

**USA BADMINTON
GAMES STAFF SELECTION PROCEDURES
2023 Parapan American Games**

July 21, 2023

These procedures provide for selection of USA Badminton’s **2023 Parapan American Games Staff** [see following table for a list of positions] for the 2023 Parapan 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 USA Badminton is requesting:

| Games Staff Role | Responsibility |
|--|--|
| Team Leader | Serve as primary point of contact and liaison between the USOPC and USA Badminton and the athletes before, during and after the Games. |
| Coach | Prepare athletes/teams for success on the field of play. |
| Team Support Staff focused on accessibility needs (i.e., personal care assistants) | Provide customized support for athletes as required (i.e., supervision, wayfinding, help with everyday care and/or activities with daily living) |

2. NGB’s/PSO’s criteria for the above-listed Games Staff position(s):

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 the entire duration of the Games, if requested.
- 2.8. Have USA Badminton’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 listed on USA Badminton'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 role 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 previous experience within the Paris quad (since the conclusion of the Tokyo Paralympic Games) as USA Badminton Manager/Team Leader at a Team or Individual event.

In addition, Coach(es) must:

- 2.18. Be employed by USA Badminton or have previous experience within the Paris quad (since the conclusion of the Tokyo Paralympic Games) as a Coach of a USA Para Badminton team or USA Para Badminton Individual player(s) in BWF competition.
- 2.19. Possess a high level of specific technical and tactical knowledge of the sport.
- 2.20. Hold a current USA Badminton Coaching Pass.
- 2.21. 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.
- 2.22. Have demonstrated ability to work in collaboration with USA Badminton and other team staff.
- 2.23. Have Experience coaching at the elite level / BWF international competitions.
- 2.24. Have strong administrative, communication and organizational capabilities/skills. If not employed by USA Badminton, history of volunteering for coach positions this quad.

In addition, Team Support Staff for accessibility needs (i.e. Personal Care Assistant) must:

- 2.25. Have sport specific expertise working with persons with disabilities.
- 2.26. Have experience working with athletes and coaches in a competition setting.
- 2.27. Be able to assist athletes/disability groups with daily personal care as necessary.
- 2.28. Assist with all aspects of the Team during travel, training, competition, and downtime as needed.

- 2.29. Possess appropriate experience and/or professional certifications based on athlete(s) needs.
3. Intended method of identifying the pool and selecting the candidates to be considered for the Games Staff position(s):

USA Badminton will not solicit applications for the Team Leader position and the position will be filled by a USA Badminton employee or contractor, should USA Badminton be allocated accreditations for the Team Leader position.

Should USA Badminton be allocated accreditations for the Coach position, applications for the Coach position will be posted with an application window opening August 1st, 2023 and closing August 31st, 2023. Applications will be available online at <https://usabadminton.org/about/governance/policies-procedures/>. After all applications are collected, the High Performance Advisory Group (see Section 6) will review the identified pool of candidates and evaluate individuals based on the requirements in Section 2 as applicable. The top ranked candidate(s) will be selected for the role(s) based on the factors enumerated in Section 2, which are listed in no particular order.

Should USA Badminton be allocated accreditations for Team Support Staff positions, applications for the Team Support Staff position will be posted with an application window opening August 1st, 2023 and closing August 31st, 2023. Applications will be available online at <https://usabadminton.org/about/governance/policies-procedures/>. After all applications are collected, the High Performance Advisory Group (see Section 6) will review the identified pool of candidates and evaluate individuals based on the requirements in Section 2 as applicable. The top ranked candidate(s) will be selected for the role(s) based on the factors enumerated in Section 2, which are listed in no particular order, and is deemed most capable of supporting the needs of the athlete(s).

4. Removal of Games Staff:

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

- 4.1. Voluntary withdrawal. Games Staff nominee must submit a written letter to the USA Badminton CEO.
- 4.2. Injury or illness as certified by a physician (or medical staff) approved by USA Badminton. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by USA Badminton, 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 USA Badminton's Code of Conduct (https://usabadminton.org/wp-content/uploads/2023/03/Code-of-Conduct_USAB_021623.pdf).
- 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 by the USOPC, the USOPC has jurisdiction over the Games Staff, at which time, in addition to any applicable USA Badminton 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:

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 Section 2 above.

6. 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

7. Conflict of Interest:

All individuals involved in the selection process (see Section 6) must comply with USA Badminton's conflict of interest policy, to include completing and submitting a disclosure form for review by the USA Badminton's ethics committee prior to beginning the selection process. USA Badminton's conflict of interest policy is available online at https://usabadminton.org/wp-content/uploads/2023/03/Conflict-of-Interest-Policy_USAB_021423.pdf.

An individual involved in the selection process who has an actual, possible, or perceived conflict of interest must disclose it to the USA Badminton's ethics committee prior to the start of the selection process. The USA Badminton'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 USA Badminton 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:

October 2nd, 2023


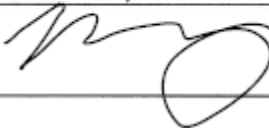
9. Publicity/Distribution of Procedures:

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

9.1. 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.

9.2. Other (if any):

| Position | Print Name | Signature | Date |
|--|--------------|---|---------|
| NGB/PSO President or CEO/Executive Director | Linda French |  | 7/21/23 |
| USOPC Athletes' Advisory Council Representative* | Rena Wang |  | 8/12/23 |

* 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.