



**USA PARA POWERLIFTING LOGAN UNIVERSITY**  
**GAMES STAFF SELECTION PROCEDURES**  
**TOKYO, JAPAN**  
**PARALYMPIC GAMES**  
**5/10/2019**  
**Amended June 8, 2020**  
**Amended February 27, 2021**

**IMPORTANT NOTICE DUE TO POSTPONEMENT OF THE 2020 PARALYMPIC GAMES**  
**May 18, 2020**

Following the IPC’s announcement that the Tokyo 2020 Paralympic Games have been rescheduled to take place August 24-September 5, 2021, this notice and the information below serve as an announcement of amendment(s) to Logan University’s Staff Selection Procedures.

Section of Procedures	Page #	Amendment Description
Section 2.2: HPMO’s Games Staff positions Criteria	Page 3	Reference to “Other Positions (i.e. Team Managers, Nutritionists, Sport Specific roles, etc.)” changed to “Administrative Personnel (i.e. Team Manager, non-medical performance staff).”
Section 3: Application dates	Page 4	Applications for Team Leader will be made available December 1 <sup>st</sup> , 2020- December 15 <sup>th</sup> , 2020. Deadline for application submissions will be December 15 <sup>th</sup> , 2020. Chosen applicant(s) will be informed via email on or by December 31 <sup>st</sup> , 2020.  Applications for Coaches will be made available January 1 <sup>st</sup> , 2021 – January 15 <sup>th</sup> , 2021. Deadline for coach(es) application submission will January 15 <sup>th</sup> , 2021. Chosen application(s) will be informed via email on or by January 31 <sup>st</sup> , 2021.
Section 9: Date of Nomination	Page 5	Nomination date for Games Medical Staff added as January 15, 2021. Nomination date changed from July 10, 2020 to July 10, 2021 for all other Games Staff.
Various References	Varied	Changed reference of “USOPC” to “USOPC” throughout the document
Section 3	Page 4	Date changes

These procedures provide for selection of USA Para Powerlifting Staff 2020 Paralympic Games in Tokyo, Japan. 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 the HPMO.

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

<b>USOPC Role Name - (Games Function)</b>	<b>Responsibility</b>

Team Leader	Serve as primary point of contact and liaison between the <b>USOPC</b> and NGB/HPMO/PSO before, during and after the competition. Would serve as the primary contact with World Para Powerlifting and oversight of training of coaches and athletes
Coach	Prepare athletes/teams for success on the field of play prior to and during the competition Tech Personnel, Sport Specific Roles (Golf Caddy, Groom, etc.)
Medical (ATC, Physio, Physician, Massage)	Provide appropriate medical care to the athletes.
Administrative Personnel (Catch-all – i.e. Team Manager, non-medical performance staff)	HPMO Representative responsible for providing assistance to the team as needed before and during the event

2. What are the HPMO’s criteria for the above Games Staff position(s) (attach a job description, if any)?

HPMO’s Games Staff must:

- 2.1. Member in good standing with USA Para Powerlifting
- 2.2. Successfully pass the National Center for Safety Initiatives’ (NCSI) background screen in accordance with the current **USOPC** Games Background Check Policy prior to nomination.
  - 2.2.1. 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 HPMO Administrator.
- 2.3. Possess a valid passport that does not expire until at least six months after the conclusion of the Games.
- 2.4. Have the ability to work effectively with the HPMO.
- 2.5. Have strong administrative, communication and organizational capabilities/skills *(if applicable to position)*.
- 2.6. Be responsible for Team’s adherence to all rules regarding discipline at the Games *(if applicable to position)*.
- 2.7. Fulfill all duties and requirements of the WPP including attendance at WPP Games related meetings *(if applicable to position)*.
- 2.8. Be available for entire duration of the Games *(if applicable to position)*.
- 2.9. Have the HPMO’s approval to make financial decisions regarding the Team *(if applicable to position)*.
- 2.10. Possess high level, specific technical and tactical knowledge of the sport *(if applicable to position)*.
- 2.11. Have thorough knowledge and understanding of the IF rules and regulations governing the sport *(if applicable to position)*.

- 2.12. Demonstrate ability to establish harmonious relationships with athletes and other Team personnel.
- 2.13. Be in good health and able to withstand the physical rigors of traveling with and working with the Team.
- 2.14. Be a currently employed staff member or contractor of the HPMO.
- 2.15. Be listed on HPMO's List and must successfully complete all Games Registration requirements by stated deadlines.
- 2.16. Participate in USADA training as required for position (*if applicable to position*).
- 2.17. Successfully complete the US Center for SafeSport's awareness training and education
- 2.18. Possess a high level of specific technical and tactical knowledge of the sport including the weight and kit check process, knowledge of warm up techniques, how to work the competition board, strapping and protest procedures.
- 2.19. Must have coaching experience at a World Championship event in the third year of the current quad
- 2.20. Must have a minimum of 3 – 5 years of coaching experience at the international level with USA Para Powerlifting.

In addition, Medical Personnel must:

- 2.21. Possess the appropriate certifications.
- 2.22. 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).
- 2.23. Meet the required experience and proficiency levels as determined by **USOPC** Sports Medicine and outlined in Attachment A and the documents found at [www.teamusa.org/medicalvolunteer](http://www.teamusa.org/medicalvolunteer)
- 2.24. Be approved for nomination through the **USOPC's** Sports Medicine Division.

In addition, Coaches Must:

- 2.22. Possess a high level of specific technical and tactical knowledge of the sport.

In addition, ~~Other Positions (i.e. Team Managers, Nutritionists, Sport Specific roles, etc.)~~ **Administrative Personnel (i.e. Team Manager, non-medical performance staff)** must:

- 2.26. Possess appropriate experience and/or certifications relative to the position/area of expertise for which they may be nominated.

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



document shall be subject to the following process:

3.1.1. Candidate will complete application for position. Application will be located on USA Para Powerlifting's webpage on Logan University's website ([www.logan.edu/usapp](http://www.logan.edu/usapp)).

3.1.2 Applications will be available ~~December 1<sup>st</sup>, 2019-2020~~ ~~December 15<sup>th</sup>, 2019-2020~~ March 1<sup>st</sup>, 2021-March 15<sup>th</sup>, 2021-

3.1.3. Deadline for Team Leader applications will be 11:59pm ~~CST on December 15<sup>th</sup>, 2019-2020~~ March 15<sup>th</sup>, 2021-

3.2.4 Applications for Team Leader will be review by the selection committee.

3.2.5 Chosen applicant(s) will be informed via email on or by ~~December 31<sup>st</sup>, 2019-2020~~ March 15<sup>th</sup>, 2021.

3.2. Candidate(s) for Coach(es) that meet all of the following requirements listed in section 2 of this document shall be subject to the following process:

3.2.1. Candidate will complete application for position. Application will be located on USA Para Powerlifting's webpage on Logan University's website ([www.logan.edu/usapp](http://www.logan.edu/usapp))

3.2.2. Applications will be ~~available January 1<sup>st</sup>, 2020-2021~~ ~~January 15<sup>th</sup>, 2020-2021~~ March 1<sup>st</sup>-March 15<sup>th</sup>, 2021

~~3.2.3.~~ Deadline for Coach(es) applications will be 11:59pmCST on ~~January 15<sup>th</sup>, 2020-2021~~ March 15<sup>th</sup>, 2021

3.2.4. Applications will be reviewed by the selection committee.

3.2.5. Chosen applicant(s) will be informed via email on or by ~~January 31<sup>st</sup>, 2020-2021~~ March 31<sup>st</sup>, 2021

4. Describe the intended method of identifying the pool and selecting the candidates considered for the Competition Staff position(s) listed below:

4.1. Team Leader candidate(s) and Coach candidate(s) will be identified by the items listed in sections 2 and 3 of these procedures.

1.1. ~~Medical and Staff personnel will be appointed by the Executive Director of Paralympic Operations~~

2. Describe the removal of Competition Staff:

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

2.1. Voluntary withdrawal. Competition Staff nominee must submit a written letter to Logan University/Executive Director/CEO/President.

2.2. Injury or illness as certified by a physician (or medical staff) approved by the HPMO. If the individual refuses verification of his/her illness or injury by a physician (or medical



staff) approved by the Logan University, 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 [Logan University's Code of Conduct](#). Once the Competition Staff nomination(s) is accepted by Logan University (Logan), Logan has jurisdiction over the Competition Staff, at which time, in addition to any applicable HPMO Code of Conduct, the WPP/LOC's Competition Forms apply. The WPP/LOC's Competition forms are available as part of Competition Registration prior to the respective Competition.
3. Describe the replacement of Competition Staff: In the event that the Nominated Competition 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 the staff member, the replacement candidate must meet all of the applicable criteria listed in Section 2 above.
  4. Which group/committee will make the final approval of the Competition Staff position(s)?

The Selection Committee will make the final approval:

- High Performance Manager
- Athlete Representative
- Executive Director


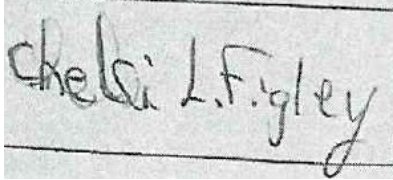
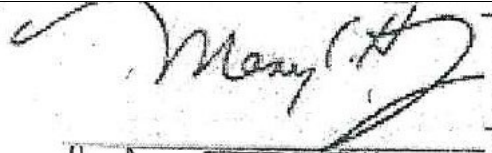
5. Conflict of Interest:
  - An individual involved in the selection process who has a conflict of interest must disclose this information and recuse him or herself and not influence others regarding the discussions, meetings or decisions involving the selection of the Competition Staff position(s). If there is an issue concerning whether a conflict of interest exists, the HPMO'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 **USOPC** on or before: **July 10, 2020**

**Medical Staff: January 15, 2021**  
**All other Staff: July 10, 2021**

7. Publicity/Distribution of Procedures: Logan approved selection procedures (complete and unaltered) will be posted/published by the HPMO in the following locations:
  - 7.1. Web site: [www.logan.edu/usapp](http://www.logan.edu/usapp) these procedures will be posted as soon as possible, but not more than five days following notice of approval by the HPMO.
  - 7.2. 10.2. Other (if any): N/A

Position	Print Name	Signature	Date
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HPMO/President or CEO/Executive Director	Kelley Humphries		15 June 2020 27 February 2021
USOPC Athletes' Advisory Council Representative*	Chelsi Figley		15 June 2020 27 February 2021
High Performance Manager	Mary Hodge		15 June 2020 27 February 2021

\* 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/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 **USOPC** AAC Representative, the NGB/HPMO must designate an athlete from that sport to review and sign the Selection Procedures.



## Attachment A

# USOPC Sports Medical Games Requirements

### PURPOSE

The **USOPC** 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 USOPC 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 **USOPC** Managing Director of sports medicine who will then identify and communicate the level of support to be provided by **USOPC** Sports Medicine. Any changes to the requested sports medicine support should be immediately forwarded to **USOPC** Sports Medicine. In cases where medical services or materials are not identified, the **USOPC** 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 specialty 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 **USOPC** Volunteer Program Application for specific specialty (Attachments located at [www.teamusa.org/medicalvolunteer](http://www.teamusa.org/medicalvolunteer)). On occasion, specific supporting documentation will be requested at the discretion of **USOPC** Sports Medicine.
- 2) Successfully pass a medical credential review and criminal background check at or above **USOPC** standards with the National Center for Safety Initiatives (NCSI)
- 3) Review of the venue emergency action plan with **USOPC** 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](http://www.teamusa.org/medicalvolunteer)



Where Paralympic Journeys Begin

- Physical Therapist Qualification Criteria - located at [www.teamusa.org/medicalvolunteer](http://www.teamusa.org/medicalvolunteer)
  - Doctor of Chiropractic Qualification Criteria - located at [www.teamusa.org/medicalvolunteer](http://www.teamusa.org/medicalvolunteer)
  - Physician Qualification Criteria - located at [www.teamusa.org/medicalvolunteer](http://www.teamusa.org/medicalvolunteer)
- Massage Therapist Qualification Criteria - located at [www.teamusa.org/medicalvolunteer](http://www.teamusa.org/medicalvolunteer)