Lakeshore Foundation
GAMES STAFF SELECTION PROCEDURES
2019 Parapan American Games
(Wheelchair Rugby)
TBD

<table>
<thead>
<tr>
<th>USOC Role Name</th>
<th>Example Games Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team Leader</td>
<td>Team Leader</td>
</tr>
<tr>
<td>Coach</td>
<td>Coach, Personal Coach</td>
</tr>
<tr>
<td>Technical Personnel</td>
<td>Tech Personnel, Sport Specific Roles (Golf Caddy, Groom, etc.)</td>
</tr>
<tr>
<td>Administrative Personnel</td>
<td>Admin Personnel; Non-medical Performance Staff</td>
</tr>
<tr>
<td>Medical Staff</td>
<td>Doctor, Physiotherapist, Medical Personnel, Massage Therapist,</td>
</tr>
</tbody>
</table>

These procedures provide for selection of Lakeshore Foundation/USA Wheelchair Rugby (USAWR) Games Staff [Team Leader, Coach(es), and/or (5) Additional Officials] for the 2019 Parapan American Games. However, accreditation allocation is not guaranteed and will be based on final USOC credential allocation and overall Team size. Responsibility of payment for allocated accreditations will be determined by the USOC and the NGB/HPMO/PSO.

1. Describe the specific Games Staff position(s) that the NGB/HPMO/PSO is requesting.

<table>
<thead>
<tr>
<th>USOC Role Name - (Games Function)</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team Leader</td>
<td>Serve as primary point of contact and liaison between the USOC and NGB/HPMO/PSO before, during and after the Games.</td>
</tr>
<tr>
<td>Coach(es)</td>
<td>Prepare athletes/team for success on the field of play.</td>
</tr>
<tr>
<td>Medical (ATC)</td>
<td>Provide appropriate medical care to the athletes.</td>
</tr>
<tr>
<td>Equipment Manager</td>
<td>Provide equipment and maintenance support to the athletes/team, making certain chairs are legal and fully functioning; ensuring success on the field of play</td>
</tr>
<tr>
<td>Support staff/PCA</td>
<td>Provide support for those athletes requiring additional help with everyday care and activities of daily living (ADL).</td>
</tr>
<tr>
<td>Strength &amp; Conditioning</td>
<td>Prepare athletes/team for success through proper strength and conditioning techniques. Additionally, provide recovery, maintenance, and physiological testing to ensure optimal performance during training and competition.</td>
</tr>
<tr>
<td>Sports Psychology</td>
<td>Provide mental training methods and game ready techniques to the athletes/team; ensuring optimal</td>
</tr>
</tbody>
</table>
2. What are the NGB’s/HPMO’s/PSO’s criteria for the above Games Staff position(s) (attach a job description, if any)?

NGB’s/HPMO’s/PSO’s Games Staff must:

2.1. Successfully pass the National Center for Safety Initiatives’ (NCSI) background screen in accordance with the current USOC 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 the Lakeshore Foundation/USAWR.

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 USOC.

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 USOC including attendance at USOC Games related meetings (if applicable).

2.7. Be available for entire duration of the Games (if applicable).

2.8. Have Lakeshore Foundation’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 the NGB/HPMO/PSO.

2.14. Be listed on Lakeshore Foundation/USAWR 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 USOC’s safe sport awareness training and education program.

2.17. Working knowledge and understanding of the USADA and WADA codes (if applicable).

2.18. Prior experience working with the Team in the current quadrennial.
In addition, Medical Personnel must:

2.19. Possess the appropriate certifications.
2.20. Pass a medical credential review in addition to the approved USOC Games Background Check, which will be a combined check managed through USOC Sports Medicine (separately arranged background checks will not be considered).
2.22. Be approved for nomination through the USOC’s Sports Medicine Division.
2.23. Should have PCA experience.

In addition, Coaches Must:

2.24 Possess a high level of specific technical and tactical knowledge of the sport.
2.25. Head coach; At least three years’ experience coaching wheelchair rugby at an international and national level within the preceding five years.
2.26. Assistant coach; At least two years’ experience coaching wheelchair rugby at an national level (international preferred) or five years international level playing experience within the preceding eight years.

In addition, Technical Personnel Must (i.e. Equipment Manager)

2.27. Possess appropriate experience relative to the position/area of expertise for which they may be nominated.
2.28. Must have experience maintaining wheelchair rugby equipment and sport chairs, complying with IF rules.

In addition, Other Positions (i.e. Support staff/PCA, Strength & Conditioning, Sports Psychology.) must:

2.29. Possess appropriate experience and/or certifications relative to the position/area of expertise for which they may be nominated.
2.30. Must have experience in assisting athletes with everyday care and activities of daily living (ADL).
2.31. Must have experience developing and implementing strength and conditioning plans for athletes with disabilities, preferable in the realm of wheelchair rugby.
2.32. Must have experience developing and implementing mental health training techniques; proven successful experiences with Paralympic athletes in team sports.

1. Describe the intended method of identifying the pool and selecting the candidates to be considered for the Games Staff position(s):
The NGB/HPMO/PSO will not solicit applications for the Games Staff position(s). The Games Staff position(s) will be filled by current Lakeshore Foundation employees and/or contractors.

2. Describe the removal of Games Staff:

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

2.1. Voluntary withdrawal. Games Staff nominee must submit a written letter to the NGB/HPMO/PSO Executive Director/CEO/President.

2.2. Injury or illness as certified by a physician (or medical staff) approved by the NGB/HPMO/PSO. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by the NGB/HPMO/PSO, his/her injury will be assumed to be disabling and he/she may be removed.

2.3. Inability to perform the duties required.

2.4. Violation of the NGB’s/HPMO’s/PSO Code of Conduct (Attachment B&C).

Once the Games Staff nomination(s) is accepted by the USOC, the USOC has jurisdiction over the Games Staff, at which time, in addition to any applicable NGB/HPMO/PSO Code of Conduct, the USOC’s Games Forms apply. The USOC’s Games forms are available as part of Games Registration prior to the respective Games.

3. 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.

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

Jeff Underwood, President, Lakeshore Foundation
Beth Curry, Chief Programs Officer, Lakeshore Foundation
Charles Aoki, AAC Representative, USOC

The Lakeshore Foundation will make the final approval.

5. 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 NGB’s/HPMO’s/PSO’s Board or Ethics Committee, as appropriate, shall determine if a conflict exists.

6. 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 USOC on or before:

June 7, 2019

7. Publicity/Distribution of Procedures:

The USOC approved selection procedures (complete and unaltered) will be posted/published by the NGB/HPMO/PSO in the following locations:

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

7.2. Other (if any):

<table>
<thead>
<tr>
<th>Position</th>
<th>Print Name</th>
<th>Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>NGB/HPMO/PSO President or CEO/Executive Director</td>
<td></td>
<td></td>
<td>8.31.17</td>
</tr>
<tr>
<td>USOC Athletes’ Advisory Council Representative*</td>
<td></td>
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* If the USOC 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 USOC AAC Representative, the NGB/HPMO must designate an athlete from that sport to review and sign the Selection Procedures.
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7. Publicity/Distribution of Procedures:

The USOC approved selection procedures (complete and unaltered) will be posted/published by the NGB/HPMO/PSO in the following locations:

7.1. Web site: and www.usawr.org

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

7.2. Other (if any):

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Attachment A

USOC Sports Medical Games Requirements

PURPOSE

The USOC 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 USOC 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 USOC Managing Director of sports medicine who will then identify and communicate the level of support to be provided by USOC Sports Medicine. Any changes to the requested sports medicine support should be immediately forwarded to USOC Sports Medicine. In cases where medical services or materials are not identified, the USOC 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 specially 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 USOC 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 USOC Sports Medicine.
2) Successfully pass a medical credential review and criminal background check at or above USOC standards with the National Center for Safety Initiatives (NCSI)
3) Review of the venue emergency action plan with USOC 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”  
LAKESHORE FOUNDATION/USA WHEELCHAIR RUGBY  
CODE OF CONDUCT  
2019

I pledge to uphold the spirit of the Lakeshore Foundation (Lakeshore) Code of Conduct (the “Code”), which offers a guide to my conduct as a member of the United States Wheelchair Rugby National Team (the “Team”). I acknowledge that I have a right to a hearing if my opportunity to compete is denied or if I am charged with a violation of this Code.

I have familiarized myself with the Code and understand that acceptance of its provisions is a condition of my selection to the 2017 United States Wheelchair Rugby National Team.

As a Member of the Team, I hereby promise and agree that I:

- Will abide by all rules related to the Team selection procedures as approved by LAKESHORE;

- Have acted and will act in a sportsmanlike manner consistent with the spirit of fair play and responsible conduct;

- Will maintain a level of fitness and competitive readiness, in compliance with the strength and conditioning coach, that will permit my performance to be at the maximum of my abilities;

- Will not commit a doping violation as defined by the Olympic/Paralympic Movement Anti-Doping Code (OMADC), World Anti-Doping Agency (WADA), the United States Anti-Doping Agency (USADA), the United States Olympic Committee (USOC) or the International Wheelchair Rugby Federation (IWRF) rules;

- Am not currently serving a doping violation and/or do not have a pending or unresolved doping charge;

- Will not engage in any conduct that is criminal under any laws applicable to me, including, but not limited to laws governing the possession and use of drugs, including marijuana, and alcohol and providing of drugs to any person and of alcohol to minor. To that end, it is the policy of USA Wheelchair Rugby that the use of cannabis/marijuana (whether under medical prescription or recreational use) will not be tolerated, as it is a banned substance under the laws of WADA and USADA.

- Am eligible to compete under the rules of IWRF;

- Will refrain from conduct detracting from my ability or that of my teammates to attain peak performance;

- Will respect the property of others whether personal or public;

- Will respect members of my Team, other teams, spectators and officials, and engage in no form of discriminatory behavior or verbal, physical or sexual harassment or abuse;
• Will follow my Team’s rules, including by way of example, rules regarding curfew and required attendance at team meetings;

• Am aware that United States Olympic Committee (USOC) and LAKESHORE sponsors, suppliers and licensees provide critical support for the Team and, in recognition of this fact, I will wear designated USOC and LAKESHORE apparel at all official Team functions and events;

• Will not conceal or cover-up any USOC and/or LAKESHORE sponsor, supplier or licensee brand or other identification appearing on my USOC and/or LAKESHORE apparel;

• Agree to be filmed and photographed by the official photographer(s) and network(s) of USOC and/or LAKESHORE under conditions authorized by USOC and/or LAKESHORE and give event organizers and USOC and/or LAKESHORE the right to use my name, picture, likeness, and biographical information before, during and after the period of my participation in these activities to promote the activity in which I participate or to promote the success of the team on which I compete; in no event may USOC and/or LAKESHORE or the event organizers use or authorize the use of my name, picture, likeness, voice and biographical information for the purpose of trade, including any use in a manner that would imply an endorsement of any company, product, or service, without my written permission;

• Will not use or authorize the use of photographs, films or videos of myself in my USOC and/or LAKESHORE apparel or equipment or the use of the USOC and/or LAKESHORE logo for the purpose of trade, without the prior written consent of the USOC and/or LAKESHORE (which consent shall not be unreasonably withheld);

• Will act in a way that will bring respect and honor to myself, my teammates, USOC and/or LAKESHORE and the United States; and

• Will remember that at all times I am an ambassador for my sport, my country and the Paralympic Movement.
PARTICIPANTS’ AFFIRMATION

I have read and accept this addendum to the Code of Conduct. I agree to the rules, guidelines, jurisdiction and procedures stated in this document as a condition of being selected to participate as a member of the USA Wheelchair Rugby program. By signing this addendum, I also acknowledge that if I fail to follow the above standards and the USA Wheelchair Rugby/Lakeshore Foundation Code of Conduct, it will result in one warning with a probationary period, and upon a second violation, my immediate removal from the program.

Athletes may contact the USOC Athlete Ombudsman for independent, cost-free advice regarding the opportunity to participate in protected competition, or for further information regarding their rights under this Code. The Athlete Ombudsman can be reached at 1-800-ATHLETE, 719-866-5000, via email: athlete.ombudsman@usoc.org or visit www.athleteombudsman.org for more information.

Signature                                      Date

NGB Name                                       Sport

PARENT/GUARDIAN CERTIFICATION
(For Participants Under the Age of 18 as of Date of Signature)

Signature                                      Date
Relationship (Parent or Guardian)
ATTACHMENT "C"

USA Wheelchair Rugby

Team Rules

Addendum to the Code of Conduct

2019 Season

As a member of the USA Wheelchair Rugby Program, I agree to the following:

- I will fully participate in all assigned Athlete Services, including, but not limited to
  - Complete all in/out of camp Dartfish assignments
  - Following a mandatory strength and conditioning program, one provided by USA Wheelchair Rugby.
  - Weekly check in with strength and conditioning specialist on individualized program (upon implementation), as assigned by USA Wheelchair Rugby coaches/staff
  - Immediately report all illness/injuries that will affect or potentially may affect my participation in the USA Wheelchair Rugby Program to the USA Wheelchair Rugby Athletic Trainer, Head Coach and Program Manager. I will also cooperate with the USA Wheelchair Rugby Athletic Trainer when it becomes necessary for additional communication with my personal physician
  - Attend and fully participate in all Team and Individual Sport Psychology sessions (upon implementation)
  - Attend and fully participate in all Team and Individual Sport Nutrition sessions (upon implementation)
  - Participate in all skill, strength, endurance, agility, etc. testing coordinated by USA Wheelchair Rugby and Lakeshore Foundation
  - Participate in all online webinars and phone conferences as assigned

- I understand the following:
  - I must be legally rostered and actively participating on a legal USQRA club team (legal is defined as having participated in the required number of games to qualify for post season)
  - I must be actively practicing on a weekly basis with a USQRA rostered team
  - All camps and competitions are mandatory. I understand that failure to adhere to this guideline could result in my dismal from the program, unless I am sick, injured or have a family/personal emergency. I agree to contact the appropriate staff (head coach, program manager and/or the athletic training staff) immediately, should such a situation arise.
  - I must always be an ambassador for USA Wheelchair Rugby
  - Players/staff desiring to participate (play, teach, instruct, or coach) with other international teams may only do so if those countries are outside of the IWRF top 12 rankings. Additionally, this must be conducted outside of the international season (September-April). This would include playing in other leagues besides USQRA, playing in other competition/events outside the USA while named on the USAWR team, or working at clinics for international teams within the IWRF top 12. Each athlete/staff must have prior approval from USA Wheelchair Rugby while still meeting the guidelines in the Code of Conduct.
USA Wheelchair Rugby

Team Rules

Addendum to the Code of Conduct

2019 Season

Participant’s Affirmation:

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Signature                                      Date

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NGB Name                                      Sport

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(For Participants Under the Age of 18 as of Date of Signature)

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Signature                                      Date

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