

Lakeshore National Adapted Sport Organization (LNASO)
GAMES STAFF SELECTION PROCEDURES
2024 Paralympic Games
Wheelchair Rugby
February 22, 2024

These procedures provide for selection of LNASO/USA Wheelchair Rugby (USAWR) **Games Staff** for the 2024 Paralympic Games (the 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 LNASO (NGB).

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

USOPC Role Name - (Games Function)	Responsibility
Team Leader - (1)	Serve as primary point of contact and liaison between the USOPC and LNASO before, during and after the Games.
Coach - (1 Head Coach, up to 2 Assistant Coaches)	Prepare athletes/teams for success on the field of play.
Medical (ATC)- (2)	Provide appropriate medical care to the athletes.
Equipment Manager - (1)	Provide equipment and maintenance support to the athletes/team, making certain chairs are legal and fully functioning; ensuring success on the field of play
Support Staff/PCA - (2)	Provide support for those athletes requiring additional help with everyday care and activities of daily living (ADL).
Strength & Conditioning - (1)	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.
Sports Psychology - (1)	Provide mental training methods and game ready techniques to the athletes/team; ensuring optimal
Sports Dietitian - (1)	Provide nutrition support leading up to and during competition.

2. NGB's criteria for the above Games Staff position(s) (attach a job description, if any):

All Games Staff must:

- 2.1. Undergo a background screen in accordance with the current [USOPC Games Background Check Policy & Procedures](#) prior to nomination.
 - 2.1.1. Should a nominee experience any event between the time the background check is conducted and the relevant Games that may change his/her background check status, the nominee must inform LNASO and/or 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.
- 2.5. Be responsible for the Team's adherence to all rules regarding discipline at the Games
- 2.6. Fulfill all duties and requirements of the USOPC including attendance at USOPC Games related meetings.
- 2.7. Possess high level, specific technical and tactical knowledge of the sport (*if applicable*).
- 2.8. Have thorough knowledge and understanding of the IF rules and regulations governing the sport (*if applicable*).
- 2.9. Demonstrate ability to establish harmonious relationships with athletes and other Team personnel.
- 2.10. Be in good health and able to withstand the physical rigors of traveling with and working with the Team.
- 2.11. Be a currently employed staff member or contractor of Lakeshore Foundation.
- 2.12. Be listed on the USAWR Long List.
- 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 US Center for SafeSport's online training module(s) by stated deadline.
- 2.16. Have demonstrated professionalism measured by:
 - 2.16.1. Exceptional interpersonal and communication skills;
 - 2.16.2. Ability to be an outstanding team player;
 - 2.16.3. Ability to stay positive in stressful situations;
 - 2.16.4. Ability to dilute logistical/emotional stress so that athletes can focus on competition.
- 2.17. Have a thorough knowledge and understanding of:
 - 2.17.1. Wheelchair Rugby terminology;
 - 2.17.2. Wheelchair Rugby United States current athlete and sport program plan;
 - 2.17.3. Wheelchair Rugby United States athlete selection procedures for the assigned team;
 - 2.17.4. U.S. Anti-Doping Agency and IPC Anti-Doping policies and procedures;
 - 2.17.5. World Wheelchair Rugby (WWR) Rules and Regulations; and

2.17.6. WWR Classification Rules and Regulations and IPC Classification Code.

- 2.18. Be available for any/all USAWR events, camps, etc. hosted for the 2024 Paralympic Games. Staff will be notified via email at least 30 days prior to scheduled events, camps, etc. in which availability is required. In the event a staff member may not be present at a camp due to travel restrictions or other extenuating circumstances, the staff member must inform the USAWR High Performance Manager, who will serve as the Team Leader, via email at meaganr@lakeshore.org.

In addition, Team Leader must:

- 2.19. Have the ability to interact professionally with coaching staff, athletes, LNASO employees, LNASO contracts, USOPC administration, and WWR personnel.
- 2.20. Have previous experience and ability to assist with all team administration, paperwork, logistics, discipline, forms and entries and international competition requirements.
- 2.21. Represent Team USA at all sport-specific meetings or assign other staff as appropriate to attend.

In addition, Coaches Must:

- 2.22. Possess a high level of specific technical and tactical knowledge of the sport.
- 2.23. Head coach: Experience coaching wheelchair rugby at an international and national level within the preceding five years
- 2.24. Assistant coach: Experience coaching wheelchair rugby at a national level (international preferred).

In addition, Medical Personnel (*including Mental Health Professionals*) must:

- 2.25. Meet the minimum criteria defined in the USOPC [Sports Medicine Provider Credentialing Policy](#).
- 2.26. Possess the appropriate certifications.
- 2.27. Pass a medical credential review in addition to the approved USOPC Games Background Check, which will be a combined check managed through USOPC Sports Medicine (separately arranged background checks will not be considered).
- 2.28. Meet the required experience and proficiency levels as determined by USOPC Sports Medicine and outlined in Attachment A and the documents found at <https://www.usopc.org/athlete-services/medical/volunteer-program>.
- 2.29. Complete the mandatory Games training prior to the Games.
- 2.30. Be approved for nomination through the USOPC's Sports Medicine Division.
- 2.31. Fulfill all requests and meet deadlines for any required information or documentation such as the submission of a temporary licensing application (to

practice medicine at the Games) and medical equipment submission requirements.

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

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

In addition, Support Staff and PCAs must:

- 2.34. Have sport specific expertise working with persons with disabilities.
- 2.35. Have experience working with athletes and coaches in a competition setting.
- 2.36. Be able to assist athletes/disability groups with daily personal care as necessary.
- 2.37. Assist with all aspects of the Team during travel, training, competition, and downtime as needed.
- 2.38. Possess appropriate experience and/or professional certifications based on athlete(s) needs.

In addition, Sport Science (*i.e. Strength & Conditioning, Sports Psychology, Dietitian.*) must:

- 2.39. Meet the minimum criteria defined in the [USOPC Sports Medicine Provider Credentialing Policy](#).
- 2.40. Possess the appropriate professional certifications.
- 2.41. Pass licensure/credential review in addition to the approved USOPC Games Background Check, which will be a combined check managed through USOPC Sport Performance (separately arranged background checks will not be considered).
- 2.42. Possess appropriate experience relative to the position/field of practice for which they may be nominated.
- 2.43. Fulfill all requests and meet deadlines for any required information or documentation such as the submission of a temporary licensing application (to provide services at the Games)
- 2.44. Possess appropriate experience and/or certifications relative to the position/area of expertise for which they may be nominated.
- 2.45. Must have experience in assisting athletes with everyday care and activities of daily living (ADL).
- 2.46. Must have experience developing and implementing strength and conditioning plans for athletes with disabilities, preferably in the realm of wheelchair rugby.
- 2.47. Must have experience developing and implementing mental health training techniques; proven successful experiences with Paralympic athletes in team sports.

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

LNASO will not solicit applications for the Games Staff position(s). The Games Staff position(s) will be filled by current LNASO employees and/or contractors.

4. Describe the removal of Games Staff:

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

- 4.1. Voluntary withdrawal. Games Staff nominee must submit a written letter to the LNASO Executive Director/CEO/President.
- 4.2. Injury or illness as certified by a physician (or medical staff) approved by LNASO. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by LNASO, 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 LNASO's Code of Conduct (Attachment A).

Once the Games Staff nomination(s) is 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 LNASO 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:

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

LNASO Selection Committee will make the final approval.

Chief Program Officer, Lakeshore Foundation
High Performance Manager, Lakeshore Foundation
AAC Representative, USOPC

7. Conflict of Interest:

All individuals involved in the selection process (see Section 6) must comply with the LNASO's conflict of interest policy (<https://usawr.org/wp->

<content/uploads/2022/08/Conflict-of-Interest-LNASO-2022.pdf>) to include completing and submitting a disclosure form for review by LNASO’s ethics committee prior to beginning the selection process.

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

Nomination deadline for medical staff: March 1, 2024

Nomination deadline for all other staff: May 1, 2024

9. Publicity/Distribution of Procedures:

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

9.1. Web site: <http://www.lakeshorefoundation.org> and <http://www.usawr.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 President or CEO/Executive Director	John D. King	John D. King	4/4/24
USOPC Athletes' Advisory Council Representative*	Lee Fredette	Lee Fredette	4/8/24

* 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, 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 must designate an athlete from that sport to review and sign the Selection Procedures.

Attachment A:

LAKESHORE FOUNDATION/USA WHEELCHAIR RUGBY CODE OF CONDUCT Staff 2024

I pledge to uphold the spirit of the Lakeshore National Adapted Sport Organization (LNASO) 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 participate 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 as a staff member for the 2024 United States Wheelchair Rugby National Team.

As a Coach or Service Provider of USAWR, I hereby promise and agree that I:

- Will abide by all rules related to the staff selection procedures as approved by the LNASO;
- Will abide by all bylaws, rules, regulations, policies and procedures of USAWR including but not limited to, its Safe Sport Policy;
- Will abide by all rules, regulations, policies, and procedures of the U.S. Center for Safe Sport, and submit without reservation to the jurisdiction of the U.S. Center for Safe Sport;
- will maintain a level of knowledge and professionalism that will permit my contribution to USAWR to be at the maximum of my abilities;
- Will refrain from conduct detracting from my ability or that of the team to attain peak performance;
- Will respect the property of others whether personal or public;
- Will abide by all rules, regulations, policies and procedures of the United States Olympic and Paralympic Committee including but not limited to the Olympic Movement Code on the Prevention of the Manipulation of Competitions;
- 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, and alcohol and providing of drugs to any person and of alcohol to minors;
- 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 and Paralympic Committee (USOPC) or the World Wheelchair Rugby (WWR) rules;
- Will abide by all state and federal laws as applicable;

- Have acted and will act in a sportsmanlike manner consistent with the spirit of fair play and responsible conduct;
- Will respect members of the 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 and Paralympic Committee (USOPC) and LNASO sponsors, suppliers and licensees provide critical support for the Team and, in recognition of this fact, I will wear designated USOPC and LNASO apparel at all official Team functions and events;
- Will not conceal or cover-up any USOPC and/or LNASO sponsor, supplier or licensee brand or other identification appearing on my USOPC and/or LNASO apparel;
- Agree to be filmed and photographed by the official photographer(s) and network(s) of USOPC and/or LNASO under conditions authorized by USOPC and/or LNASO and give event organizers and USOPC and/or LNASO 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 USOPC and/or LNASO 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 speak to a member of the media on behalf of the program without the prior consent of the USAWR Press Officer;
- Will not use or authorize the use of photographs, films or videos of myself in my USOPC and/or LNASO apparel or equipment or the use of the USOPC and/or LNASO logo for the purpose of trade, without the prior written consent of the USOPC and/or LNASO (which consent shall not be unreasonably withheld);
- Will act in a way that will bring respect and honor to myself, my teammates, USOPC and/or LNASO and the United States; and
- Will remember that at all times I am an ambassador for my sport, my country and the Paralympic Movement.
- I understand that I also have a responsibility to report any potential code of conduct violations. I will report any code of conduct violations to the Chief Program Officer of at jena@lakeshore.org or via phone at 205.313.7417. I understand that these violations will be reported to the Lakeshore Foundation President and CEO. Further, I understand that retaliation against any individual who reports, in good faith, wrongful conduct and/or participates in the investigation is prohibited.

As outlined in the USAWR Complaint Procedures (posted on usawr.org):

Section 6. Hearing Panel.

The CEO shall appoint a hearing panel consisting of three (3) individuals to hear the complaint. At least one member of the hearing panel shall be an athlete. The Chief Executive Officer shall also appoint a chair of the hearing panel from among the three individuals appointed. The Hearing Panel shall be responsible to ensure that all complaints are heard in a timely, fair, and impartial manner not to exceed 90 days after the last filing without just cause for the delay.

In the event that a complaint is filed against the CEO, the Lakeshore National Adapted Sport Organization (LNASO) Board Chair shall appoint and convene a hearing panel that is free from a conflict of interest. Any member of the hearing panel empowered to resolve grievances that has a possible conflict of interest must disclose it. If the chair of the hearing panel has a conflict, then the CEO shall determine if a conflict is material/exists. If such conflict exists, then the CEO shall name appoint a new chair of the hearing panel. The names of the hearing panel shall be forwarded to all parties at least 14 days in advance of the hearing. Should any party believe a conflict exists they may submit a written appeal to ethics@lakeshore.org stating the reason for the conflict. The decision of the Board Chair or President shall be final and communicated and responded to in writing.

Fair notice of charges will be given to the respondent within 14 days of the LNASO's receipt of the filing, as well as the requested remedy, any supporting documentation filed by the filing party, and an opportunity for a hearing will be provided to any athlete coach, staff member, administrator or official in writing prior to declaring an individual ineligible. The respondent will have the opportunity to submit an answer as to why the matter should not be taken on by the LNASO as well as the opportunity to have a reasonable time to prepare a defense of the filing. The Complainant shall also be informed of the respondent's answer.

If the hearing panel determines that the grievance fails to meet the criteria in this procedure, the hearing panel shall dismiss the grievance and so notify Complainant in writing providing sufficient details and reasons for the nature of the deficiencies. Upon dismissal, the Complainant may correct any deficiencies in the grievance and refile the grievance in accordance with Section A, provided that the re-filed grievance is timely. Alternatively, within 14 days of the notice, Complainant may file an appeal of the dismissal with the hearing panel.

Section 7. Administration.

The General Counsel shall generally administer and oversee all administrative grievances and right to compete matters filed with LNASO.

Section 8. Conduct of the Proceeding.

The hearing panel shall rule on all motions and other matters raised in the proceeding. If the complaint is not dismissed, the hearing panel shall hold a hearing on the complaint. The hearing panel shall set such timelines and other rules regarding the proceeding and the conduct of the hearing as it deems necessary. The hearing shall be informal, except that testimony shall be taken under oath. All evidence shall be provided to all parties such that the evidence can be inspected within a reasonable time to prepare one's position on the matter. All witnesses that will appear at the hearing will be disclosed to all parties as well.

The hearing may be conducted by teleconference, if necessary or convenient to the parties. Each party shall have the right to appear personally or through a legal representative. All parties shall be given a reasonable opportunity to present and examine evidence, cross-examine witnesses and to present argument. Members of the hearing panel shall have the right to question witnesses or the parties to the proceeding at any time.

Any party may have a record made of the hearing. A court reporter may be present at the hearing at the request of a party. The court reporter shall be paid for by the party requesting the court reporter, or if mutually agreed, the cost may be equally divided. Any transcript shall be paid for by the party requesting the transcript.

Section 9. Expedited Procedures.

Upon the request of a party, and provided that it is necessary to expedite the proceeding in order to resolve a matter relating to a competition that is so scheduled that compliance with regular procedures would not be likely to produce a sufficiently early decision to do justice to the affected parties, the Chief Executive Officer is authorized to order that the complaint be heard and decided within forty-eight (48) hours of the filing of the complaint. In such a case, the hearing panel is authorized to hear and decide the complaint pursuant to such procedures as are necessary, but fair to the parties involved.

Section 10. Complaints Involving Selection to Participate in a Competition.

Where a complaint is filed involving selection of an individual to participate in a competition, the complainant shall include with the complaint a list of all other individuals, together with their contact information, that may be adversely affected by a decision rendered on the complaint. The hearing panel shall determine which additional individuals must receive notice of the complaint. The complainant shall then be responsible for providing appropriate notice to these individuals. Any individual so notified then shall have the option to participate in the proceeding as a party. If an individual is notified of the complaint, then that individual shall be bound by the decision of the hearing panel even though the individual chose not to participate as a party.

Section 11. Decision.

A decision shall be determined by a majority of the hearing panel. The hearing panel's decision shall be in writing, shall state the reasons for the decision and shall be distributed to the parties.

Section 12. Arbitration.

Any party may appeal a decision of the hearing panel to the American Arbitration Association. The arbitrator appointed by the American Arbitration Association shall have the authority to hear the matter anew or if requested by a party to render a decision on a more limited review. Either party may submit the decision of the hearing panel to the arbitrator for the arbitrator's consideration. The arbitrator may give whatever weight or authority to the hearing panel's decision as the arbitrator deems appropriate.

PARTICIPANTS' AFFIRMATION

I have read and accept this 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 Code of Conduct, there will be disciplinary consequences. I am subject, but not limited to, the potential consequences; warning, probationary period, 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

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

Signature Date
Relationship (Parent or Guardian)