

**USA BADMINTON
GAMES STAFF SELECTION PROCEDURES
2024 OLYMPIC GAMES
MARCH 15, 2024**

These procedures provide for selection of USA Badminton’s Games Staff for the 2024 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 (USAB).

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

Games Staff Role	Responsibility
Coach (1)	<ul style="list-style-type: none"> • Prepare athletes for success on the field of play. • Prepare athletes before the Games, including leading all mandatory pre-Games training and researching potential opponents, if applicable.
Team Leader (1)	<ul style="list-style-type: none"> • Primary point of contact and liaison between the USOPC and USAB before, during and after the Games. • Primary point of contact between the athletes and USAB • Primary point of contact between the sponsors and USAB • Primary point of contact to coordinate and communicate with the host/organizers onsite.

2. USAB’s criteria for the above 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 USAB and/or USOPC.
- 2.2. Possess a valid passport at the time of nomination that does not expire until at least six (6) 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 applicable for the Games Staff role.
- 2.5. Have thorough knowledge and understanding of the IF rules and regulations governing the sport as needed for the specific role.
- 2.6. Be responsible for the Team’s adherence to all rules regarding discipline at the Games.
- 2.7. Fulfill all duties and requirements of the USOPC and USAB including attendance at USOPC Games related meetings.
- 2.8. Be available for the entire duration of the Games, if requested.
- 2.9. Have USAB approval to make financial decisions regarding the Team.
- 2.10. Possess high-level, specific technical and tactical knowledge relevant to the 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. Successfully complete all Games Registration requirements by stated deadlines.
- 2.14. Participate in the appropriate anti-doping training as required for the Games Staff role by stated deadline.
- 2.15. Successfully complete the appropriate U.S. Center for SafeSport's online training module(s) by stated deadline.
- 2.16. Be in good standing with the USOPC, U.S. Center for SafeSport, USAB, IF, and USADA.

In addition, Coaches must:

- 2.17. Possess a high level of specific technical and tactical knowledge of the sport.
- 2.18. Have involvement in management and/or coaching USAB International Team programs, the Tour Finals, or USAB operations and a history of volunteering for coach positions during the current Olympic quadrennial period (post-Tokyo Olympic Games).
- 2.19. Have experience coaching at the highest level of international competition during the current Olympic quadrennial period (post-Tokyo Olympic Games).
- 2.20. Have a current USAB Coaching Pass (<https://usabadminton.org/coaching/coaching-pass/>)
- 2.21. Not be a permanent coach of a foreign athlete or team.
- 2.22. Not be currently involved as a coach or in management for a foreign country's national team program.

In addition, Team Leader must:

- 2.23. Possess appropriate experience relative to the position/area of expertise for which they are being nominated.
- 2.24. Have previous Games Staff experience with USAB from a previous Delegation Event, IF/CF or world championship event during the current Olympic quadrennial period (post-Tokyo Olympic Games).
- 2.25. Be employed by USAB as a current Staff member or contractor.

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

3.1. Coach:

- This position is open to all coaches who have a current USAB Coaching Pass and who meet the criteria detailed in Section 2 above.
- Individuals who meet the criteria will be contacted by USAB to determine their interest in being considered for a coach position.
- Additionally, individuals who meet the criteria may submit interest in being considered for a coach position by emailing Contactus@usabadminton.org by May 15, 2024.
- The High Performance Advisory Group (see Section 6) will evaluate candidates based on the criteria detailed in Section 2, which are listed in no particular order. The candidate(s) who best meet the Section 2 criteria will be recommended for nomination.

3.2. Team Leader:

USAB will not solicit applications for the Team Leader position. This position will be filled by a current USAB employee or contractor.

4. 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 Chief Executive Officer or interim Chief Executive Officer.
- 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 the USAB SafeSport Program or the USAB Code of Conduct.
- 4.5. Removal from employment position as either an Independent Contractor or employee of USAB, if applicable.
- 4.6. No longer able to meet the required criteria in Section 2 at the time of the Games.

Once Games Staff nomination(s) have been submitted by the USOPC to the Local Organizing Committee, 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. Replacement of Games Staff:

In the event that 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 criteria listed in Section 2 and must be nominated using the same process outlined in Section 3.

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

Final approval of all Games Staff positions will be provided by the USAB High Performance Advisory Group (HPAG).

USAB HPAG:

- Chief Executive Officer or interim Chief Executive Officer
- Coaching Director, Board of Directors
- Director, Para-Badminton
- USAB Athlete Representative
- USAB Team USA AC 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 USA Badminton'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 USA Badminton’s ethics committee (ethicschair@usabadminton.org) prior to the start of the selection process. The USA Badminton 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:

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:

- Team Leader/Non-athlete dependent staff: May 1, 2024
- Coach/Athlete dependent staff: June 7, 2024



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. Website: <https://usabadminton.org/about/governance/policies-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):

POSITION	NAME	SIGNATURE	DATE
USAB Chief Operating Officer	Jim Estes		3/19/2024
Team USA Athletes Commission Representative*	Richard Alcaraz		3/21/2024

* If the Team USA AC Representative has delegated authority to the Alternate Team USA AC Representative to sign the Selection Procedures, attach a letter from the Team USA AC 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 USAB, 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 Team USA AC Representative, USAB must designate an athlete from that sport to review and sign the Selection Procedures.