEAM ENTRY PROCEDURE

USA Badminton as a member of the Badminton World Federation (BWF) and the US Olympic Committee (USOC) is the sole recognized national governing body for the sport of badminton in the U.S. that may enter a "team" into international events which includes:

Team Events

- Pan American Games
- Olympic Games
- Sudirman Cup (World Mixed Team Championships)
- Thomas Cup (World Men's Team Championships)
- Uber Cup (World Women's Team Championships)
- Pan American Championships Team Event
- World Junior Championships Team Event
- Pan American Junior Championships Team Event
- USAB Teams for International Tours

SECTION 2: ATHLETE SELECTION PROCEDURE

While USAB has the discretion to organize the entry of athletes into the specific team and individual competitions, the selection of athletes vary with the type of event:

International Team Competitions

- The maximum and/or minimum number of athletes in the team is decided by the organization in charge such as the BWF, Badminton Pan Am Confederation (BPAC) or Pan Am Sport Organization (PASO).
- USAB will determine a fair, transparent and logical Selection Procedure to select the USAB team athletes for the following Team events:
 - Pan Am Games
 - Olympic Games
 - Sudirman Cup (World Mixed Team Championships)
 - Thomas Cup (World Men's Team Championships)
 - Uber Cup (World Women's Team Championships)
 - Pan Am Championships Team Event
 - World Junior Championships Team Event
 - Pan Am Junior Championships Team Event
 - USAB Teams for International Tours

Team Event Athlete Selection Procedure

- The Athlete Selection Procedure is designed by the USAB High Performance Advisory Group (HPAG) for all adult events while for junior events, the HPAG will collaborate with the USAB Junior Advisory Group (JAG).
- For the Pan Am Games, the USAB HPAG designs the Athlete Selection Procedure; however, this selection procedure must be approved by the USOC.
- The number of athletes preferred to be approved more than the "minimum size team*" so that in the event of an injury, there will be available substitutes. However, the numbers are not too big to ensure that each team member will have a reasonable number of matches.

Replacement Procedures

- If a singles player/doubles team cannot go to a team event, the substitute will be based on the published Athlete Selection Procedure for that event.
- Athletes who have been replaced for a team for any reason will not be able to attend the team event as part of the team. The substitute athletes who have taken their place will remain on the team.
- If an injury or withdrawal of athlete(s) causes a team to dip below the minimum number required as published in the Athlete Selection Procedure of an event, additional team members will be added based on the published Athlete Selection Procedures.

Minimum Sized Teams

- If the published Athlete Selection Procedure eventually results in a minimum of only four (4) athletes (2 men and 2 women) for the Pan Am Championships Team Event and four (4) athletes for each of the following events: Sudirman Cup (World Mixed Team Championships), Thomas Cup (World Men's Team Championships), Uber Cup (World Women's Team Championships), World Junior Championships Team Event and Pan Am Junior Championships Team Event, the selection for the USAB Team for that team event shall be deemed closed.
- The athletes on the respective USAB team will be contacted to confirm that they are ready to represent the USAB team for that event with the awareness that they will have to be prepared to compete in all the matches in all ties. They will be reminded of the physical and emotional commitment as well as the possibility of injuries.
- Should the athletes accept to be a part of this minimum sized team, they will have to sign a waiver releasing USAB of any responsibility should they encounter physical discomfort, stress or injury as a result of the competition.
- If the procedure above eventually results in a total fewer than the minimum team size, USAB reserves the right to withdraw the USAB Team from that team event.

SECTION 3: USAB TEAM STAFF SELECTION PROCEDURE

The Team Manager

The team manager is a catalyst for Team USA. He/she makes things happen for the team, helps stimulate development through smart management and nurtures a climate of trust, respect and shared ownership. To achieve this, the team manager needs to take on a variety of roles which may include some or all of the following:

- Planner
- Organizer
- Administrator
- Coordinator
- Negotiator
- Communicator
- Liaison officer
- Financial manager
- Health and safety coordinator
- Motivator
- Guardian of the codes of conduct
- Ambassador for USA Badminton and the USAB Team

Team Managers

USAB identifies the team manager as a leader of a group or of a specific event:

- **Group A Events**

For Group A events USAB reserves the right to set the selection criteria for USAB Team Managers(s) and advertise for and select from qualified candidates, or simply appoint the manager(s) for:

- Sudirman Cup
- Thomas Cup
- Uber Cup
- World Championships
- Pan Am Championships Team Event
- World Junior Championships Team Event
- Pan Am Junior Championships Team Event
- BWF sanctioned Individual Events

- **Group B Events**

For the following events, USAB will organize and publish specific Selection Procedures in accordance with the requirements of the USOC:

- Olympic Games
- Pan Am Games
- The manager's job description will include: working closely with the USAB National Office, primarily with the DCHP, onsite event administrative staff and coordinating with the event officials and USA Teams. For managers for Group B events additional tasks of

coordinating with the USOC Games Coordination Team before Games and at the Games site are necessary.

Generic Job Description of USAB Team Managers

The Manager(s) Reports to: USAB Director of Coaching & High Performance

Job Summary:

To provide management support for the Head Coach, Assistant Coach (Coaching Staff), athletes, medical and sports science team and other accompanying team officials to enable all to perform at their best. To ensure optimal event preparation including: organizing training times, equipment, and transport to/from the training venue.

USAB Team Managers' Key Tasks

Pre-Event

- Act as the main point of contact for the USAB National Office.
- Prepare relevant forms related to the event.
- Complete various forms for the USAB National Office – entry, accommodation, etc.
- Coordinate travel arrangements with the USAB National Office.
- Become familiar with BWF, USAB, and USADA Anti-Doping Regulations and Policies.
- Be ultimately responsible for the behavior, conduct and well-being of the team.
- Coordinate the Team specific Event Agreement.
- Assist with athlete selection for the event.
- Maintain up-to-date records of players' personal details.
- Coordinate with the sponsors as per team uniform.

On Site

- Liaise with the Director of Coaching & High Performance (DCHP) and ensure ongoing communication.
- Be responsible for the discipline and behavior of the team, including athletes, coaching staff and accompanying team officials.
- Document disciplinary situations and report promptly to DCHP.
- Present passports to referee and/or relevant authority at the event site.
- Communicate with the event organizing committee's transportation desk to arrange all required transportation of the team to/from practices and competitions.
- Regularly check with the organizing committee's technical desks for the latest information, practice schedules and competition schedules.
- Attend all Technical and/or Team Managers' Meetings and brief coaching staff and athletes regarding any changes.
- Organize daily team meetings to ensure that all team members are current with any developments or changes.
- Ensure team members attend special functions where relevant.
- Ensure team members adhere to dress code during the event.
- Ensure protocol is observed when exchanging gifts, pins, banners, etc.

- Ensure all activities follow appropriate protocols, heeding all the BWF and USAB codes of conduct and policies.
- In conjunction with the Head Coach, coordinate and ensure all event preparations such as assembling performance related information at training sessions and matches (e.g. match stats, videos of training, videos of match and of opponents, etc)
- In conjunction with the Head Coach, allocate squad duties and be responsible for maintaining and monitoring squad discipline.
- In conjunction with the Head Coach, appropriately attend to requirements for substitutions, team changes and injury management.
- Support a player(s) through any Anti-Doping checks and Drug Testing requirements
- Help develop and maintain a complete and prompt method of communication among staff and players.
- Ensure that all tasks are completed in a non-discriminatory manner as well as maintain a high level of confidentiality and discretion.

Post-Event

- Produce a comprehensive post team event report that will be emailed to the Director of Coaching & High Performance within 2 weeks after the end of the event.

Team Manager Selection Procedures

Managers for Group A Events are selected by USAB either by appointment and/or as selected from a qualified group who have applied to the advertised position. If a Team Manager Pool (TMP) is formed, managers will be chosen based on the specific criteria listed below and using a selection procedure.

Criteria:

- Is a USAB member in good standing and has passed the USAB approved background check for Group A Events and USOC approved background check for Group B Events.
- Has completed the USAB Safe Sport Training.
- Has experience of managing adults and/or young people and teams on international trips.
- Be competent in managing and coordinating individual athletes and different personalities.
- Assist young athletes to focus and plan, empathize and communicate effectively with their peers/team members, coaching staff, other accompanying officials, the USAB National Office, and the local organizers.
- Understand issues affecting female and male athletes, children, and parents and managed them appropriately and with sensitivity and a need to respect confidentiality. These include guiding and managing individual and team behavior, enforcing the team rules and USAB policies and codes of conduct.
- Have effective written and oral communication skills, including conflict resolution.
- Understand the 'performance environment' required for an athlete.
- Have no history of anger management, abuse of authority, abuse of the BWF and USAB Policies and Codes of Conduct.
- Meets the requirements to be clear of conflict of interest; examples including:
 - Team Manager is not an employer of any of the USAB Coaching Staff.
 - Team Manager is not the sponsor of the majority of the athletes on the team.

- Team Manager does not have a position of direct influence on any member of the USAB Coaching staff or any team member i.e. family member, employer or sponsor.

Degrees of Authority

- The Team Manager will be responsible and will have decision-making authority for all team related activities in accordance with USAB codes and policies. The Team Manager will consult regularly and report to the DCHP or, in the absence of the DCHP, with the CEO/Secretary General on all issues related to discipline and or team conflicts.
- The Team Manager shall not be involved in any performance related decision making which includes practice, lineups for a tie, doubles partnership and match coaching.

Head Coach for Group A Events

- The Head Coach for Group A Events is selected from the USAB High Performance Coach Pool (HPCP). Click here for the link for more information: <http://www.teamusa.org/USA-Badminton/Invisible/1014/hp/High-Performance/USAB-High-Performance-Coach-Pool>
- Selection of coaches for this group of events is based on the designated Selection Procedure for a Group A Event.
- In order for a High Performance Coach Pool (HPCP) member to be selected for a Group A Event, he/she has to apply for assignments for that year. Selection is made by the High Performance Advisory Group (HPAG) based on the Coach Selection Policy For Elite Events: http://www.teamusa.org/~media/USA_Badminton/Documents/High%20Performance/USAB%20Coach%20Selection%20Policy%20%20For%20Elite%20Events%20%20v113%20%200%20%20updated%20%201714.pdf
- USAB may also appoint an Associate Head Coach and/or an Assistant Coach.
- USAB will fund the Head and Associate Head Coaches.
- The Assistant Coach may be funded by the "Coaching Scholarship." This scholarship is made available through donations by sponsors. If the scholarship is not available, an Assistant Coach candidate is expected to fund him/her self. For the Junior Pan AM event, assistant coaches are provided for by the Junior Program.
- USAB will not provide for accreditation for personal coaches for Group A Events.
- USAB will advertise the position for the Assistant Coach. Any assistant coaches will be chosen based on the published coach selection criteria and process.

Head Coach for Group B Events

- The Head Coach for Group B Events is selected from the USAB High Performance Coach Pool (HPCP). Click here this link for more information: <http://www.teamusa.org/USA-Badminton/Invisible/1014/hp/High-Performance/USAB-High-Performance-Coach-Pool>
- Selection of coaches for this group is based on the designated Selection Procedure for a Group B Event approved by the USOC.

- The USOC will decide how many coaches are approved for each event. In the event only one coach is approved, then USAB will not select an Associate Head Coach and/or Assistant Coach.
- All coach positions are funded by the USOC.
- No personal coaches will be approved for Group B Events.
- In the event that the USOC approves only one (1) staff for the Group B Events, then the coach selected must also be able to carry out the duties of a Team Manager/Team Leader at the Games site. This will involve meetings, daily communication and interaction with the USOC Games Support Team as well as Media, local organizers, the BWF for the Olympic Games and Pan American Sports Organization (PASO) as well as the Pan Am Badminton Confederation (BPAC).
- USAB will advertise the coach positions for the Group B Events at least six (6) months before the Games.

Key Criteria

- Knowledge and understanding of the BWF's Laws of Badminton and the general Competition Regulations as well as the Specific Competition Regulations of the Event
- Knowledge and understanding of coaching principles.
- If the event is Paralympics or a Para-Badminton Event, an understanding of Para-Badminton and the implications for disabled athletes.
- An understanding of goal setting and long term planning
- A good understanding and commitment to managing diversity and equality.
- Has a USAB Level 4 High Performance Coach Certification and/or an International Coaching Certification that has had been approved for equivalency by USAB Coaching Assignment Policy in place at the time the position is advertised.
- Experience working in a high performance competitive environment.
- Has excellent organizational and time management skills and the ability to work on own initiative.
- Has the ability to self-motivate and set realistic personal goals within the workload.
- Has excellent communication skills, both oral and written.
- Has the ability to plan, initiate and manage change, monitor and evaluate progress and redirect future strategy and actions as needed.
- Has e-communications skills and is computer literate.
- Willingness to work evenings and weekends as required and travel throughout the U.S. and abroad.
- Is an individual who is confident, personable, flexible and adaptable.
- Will understand conflict of interest concerns as they apply to International Teams.

Degrees of Authority

- The Coach will be responsible and will have decision-making authority for all related activities in accordance with USAB codes and policies
- The coach will consult regularly and report to the DCHP or, in the absence of the DCHP, with the CEO/Secretary General on all issues related to technical issues. He/she shall collaborate with the Team Manager for discipline and other onsite team conflicts.
- The coach has full authority to plan and decide all performance related activities which includes training and final lineups for a tie.

Other Supportive Team Staff (OSTS)

- Chaperones, Medical and Performance Enhancement Staff (PET) may accompany USAB Teams.
- In order to be selected all applicants must be USAB members in good standing and have passed the USAB approved background check except for sponsors and USOC staff.

Chaperones

- Chaperones are adults who are in charge of athletes, who are minors, during out of country and/or away from home team events or trips when parents are not able to be present.
- General Chaperone duties:
 - Supervise the junior athletes during all scheduled activities and free time.
 - Stay in dorms and/or hotel rooms at night to chaperone the junior athletes.
 - Actively participate in all activities and encourage all participants to become involved.
 - Assist the Manager and Coaching staff.
 - Be alert to health needs and special problems of participants.
 - Supervise the safety of team belongings during competition.
- **Performance Enhancement Team (PET)**
USOC staff or licensed medical staff does not require USAB membership as they have background check for their current positions. However, if they are a member of the USAB, they must be in good standing and have USAB approved background checks on file.
- PET comprises of the following:
 - Medical Officer and/or Doctor
 - Sport Therapist, Physiotherapist, Physical therapist and Physical Therapist Assistant
 - Sports Psychologist
 - Nutritionist
 - High Performance Advisory Group Members
 - Includes the CEO/Secretary General
 - Director of Coaching & High Performance

SECTION 4: ACCREDITATION

- Event accreditation provides key stakeholders, participants, media and guests with limited access to venues at an event.
- The allocation to USAB of accreditation is the right of the host and/or the IOC, USOC, PASO, BWF, or BPAC. Similarly, USAB has the right to distribute the accreditation allocation to its teams.
- The key factors driving major event accreditation systems are:
 - identification and screening
 - security

- safety
- access control
- working environments.
- Accreditation for Group B Events is limited and the USOC provides USAB the allocation.
- In most Group A Events there are two categories of accreditation (1) free and (2) paid
- Free accreditation provided by the host according to BWF guidelines is limited.
- Click this link for the USAB International Tournament Accreditation Policy: http://www.teamusa.org/~media/USA_Badminton/Documents/Forms/USAB%20International%20Tournament%20Accreditation%20Policy%20v11.pdf

SECTION 5: COMPETITION SUPPORT

- As USAB is concerned with performance, only persons with the following accreditation will be allowed in the 'player area': Managers, Coaches, USAB High Performance Team (USOC, HPAG and National Office Staff only).
- While USAB appreciates the contribution of sponsors, parents and fans, it must be noted that the primary persons who will be allowed input regarding an on going match, event and team selection are the coaches and team manager.
- The USAB CEO/Secretary General, DCHP, USAB High Performance Advisory Group (HPAG) may interact with the Team and Coaches regarding post and future performance during times out of competition.
- Persons who have received accreditation including athletes must abide by the accreditation policy. This includes prohibits other individuals to use their accreditation badge.
- Only USAB approved individuals and those with accreditation can accompany the USA Team in the player area. Team supporters and fans that are not USAB Members or USAB Members not in good standing and without approved background checks on file will NOT be allowed to accompany the USA Team in the player area or during travel with the Team on shuttles to/from the venue.

SECTION 6: FUNDING

Funding Support

- It is indeed a great honor to be selected to represent our country. Therefore membership on a USAB team should not be influenced by financial considerations. However, the USAB understands the huge investment and commitment by athletes and their families.
- It is the intention of USAB to support all its international athletes on USAB teams and/or those who are competing to qualify for the Olympic Games. However, there is no guarantee that USAB is able to provide funding for any event.
- If funding is available:

- USAB shall announce the details on the USAB website, in the Athlete Selection Procedure and/or direct email to the athletes on the USAB team.
- The order of priority in receiving USAB Funding is 1) Coaches, 2) Athletes 3) Team Manager 4) PET and 5) HPAG before USAB Team Staff.
- Athletes on a USAB team will receive equal distribution of available funds as the purpose of a team competition is to vie for excellence as a team and all athletes are equally important to the contribution of the team's performances in the competition.
- USAB may pay a stipend as set by the USAB Board of Directors to reimburse the respective USAB team for travel expenses directly related to that team competition. This may cover part or all of a player's expenses based on available funds.
- In order to receive the stipend, the player must submit an itemized expense report with original receipts to USAB within two (2) weeks after the conclusion of the team competition or as per published and/or announced by USAB.

SECTION 7: EXPECTATION OF ATHLETES

The following outlines the roles and responsibilities of USAB team members while traveling and competing in team events:

- Being on international teams or competing in international events mean that athletes represent the "United States Badminton Team." For team events, the selected athletes are expected to work together as a "team."
- Athletes must act as ambassadors for USA Badminton), the USOC, the U.S., and the sport at all times. Therefore, it is important that at any event, athletes must maintain the highest standards of personal behavior in all activities and relationships both on and off the court. Athletes are expected to comply with the rules that are set in the best interest of the entire team.
- Athletes who qualify to be on a USAB team are responsible to respond to correspondence by the USAB National Office and/or the team manager as per deadlines.
- USAB team members must act at all times in a manner that will enhance the reputation, image, character and presence of USAB and the U.S. Team.
- While attending competitions athletes are required to abide by the guidelines as stated in the Selection Procedures, USAB & BWF athlete code of conducts, BWF General Competition Regulations (GCR), and/or as communicated by the team manager. Competition is considered to include all activities from the commencement of travel to the competition site until the completion of travel home from the competition.
- USAB team members are required to always conduct themselves in accordance with the principles of good sportsmanship and cooperation.
- USAB team members are required to respect all rules established by the host committee and USAB.

- USAB team members will at all times act in accordance with the laws of the host country and the laws of the U.S.
- USAB team members will inform the manager and coach of their whereabouts at all times. Team members will not leave the competition site without first consulting the team manager or coach.
- USAB team are deemed as the official representatives of the U.S. and will act in a way that will bring respect and honor to the athlete himself/herself, his/her teammates, USA Badminton, the United States and the respective sponsor(s); and at all times act as a positive ambassador for badminton, the USA and the Olympic Movement.
- Athletes and USAB team staff are required to attend all formal occasions as requested by the team manager and/or head coach unless excused for specific reasons.

Dress Code and Official Team Uniform

- The Official Team Uniform is sponsored by USAB's Official Equipment Sponsor.
- Athletes on the USAB team shall display professionalism and be dressed in the Official Team Uniform at all award ceremonies
- It is mandatory for USAB team members to wear the "official team uniform" all times during the competition period. Competition period involves the following:
 - Official functions such as opening and closing ceremonies, welcome receptions, etc
 - Official team photo sessions
 - Formal interviews pertaining to the team competition
 - On the shuttle/traveling to the competition venue for the tie
 - At the competition site before the beginning of the tie
 - During the tie
 - After the tie on the shuttle/traveling back to the hotel
- Outside the 'competition period, the athletes are free to wear any other uniform including their personal sponsor's uniform.

Team Line-Up

- In 'team competitions', team performance and strategy will be given priority over an "individual athlete" or a "doubles pair."
- An athlete on a USAB team must expect that he/she may not be fielded in every tie even if their BWF World or National Rankings are ranked higher than other athletes,
- The Team coach/coaches may but are not required to:
 - request the athletes' input in deciding the team line-up, and/or
 - Consult the Team Manager or the following, if they are present: USAB CEO/Secretary General, the DCHP, or the USAB High Performance Advisory Group (HPAG) for strategic input.
 - Any medical personnel of the PET
- The USAB team coaching staff shall make final strategic decision(s) in determining the team line-up in a tie.
- Athletes who arrive less than forty-eight (48) hours before the beginning of the competition may not be named to play in the early ties as he/she does not have time to adjust to jet lag or for on court preparation time. Exception would be if they were needed as a substitute for any player that is prohibited from playing due to injury as determined by medical personnel.

Regulations and Codes of Conducts

Athletes on the USAB team are bound by the following and are expected to abide by the

- **USAB Code of Conduct for Athletes :**
[http://www.teamusa.org/~media/USA_Badminton/Documents/Masters/USAB-Athlete-Code-of-Conduct-v6%20\(20\).pdf](http://www.teamusa.org/~media/USA_Badminton/Documents/Masters/USAB-Athlete-Code-of-Conduct-v6%20(20).pdf)
- **BWF Players' Code of Conduct:**
<http://www.bwfbadminton.org/file.aspx?id=524461&dl=1>
- **BWF's Offences and Penalties Policy:**
<http://www.bwfbadminton.org/file.aspx?id=524467&dl=1>
- **BWF Anti-Doping Regulations:**
<http://www.bwfbadminton.org/file.aspx?id=524460&dl=1>
- **BWF Declaration of Integrity of Matches:**
<http://www.bwfbadminton.org/file.aspx?id=524462&dl=1>
- **BWF general Competition Regulations:**
<http://www.bwfbadminton.org/file.aspx?id=524457&dl=1>

Accommodation

- Athletes selected to the USAB team are required to stay with the team at the "Official Hotel" with their teammates.
- Accommodation arrangements must be done through the USAB National Office as per deadline.
- Athletes selected to the USAB team are required to room with their team mates. Family and friends who have traveled to support the team are required to room separately.

Off Court Expectations

Athletes on the USAB team are required to:

- work as a team to create and maintain an environment that is conducive to high performance.
- attend all team meetings and activities unless approved by the team manager.
- respect each other's space.
- follow an appropriate competition period diet. "Appropriate competition period diet" is defined as a diet that provides the appropriate balance of nutrients and calories necessary to maintain a high performance competitive and training schedule.
- behave at all times in an appropriate manner when in public areas.

Competitive Expectations

- Participate in a daily fitness maintenance program which is guided by the Team Coaching Staff and/or self.
- Participate in daily pre and post-match preparation:
 - Warm-up off court and on court
 - Pre and post-match talk/discussion with the coach.
 - Be prepared for matches.
 - Be dressed in proper badminton attire.

Performance Level

An athlete is expected to put forth his/her best efforts in trying to win a match. The coach will make the decision as to whether or not an athlete has competed to his/her optimum performance level after consulting with the athlete.

Failure to Complete a Match

An athlete must complete a match in progress unless he/she is unable to do so due to illness or injury as confirmed by the tournament doctor.

Criminal Act

Any unlawful behavior shall not be tolerated.

Alcohol

Athletes on USAB teams are prohibited from consuming alcohol from the time of departure for competition to the completion of the entire competition.

Anti-Doping

It is illegal for athletes to use or promote drugs to enhance performance. For more information, see the anti-doping section.

SECTION 8: EXPECTATION OF TEAM STAFF

- The following outlines the roles and responsibilities of USAB team staff while traveling and competing in team events:
 - Being on international teams or competing in international events mean that athletes represent the "United States Badminton Team." For team events, the selected team staff are expected to work together as a "team" to provide the best coordinated service possible and create the most positive conducive performance enhancing atmosphere for the athletes.
 - Team staff must act as ambassadors for USA Badminton (USAB), the USOC, the U.S., and the sport at all times. Therefore, it is important that at any event, team staff must maintain the highest standards of personal behavior in all activities and relationships with and comply with the rules that are set up in the best interest of the entire team.
 - Team staff that are on a USAB team are responsible to respond to correspondence by the USAB National Office as per deadlines.
 - Team staff must act at all times in a manner that will enhance the reputation, image, character and presence of USAB and the U.S. Team.
 - Team staff are required to abide by the guidelines as stated in the Selection Procedure, USAB & BWF codes of conduct, BWF General Competition Regulations (GCR), and/or as communicated by the team manager. Competition is considered to include all activities from the commencement of travel to the competition site until the completion of travel home from the competition.
 - Team staff will at all times act in accordance with the laws of the host country and the laws of the U.S.

- Team staff are deemed as the official representatives of the U.S. and will act in a way that will bring respect and honor to the athlete, his/her teammates, USA Badminton, the United States and the respective sponsor(s); and at all times act as a positive ambassador for badminton, the USA and the Olympic Movement.
- Team staff are required to attend all formal occasions as requested by the team manager and/or head coach unless excused for specific reasons.
- Any violation will be reported to the USAB CEO and reviewed formally per USAB Disciplinary Procedures (link)

Dress Code and Official Team Uniform

- The Official Team Uniform is sponsored by USAB's Official Equipment Sponsor.
- Team staff shall display professionalism and be dressed in the Official Team Uniform at all award ceremonies
- It is mandatory for USAB team staff to will wear the "official team uniform" all times during the competition period. Competition period involves the following:
 - Official functions, opening and closing ceremonies, and special receptions, etc
 - Official team photo sessions
 - Formal interviews pertaining to the team competition
 - On the shuttle/traveling to the competition venue for the tie
 - At the competition site before the beginning of the tie
 - Courtside and players section during the tie
 - After the tie on the shuttle/traveling back to the hotel
- Outside the 'competition period team staff are free to wear any other uniform including their personal sponsor's uniform.
- Team staff shall be dressed in the agreed attire for all formal functions.

Regulations and Codes of Conducts

Team staff are bound by the following:

- **BWF's Code of Conduct for Coaches, Team & Technical Officials**
<http://www.bwfbadminton.org/file.aspx?id=524466&dl=1>
- **Coaches' Code of Ethics & Conduct**
http://www.teamusa.org/~media/USA_Badminton/Documents/Forms/USABCodeofEthicsConductv14.pdf
- **USAB Coaching Agreement for International Tournaments**
http://www.teamusa.org/~media/USA_Badminton/Documents/US%20Open/USAB%20Coach%20Agreement%20%20For%20International%20Events.doc
- **BWF's Offences and Penalties Policy:**
<http://www.bwfbadminton.org/file.aspx?id=524467&dl=1>
- **BWF Anti-Doping Regulations:**
<http://www.bwfbadminton.org/file.aspx?id=524460&dl=1>
- **BWF General Competition Regulations:**
<http://www.bwfbadminton.org/file.aspx?id=524457&dl=1>
- **USAB Safe Sport Policies**
http://www.teamusa.org/~media/USA_Badminton/Documents/Safe%20Sports/USAB%20Safe%20Sports%20%20Handbook%20v15%20%20%20%20%2011814.pdf

Team Staff Event Codes

Team staff will be mindful and aware, acting appropriately by:

- Respecting members of my team, other teams, spectators and officials, and engage in no form of verbal, physical or sexual harassment or abuse;
- Being fair at all times and abide by Section 220522(a) (9) of the Ted Stevens Olympic and Amateur Sports Act which requires "an equal opportunity to amateur athletes; coaches, trainers, managers, administrators, and officials to participate in amateur athletic competition, without discrimination on the basis of race, color, religion, age, sex, or national origin";
- Avoiding any sexual contact or advances directed towards an athlete by another athlete, coach, official, trainer, or other person who, in the context of badminton, is in a position of authority over that athlete;

Team staff will be mindful and aware, and under no circumstances be involved in:

- Violating any of the anti-doping provisions set forth by USAB, USOC or USADA or any anti-doping agency;
- The sale, distribution or possession of illegal drugs or the illegal sale, distribution or possession of any substance listed on the USOC, or USADA recognized list of banned substances;
- The distribution or administration of any illegal or controlled substance either orally or by injection, of any substance listed on the USOC, or USADA recognized list of banned substances.
- The administration of any substance by injection, whether legal or illegal, unless it is done so by a licensed, medical professional for the purposes of health maintenance or due to illness.
- The use of illegal drugs in the presence of an athlete, by another athlete, coach, official, trainer of, or a person who, in the context of badminton, is in a position of authority over, an athlete;
- The providing of alcohol to an athlete by another athlete, coach, official, trainer, manager or any other person where the athlete is under the legal age allowed to consume or purchase alcohol in the state where the alcohol is provided;
- The abuse of alcohol in the presence of an athlete under the age of 18, by an athlete, coach, official, trainer of, or a person who, in the context of badminton, is in a position of authority over, that athlete;
- Any physical abuse of an athlete by any person who, in the context of badminton, is in a position of authority over that athlete;
- Any act of fraud, deception or dishonesty in connection with any USAB related activity;
- Any non-consensual physical contact, obscene language or gesture, or other threatening language or conduct directed towards any official and which is related to any decision made by such official in connection with a USAB sanctioned competition;

Off Court Guidelines

- Create and maintain an environment that is conducive to high performance competition preparation training and competing in a team context.
- Attend all team meetings and activities.
- Respect each other's space.

- Behave at all times in an appropriate manner when in public areas.

Competitive Guidelines

Staff coaches must participate in daily pre and post-match preparation unless excused by the Head Coach:

Performance Level

Staff coach will provide on-site and post match advice to all athletes on the team fairly.

Accommodation

- Team staff are required to stay with the team at the "Official Hotel."
- Accommodation arrangements must be done through the USAB National Office as per deadline.
- Family and friends who have traveled to support the team are required to room separately.

SECTION 9 : REMOVAL OF ATHLETES & USAB TEAM STAFF

Athletes

An athlete who is to be nominated to the USAB team may be removed as a nominee for any of the following reasons, as determined by USAB:

- Voluntary withdrawal. Athlete must submit a written letter to the USAB Director of Coaching & High Performance.
- Injury or illness as certified by a USAB approved physician (or medical staff). If an athlete refuses verification of his/her illness or injury, his/her injury will be assumed to be disabling and he/she may be removed.
- Athletes who refuse to sign the USAB's Code of Conduct for Athletes.
- Violation of the USAB's Code of Conduct for Athletes.
- Athletes may be declared ineligible through competition regulations by the Badminton World Federation (BWF) and the Local Organizing Committee (LOC).
- BWF rules can remove athletes through competition regulations (Player Code of Conduct and disciplinary regulations).
- An athlete may be removed as a nominee to the USAB team or from the USAB team at any time for violation of BWF, WADA, USADA and/or USOC anti-doping protocol, policies and procedures, as applicable. In such instances, the adjudication process will be managed through the United States Anti-Doping Agency or other anti-doping agency.
- An athlete who USAB proposes to remove from the USAB team may obtain their due process rights per USAB's Bylaws, Article 12, or USOC Bylaws, Section 9.

USAB Team Staff – Managers, Coaching Staff and/ Other Accompanying Officials

- USAB Team Staff includes the following persons:
 - National Office Staff
 - Team Manager
 - Assistant Team Manager(s)
 - Team Chaperone
 - Team Medical Staff
 - Coaching Staff
 - Sponsors
 - Other Accompanying Officials – Individual Members including any USAB board of director members, athlete's family and friends who have been approved for accreditation by USAB for various positions
- How the USAB Team Staff may be removed:
 - Voluntary withdrawal. USAB Team Staff must submit a written letter to the USAB Director of Coaching & High Performance.
 - Injury or illness.
 - Refusing sign the USAB Team Staff Agreement.
 - Violation of the respective USAB's Codes of Conduct for Coaches, Technical Officials and Team Officials.
 - USAB Team Staff may be declared ineligible through competition regulations by the Badminton World Federation (BWF) and the Local Organizing Committee (LOC).
 - BWF rules can remove "officials" through competition regulations (disciplinary regulations).
 - A USAB Team Staff may be removed as a nominee to the USAB team or from the USAB team at any time for violation of BWF, WADA, USADA and/or USOC anti-doping protocol, policies and procedures, as applicable. In such instances, the adjudication process will be managed through the United States Anti-Doping Agency or other anti-doping agency.
- USAB Team Staff who USAB proposes to remove from the USAB team may obtain due process rights per USAB's Constitution and Bylaws, Article 12, or USOC Bylaws, Section 9.

SECTION 10: TRAVEL

- **Team arrival date**
The BWF requires competing teams in a team competition to arrive forty-eight (48) hours before the commencement of the team competition. USAB requires its team members including the athletes, team manager, team coaching staff and/or other officials to arrive as per the BWF regulations.
- **Team Departure**
Team members can only leave after the last team tie. However, if the team is out of competition before the planned departure date, the team as a whole with the guidance of the team manager can make arrangements to change their flights to accommodate an earlier departure.
- **Travel Itinerary**
 - Athletes must provide their confirmed travel itinerary to the designated National Office person and/or team manager as stated in the Team Selection Procedure.

- Incomplete travel itinerary and late itinerary submission means USAB will not be able to guarantee that it can secure airport pick-up and drop-off as set by the organizers.
- **Visa Support Letters**
Teams members who require visa support letters from the organizers must provide the following as per stated in the respective USAB Team Selection Procedure if requested by the USAB Director of Coaching & High Performance (DCHP) National Office and/or Team Manager:
 - Latest passport in pdf copy (color)
 - A head and shoulder e-photo in JPEG format of not less than 150kb and not more than 300kb with white or light colored background.
 - USAB National Office shall only provide assistance for athletes and team Staff with regards to the Visa Support Letter.

SECTION 11: FAMILY & FRIENDS AT TEAM EVENTS

Family and Friends at Team Events

While USAB recognizes the importance of contributions that family and friends make to the careers of athletes, USAB is aware that athletes competing in international events need a positive environment to perform at the highest level. Therefore USAB's goal is to provide an organized, safe and performance enhancing environment around the athletes. Here are USAB's recommendations:

- Performance related issues and planning for matches will be handled by the Coaching Staff.
- When communicating with the athletes on the team, your speech should focus on the positive.
- Avoid unnecessary distractions that may be disruptive to an athlete or team's performance. Some examples of distractions are:
 - Expecting regular/every day contact during/after every match or training session;
 - Giving feedback on performance that contrasts with the coach;
 - Family members in conflict with coaches;
 - Interrupting the athlete's routine by spending time with them pre-match;
 - Promising gifts for performance outcomes upon their arrival home.
- Family and friends are more than welcome to stay in the same hotel and travel on the same itinerary as the team but the athletes will be required to stay with other athletes in the official team accommodation.
- Families and friends should plan to be self-sufficient and not rely on athletes or coaches for tournament transportation, accommodation or information.

SECTION 12: SAFE SPORT POLICIES

Safe Sport Policies

It is the responsibility of athletes, team managers, coaching staff and other accompanying officials on the USAB team to be aware of the USAB Safe Sports Policies and accept the consequence for their misconduct.

Click the link for more information on USAB Safe Sports Policy - [USA Badminton Safe Sport Handbook](#)

SECTION 13: SOCIAL MEDIA, BLOGGING & INTERNET GUIDELINES

- Everything you post is public information; any text or photo placed online is completely out of your control the moment it is placed online – even if you limit access to your site. Information (including pictures, videos, and comments) may be accessible even after you remove it. Once you post a photo or comment on a social networking site, that photo or comment becomes the property of the site and may be searchable even after you remove it.
- What you post may affect your future. Many employers and college admissions officers review social networking sites as part of their overall evaluation of an applicant. Carefully consider how you want people to perceive you before you give them a chance to misinterpret your information (including pictures, videos, comments, and posters).
- Similar to comments made in person, USA Badminton will not tolerate disrespectful comments and behavior online, such as:
 - Derogatory language or remarks that may harm my teammates or coaches; other members of USAB, USAB National Staff and the sport of badminton, athletes, teachers, or coaches; and student-athletes, coaches, or representatives of other schools, including comments that may disrespect my opponents.
 - Incriminating photos or statements depicting violence; hazing; sexual harassment; full or partial nudity; inappropriate gestures; vandalism, stalking; underage drinking, selling, possessing, or using controlled substances; or any other inappropriate behaviors.
 - Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.
 - Indicating knowledge of an unreported school or team violation—regardless if the violation was unintentional or intentional.
- In short, do not have a false sense of security about your rights to freedom of speech. Understand that freedom of speech is not unlimited. The on-line social network sites are NOT a place where you can say and do whatever you want without repercussions. The

information you post on a social networking site is considered public information. Protect yourself by maintaining a self-image of which you can be proud for years to come and the sport of badminton.

SECTION 14: ANTI-DOPING REQUIREMENTS

- Anti-doping rules are in place for all athletes. Individuals attending major competitions are subject to drug testing regardless of whether or not they are an Adult or Junior Team USA member, an Olympian or a first place finisher.
- USAB, its administrators, coaches, trainers, officials and anyone who supports athletes in training and competition have obligations under the BWF anti-doping regulations. However, athletes are ultimately responsible to know their obligations under the BWF Anti-doping regulations.
- Anti-doping rules can be confusing for everyone, and it is critical that any questions/concerns be clarified. Costly mistakes can affect everyone, particularly the athlete's competitive future.
- Anti-doping control may take place during competitions and with no-advance-notice (or Out-of-Competition). Athletes are advised to check the status of all medications prior to using them, and ensure that they have filed the necessary paperwork to be in the strictest compliance with anti-doping regulations.
- Athletes are subject to testing by the BWF, the World Anti-Doping Agency (WADA), and the United States Anti-Doping Agency (USADA).
- USA Badminton is responsible for the compliance of U.S. badminton athletes with the rules and regulations surrounding anti-doping but it does not determine who is selected for testing.
- Athletes must adhere to all BWF, WADA, USADA and USOC anti-doping protocols, policies and procedures, as applicable. This includes participation in Out-of-Competition Testing as required by the BWF, WADA, USADA and USOC Rules, as applicable.
- New, 'World Anti-Doping Agency' program (WADA) prohibited list for 2014 is now available by clicking [here](#). The Prohibited List details substances and methods banned in sports in and out of competition.
- As a national governing body, USAB and its teams are bound by the U.S. Anti-Doping regulations as published by
- The USADA is an intelligence-led organization responsible for managing the U.S.'s anti-doping policy and ensuring that all sports bodies comply with the World Anti-Doping Code.
- The [BWF Anti-Doping Regulations](#) have been revised in accordance with the [World Anti-Doping Agency Code](#)

SECTION 15: GRIEVANCES

USAB Grievance Procedures

- During the tournament, all grievances shall be made through the team manager and/or head coaching staff designated to lead the USAB team.
- If the grievance needs formal review, the complaining athlete, coach or accompanying official should formally submit a grievance to the USAB CEO/Secretary General. The process is detailed in the USAB Bylaws at: <http://www.teamusa.org/USA-Badminton/USAB/Bylaws>

USOC Athlete Ombudsman Contact

- Athletes who have questions regarding their opportunity to compete that are not answered by USAB may contact:
John Ruger - Athlete Ombudsman – Email: john.ruger@usoc.org
Sara Clark - Athlete Ombudsman Specialist – Email: sara.clark@usoc.org
1 Olympic Plaza, Colorado Springs, CO 80909
+ 719-866-5000 (office)
+ 719-866-3000 (fax)
www.athleteombudsman.org
www.facebook.com/usoc.Athlete.Ombudsman
www.twitter.com/USOCombudsman