



Updated June 23rd, 2021
USA PARA POWERLIFTING LOGAN UNIVERSITY
STAFF SELECTION PROCEDURES
2021 WORLD CHAMPIONSHIPS
Batumi, Georgia

USOPC Role Name - (Games Function)	Responsibility
Team Leader	Serve as primary point of contact and liaison between the USOPC 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

These procedures provide for selection of USA Para Powerlifting Staff **2021 World Championships**. 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.
 - 1.1. Member in good standing with USA Para Powerlifting
 - 1.2. Successfully pass the National Center for Safety Initiatives' (NCSI) background screen in accordance with the current USOPC Games Background Check Policy prior to nomination.
 - 1.2.1. Should a nominee experience any event between the time the background check is conducted and the relevant competition that may change his/her background check status, the nominee must inform the HPMO Administrator.
 - 1.3. Possess a valid passport that does not expire until at least six months after the conclusion of the Games.
 - 1.4. Have the ability to work effectively with the HPMO.
 - 1.5. Have strong administrative, communication and organizational capabilities/skills *(if applicable to position)*.
 - 1.6. Be responsible for Team's adherence to all rules regarding discipline at the Games *(if applicable to position)*.
 - 1.7. Fulfill all duties and requirements of the WPP including attendance at WPP



- Games related meetings (*if applicable to position*).
- 1.8. Be available for entire duration of the competition (*if applicable to position*).
 - 1.9. Have the HPMO's approval to make financial decisions regarding the Team (*if applicable to position*).
 - 1.10. Possess high level, specific technical and tactical knowledge of the sport (*if applicable to position*).
 - 1.11. Coaches must have successfully completed both USAPP Level 1 and Level 2 Courses prior to competition
 - 1.12. Have thorough knowledge and understanding of the IF rules and regulations governing the sport (*if applicable to position*).
 - 1.13. Demonstrate ability to establish harmonious relationships with athletes and other Team personnel.
 - 1.14. Be in good health and able to withstand the physical rigors of traveling with and working with the Team.
 - 1.15. Be a currently employed staff member, contractor, or volunteer of the HPMO.
 - 1.16. Be listed on HPMO's List and must successfully complete all competition Registration requirements by stated deadlines.
 - 1.17. Participate in USADA training as required for position (*if applicable to position*).
 - 1.18. Successfully complete the US Center for SafeSport's awareness training and education
 - 1.19. 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.
 - 1.20. Must have coaching experience at an international competition event during the current quad
 - 1.21. Must have a minimum of 3 – 5 years of coaching experience at the international level with USA Para Powerlifting.
 - 1.22. Have successfully complete the USA Para Powerlifting Level 1 and Level 2 Coach's education Course.

In addition, Medical Personnel must:

- 1.23. Possess the appropriate certifications.
- 1.24. Pass a medical credential review in addition to the approved USOPC Games Background Check and the POD's Background Checks, which will be a combined check managed through USOPC Sports Medicine (separately arranged background checks will not be considered).
- 1.25. Meet the required experience and proficiency levels as determined by USOPC and the POD's Sports Medicine and outlined in Attachment A and the documents found at www.teamusa.org/medicalvolunteer
- 1.26. 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, 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.
2. Describe the intended method of identifying the pool and selecting the candidates to be considered for the Games Staff position(s):
3. Describe the intended method of identifying the pool and selecting the candidates considered for the Competition Staff position(s) listed below:
 - 3.1. Team Leader candidate(s) and Coach candidate(s) will be identified by the items listed in sections 2 and 3 of these procedures.
 - 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).
 - 3.1.2 Applications will be available March 1st, 2021 – March 15th, 2021.
 - 3.1.3. Deadline for Team Leader applications will be 11:59pm CST on March 15th, 2021.
 - 3.2.4 Applications for Team Leader will be review by the Executive Director of Paralympic Operations.
 - 3.2.5 Chosen applicant(s) will be informed via email on or by March 31st, 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)
 - 3.2.2. Applications will be available March 1st, 2021 – March 15th, 2021
 - 3.2.3. Deadline for Coach(es) applications will be 11:59pmCST on March 15th, 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 March 31st, 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.
5. Describe the removal of Competition Staff:

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

- 5.1. Voluntary withdrawal. Competition Staff nominee must submit a written letter to the Executive Director of Paralympic Operations.
- 5.2. 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 POD, his/her injury will be assumed to be disabling and he/she may be removed.

- 5.3. Inability to perform the duties required.
 - 5.4. Violation of Logan University's Paralympic Operations Department Code of Conduct. Once the Competition Staff nomination(s) is accepted by the POD, the POD has jurisdiction over the Competition Staff, at which time, in addition to any applicable POD's 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.
6. 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 him/her, the replacement candidate must meet all of the applicable criteria listed in Section 2 above.
 7. Which group/committee will make the final approval of the Competition Staff position(s)?


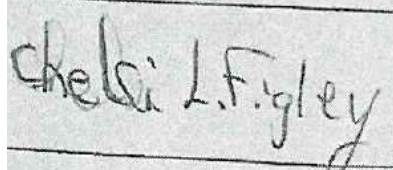
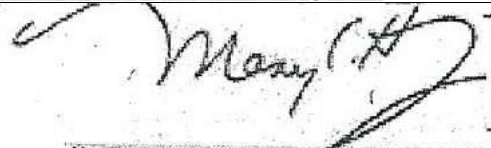
The Selection Committee will make the final approval:

Executive Director of Paralympic Operations
High Performance Manager
Athlete Representative

8. 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 POD's Advisory or Ethics Committee, as appropriate, shall determine if a conflict exists.
9. Date of Nomination
The Competition Staff Nomination Form with the Staff nominee's name, including the name of a replacement (If applicable), will be submitted to the Executive Director of Paralympic Operations on or before: April 1st, 2021

Medical Staff: April 1st, 2021
All other Staff: April 1st, 2021
10. Publicity/Distribution of Procedures: the POD approved selection procedures (complete and unaltered) will be posted/published by the HPMO in the following locations:
 - 10.1. Web site: 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.
 - 10.2. Other (if any): N/A



Position	Print Name	Signature	Date
HPMO/President or CEO/Executive Director	Kelley Humphries		23-June-2021
USOPC Athletes' Advisory Council Representative*	Chelsi Figley		23-June-2021
High Performance Manager	Mary Hodge		23-June-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). 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
- 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 D

Logan University Paralympic Operations Department (POD)

Code of Conduct

Purpose

To define the terms by which the people who are considered Designated Persons the Paralympic Operations Department (POD) at Logan University's (Logan), the High-Performance Management Organization (HPMO) of USA Para Powerlifting (USAPP), shall conduct themselves consistent with Logan's mission and core values. Designated Persons include all members of the sport(s) managed by the POD (USAPP), council members, committee/task force members, athletes, coaches, department staff, sport specific professional staff (volunteer/stipend/) and volunteers.

Policy Statement

Introduction

The POD supports its members, athletes, coaches, department staff, sport specific professional staff, and volunteers in achieving sustained competitive excellence and persevering the Paralympic ideals. The POD accomplishes this mission through its commitment to:

- Honesty, integrity, and trustworthiness in all dealing
- Respect for the rights, differences and dignity of others
- Accountability and transparency
- Stewardship of the Paralympic movement

The POD has adopted the Code of Conduct to support these values with the expectation that the people who are Designated Persons conduct themselves consistent with Logan's mission and core values. Applicability This Code of Conduct applies to all Designated Person of Logan POD's as it pertains to the University's responsibility as an HPMO.

Code of Conduct

Reporting Obligations

No code of conduct can address every situation, nor can it take the place of good judgement and integrity. Logan maintains an "open door" for anyone who has questions or concerns. Logan supports all efforts to comply with this Code of Conduct. In addition, Logan is dedicated to the safety of its member and requires that any violations of the US Center of SafeSport Minor Athlete Abuse Prevention Policies (MAPP) be reported immediately per Logan's USAPP Grievance Procedures (found at www.logan.edu/usapp) and to the US Center of SafeSport (<https://safesport.org/>). Under no circumstances will an individual be subject to any disciplinary or retaliatory action of filing, in good faith, a report of violation or potential violation of the Code of Conduct. However, filing known false or malicious reports will not be tolerated, and anyone filing such reports will be subjected to appropriate disciplinary action.

Legal Compliance

The POD requires that all Designated Persons follow the Code of Conduct and abide by all applicable Logan policies and procedures; United States federal, state and local law as applicable, including the Ted Stevens Olympic and Amateur Sport Act, codified at 36. U.S.C §§ 22501—22529; The Olympic Movement Code on Prevention of Manipulation of Competitions; United States Olympic and Paralympic Committee rules, polices, and procedures; foreign law as applicable.

Commitment to Integrity and statement of ethics

The POD is committed to honesty and integrity as the cornerstone of our activities. In turn, the POD expects them members of the sport(s) it manages to conduct themselves in an ethical and legal manner as a Designated Person of the HPMO. This requires that you:

- Respect the rights of all individuals to fair treatment and equal opportunity, free from discrimination or harassment of any type, including, without limitation discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, age, national origin or otherwise
- Know, understand and comply with all applicable laws, regulations, and codes of conduct
- Ensure that all HPMO work and transactions are handled with honesty and recorded accurately

- Protect information that belongs to, the POD, Logan, our workers, volunteers, members and customers
- Protect information that belongs to the POD, Logan, our workers, volunteers, members and customers
- Never use the POD or Logan's assets or information for personal gain
- Recognize that even the appearance of misconduct or impropriety can be very damaging to the reputation of the POD, the sport(s) it manages, and Logan, and thus act accordingly.

Logan, the POD and the sport(s) it manages finds sexual and physical abuse intolerable and in direct conflict with its core mission and values. They are committed to ensuring that it, its members, and member organization promote an environment free from such abuse; and such commitment extends not only to the workplace, but also to the creation of safe sporting environments for athletes. To that end, Logan, the POD and the sport(s) it manages, forbids any form of sexual or physical abuse, whether in the workplace or outside it, and including instances involving athletes. You have a duty to report any alleged sexual or physical abuse occurring in the workplace or at any Logan supported training or sporting activity (this includes all POD events specific to the sport(s) it manages (USAPP)). Logan's POD Misconduct Policy can be found at www.logan.edu/usapp.

Participant Relationships

Members of USAPP, which are under the governance of the POD, a department within Logan, are charged with contributing to an environment that makes participation in the sport a positive and rewarding experience. To achieve that result, each member has an obligation to make decisions based on the best interest of the all those involved. With this obligation in mind, it is a violation of this Code of Conduct for any member to:

- Fail to follow the safety guidelines established by the POD, or otherwise knowingly subject a participant to unreasonable physical or emotional risk.
- Engage in conduct, which is competitively unfair including, in particular, attempting to injure, disable or intentionally interfere with the preparation of a competitor.
- Engage in physically or emotionally abusive conduct towards another participant in the sport.
- Discriminate in the provision of resources or opportunities to any member or prospective member based on race, creed, sex, sexual orientation, gender identification or expression, age, national origin or mental or physical disability
- Intimidate, embarrass or improperly influence, or attempt to intimidate, embarrass or improperly influence any individual responsible for judging, coaching, participating in or administering a competition.
- Engage in business practices directed towards another member that are determined by a court or other judicatory body to be illegal.

Responsibility

A member of USAPP under the governance of Logan has a responsibility to the sport of Para Powerlifting and the rules and regulations that govern it. With this responsibility in mind, it is a violation of this Code of Conduct for any member to:

- Knowingly misrepresent the policies or actions of Logan and USAPP or its authorized representatives.
- Fail to follow the established procedures for challenging a competitive result, contesting a team selection decision, registering a complaint about the materially improper conduct of another member.
- Breach the duty to maintain appropriately established confidences of Logan or its members.

Communication

Members of USAPP which are under the governance of Logan have a duty to communicate honestly and openly with the organization and its members. With this obligation in mind, it is a violation of this Code of Conduct for any member to:

- Misrepresent competitive or coaching achievements, professional qualifications, education, experience, criminal record or affiliations.
- Continuing to claim a coaching level title based fully or partly on the record of athletes one has not personally coached or whom another member is coaching or has coached. Not being forthcoming about a criminal record
- Knowingly withhold from any athlete or coach information or resources likely to enhance the athlete's progress, enjoyment of the sport or reduce their risk of injury or illness.

- Fail to consult with or fully inform the athlete, the athlete's coach or parents (if the athlete is less than 18 years of age) about competitions, commercial or sponsorship opportunities or recognition.
- Misrepresent the nature or extent of an injury in order to participate in (or cause an athlete to participate in) a competition, training camp or similar activity.
- Fail to consult with and fully inform the coach of record, and/or an athlete's parents (if the athlete is less than 18 years of age) about a change of coach of record, a change of team of record, or of enrollment in a Logan USAPP/US Paralympic sponsored facility or program.
- Entice an athlete to change the coach or team of record for monetary or in-kind payments.
- Knowing disseminate false information about any member

USADA Anti-Doping, Alcohol and Drug Abuse

Members of USAPP which are under the governance of Logan must ensure that the sport is conducted in an environment free of drugs and/or alcohol abuse. It is inconsistent with this obligation for any member to:

- Provide to a third party, or be a third-party user of, any drug deemed illegal by federal, state or municipal law.
- Provide alcohol to, or condone the use of alcohol by, one or more athletes under the age of 21, abuse alcohol in the presence of athlete members or consume alcohol if under 21 years of age.

Membership anti-doping obligations

It is the duty of individual members of the Logan USAPP to comply with all anti-doping rules of the World Anti-Doping Agency (WADA), World Para Powerlifting Organization (WPPO) and the International Paralympic Committee (IPC), the USOPC including the USOPC National AntiDoping Policy, and of the U.S. Anti-Doping Agency (USADA), including the USADA Protocol for Olympic and Paralympic Movement Testing (USADA Protocol) and all other policies and rules adopted by WADA, WPPO, IPC, the USOPC and USADA. Athlete members agree to submit to drug testing by WPPO/IPC and/or USADA or their designees at any time and understand that the use of methods or substances prohibited by the applicable anti-doping rules make them subject to penalties including, but not limited to, disqualification and suspension. If it is determined that an individual member may have committed a doping violation, the member agrees to submit to the results management authority and processes of USADA, including arbitration under the USADA Protocol, or to the results management authority of WPPO/IPC, if applicable or referred by USADA. Membership Organization anti-doping obligations It is the duty of all Athletes, Athlete Support Personnel and other Persons (as those terms are defined in the World-Anti Doping Code), by virtue of their participation in the Olympic, Paralympic, Pan American, ParaPan American or Youth Olympic Games, participation in an Event or Competition organized or sanctioned by an National Governing Body (NGB), Paralympic Sports Organization (PSO) or HPMO, participation on a national team, utilization of a USOPC Training Center, receipt of benefits from the USOPC or Logan home of USAPP, inclusion in the Registered Testing Pool, or otherwise subject to the World Anti-Doping Code to comply with all anti-doping rules of WADA, WPPO/IPC, the USOPC, and of the U.S. Anti-Doping Agency (USADA), including the USADA Protocol for Olympic and Paralympic Movement Testing (USADA Protocol) and all other policies and rules adopted by WADA, the WPPO/IPC and USADA. If it is determined that an Athlete, Athlete Support Personnel, or other Person may have committed a doping violation, the individual agrees to submit to the results management authority and processes of USADA, including arbitration under the USADA Protocol, or to the results management authority of the WPPO/IPC, if applicable or referred by USADA. In addition, Athletes agree to submit to drug testing by the WPPO/IPC and/or USADA or their designees at any time and understand that the use of methods or substances prohibited by the applicable anti-doping rules make them subject to penalties including, but not limited to, disqualification and suspension.

Criminal Conduct

Members of USAPP which are under the governance of Logan are expected to comply with all applicable criminal codes. Any member who has been convicted of or has entered a plea of guilty or no contest to a criminal charge involving sexual misconduct, child abuse, or conduct that is a violation of a law specifically designed to protect minors will be immediately expelled from membership and no longer be allowed to participated in Logan and USAPP sponsored/sanctioned events domestically and internationally.

Sexual Misconduct

Logan's misconduct policy is expected to be followed by all members. The policy can be located at www.logan.edu/usapp.

Conflict of Interest

Members of USAPP which are under the governance of Logan are responsible for avoiding both actual and perceived conflicts of interest while conducting business on behalf of the organization. It is a violation of the Code of Conduct for any member to:

- Use, or be perceived as using, Logan and USAPP's properties, services, opportunities, authority or influence to gain private benefit.
- Incur expenses in furtherance of Logan or USAPP business that are unreasonable, unnecessary, or unsubstantiated.
- Participate in establishing criteria or policies; engage in deliberations or decision-making about any issue for which the member has a direct financial or professional interest
- Violate any aspects of the POD's Conflict of interest policy

Enforcement of the Code

Compliance with this Code depends primarily upon understanding, voluntary compliance and reinforcement by peers. When necessary, Logan will take charge of enforcement through disciplinary action. Any individual who believes that a member has failed to meet his or her obligations under this Code is, under all but the most egregious circumstances, encouraged to first address that concern directly to that member. If that action does not result in a satisfactory resolution, the individual may contact the Executive Director of Paralympic Operations in writing. The complaint will be forwarded to the Logan's USAPP Ethics Committee or appropriate member of Logan's staff. While the complaint must be signed and state specifically the nature of the alleged misconduct, the name of the individual making the complaint will be kept confidential by Logan's USAPP Ethics Committee and Executive Director of Paralympic Operations, except as necessary in connection with a hearing and/or investigation. After review by the Logan's USAPP Ethics Committee, and, where appropriate, after additional discussions with the complainant and/or member who is the subject of the complaint, Logan's USAPP Ethics Committee will recommend to the Executive Director of Paralympic Operations one or more of the following:

- No further action be taken as the complaint does not merit further action
- Reprimand: Logan's USAPP Ethics Committee counsel the member who is the subject of the complaint and will record both the complaint and the nature of the counseling in the member's permanent record.
- Disciplinary probation: The Logan's USAPP Ethics Committee impose sanctions based on the investigation and the findings of the committee members.
- Suspension: The final remedial action will be as determined by Logan's USAPP Ethics Committee, except in the case of a suspension, expulsion or termination of membership, which shall be handled by a hearing.
- Consultation: USAPP Ethics Committee send a letter of "Necessary Improvement" to the subject(s) of the complaint.

As a designated committee of the POD, the Ethics committee will have the appropriate athlete representation as stated in the POD handbook so that determinations on potential violations have the appropriate level of athlete representation per the USOPC mandated Audit and Compliance standards. Contact for Code of Conduct questions, concerns, and violations: Dr. Kelley Humphries, Executive Director of Paralympic Operations, Logan University (Kelley.Humphries@logan.edu)

Appeals process

Appeals are subjected to Logan's general processes (those not specific to the sport of Paralympic Powerlifting in the United States). This information can be found at www.logan.edu

Additional Resources Athletes who have questions regarding their rights that are not answered by this policy may contact the USOPC Athlete Ombudsman, Kacie Wallace, by:

Telephone at (719) 866-5000



Member, United States
Olympic & Paralympic Committee

Email at Kacie.wallace@USOPC.org
<http://www.teamusa.org/Athlete-Resources/Athlete-Ombudsman>

Attachement E

Logan Paralympic Operations Department (POD) Grievance Policies and Procedures

Compliant Procedures

Policy Statement

A member of USA Para Powerlifting (USAPP) may file a complaint pertaining to any matter within the cognizance of Logan's POD specific to the department's operations and management of the sport of Paralympic Powerlifting, including but not limited to any alleged violation of or grievance concerning

- Any Logan USAPP rule or regulation,
- Any provision of any and all Logan USAPP policies
- Any US Center of SafeSport Minor Athlete Abuse and Prevention Polices (<https://safesport.org/>)
- Any provision of the Act or the USOPC Bylaws relating to Logan's recognition as an HPMPO such as;

Opportunity to Participate Any athlete, coach, trainer, manager, administrator or official may file a complaint to the Logan POD Judicial Committee Chair pertaining to any alleged denial, or alleged threat to deny, of that individuals' opportunity to participate in a Logan USAPP sanctioned/recognized competition/camp/event. Logan USAPP sanctioned/recognized competition/camp/event, violation of Logan USAPP code of conduct, or administrative procedures (as defined in section 9.15 of the Logan POD Handbook).

Code of Conduct Violation

The Logan POD Ethics Committee shall maintain, and the Executive Director of the POD shall promulgate the Logan USAPP Code of Conduct on the USAPP page on Logan's website (www.logan.edu/usapp). The POD's Ethics Committee shall receive and hear complaints of violations of the Code of Conduct and will provide fair notice and opportunity for a hearing to any athlete, coach, trainer, manager, administrator, or official before declaring the individual accused of such violation.

POD Policy Violations

The Logan POD Ethics Committee shall maintain, and the Executive Director of the POD shall promulgate the POD policies on the USAPP page on Logan's website (www.logan.edu/usapp). The POD's Ethics Committee shall receive and hear complaints of violations of the POD's policies and will provide fair notice and opportunity for a hearing to any athlete, coach, trainer, manager, administrator, or official before declaring the individual accused of such violation.

Manner of Filing

The complainant shall file the complaint addressed to the Executive Director of Paralympic Operations at Logan, who shall inform the needed parties in Logan's current reporting structure of the complaint and assign the complaint to the POD's Ethics or Judicial Committee for process. The complaint shall set forth in typed, clear and concise language, preferable in numbered paragraphs (complaint form can be found at www.logan.edu/usapp):

- The complainant's name (full) and full contact information,
- the name of the defendant (complaints against organizations shall name the organization, not an individual),
- specifics of the nature of the alleged violation,
- where the alleged violation occurred,
- when the alleged violation occurred,
- the circumstances under which the alleged violation occurred,
- how the alleged violation impacts the complainant,
- the remedy requested by the complainant,
- a narrative describing the allegation; and
- the complainant's signature

Hearing Panel

Upon the timely and complete filing of a complaint, the chair of the Logan POD's Ethics or Judicial Committee after consultation with the Executive Director of Paralympic Operations and other members of the Logan Ethics or Judicial

Committee, shall appoint a Hearing Panel consisting of three (3) individuals to hear the complaint (at least one (1) of whom must be an athlete who meets the qualifications of any athlete USAPP membership). The complaint will be given to the appropriate committee chair based on the roles and responsibilities of the committees set forth in sections 9.14 and 9.15 of the POD handbooks. All members of the hearing panel will be required to abide by the POD Conflict of interests policy, complete and submit the POD Conflict of Interests disclosure form. If it is found that a member of the hearing panel has a conflict of interest (as described in the POD Conflict of Interest Policy) the Ethic or Judicial Committee will appoint that individual's replacement to the hearing panel. The POD Ethic or Judicial Committee shall also appoint a Chair of the Hearing panel. A POD Ethics and/or Judicial Committee member may be appointed to and serve on the Hearing Panel. Other individuals who meet the standards of independent as set for in the POD handbook may be identified by the POD Ethics or Judicial Committee and may also be appointed to serve on the Hearing Panel. Members of the panel need not be members of the sport(s) managed by the POD. All members of any hearing panel shall be disinterested individuals without conflict of interest to the individuals or situations being heard.

Conducting of the Proceeding

Fair Notice

Within ten (10) days of the appointment of the Hearing Panel, the Executive Director of Paralympic Operations (or his or her designee) will provide to the Chair of the Hearing Panel a copy of each of the following documents:

- the Complaint;
- all materials filed with the Complaint, if any; and
- any relevant documents in the possession of Logan.

The Hearing Panel shall ensure that any affected parties are provided with the relevant materials. The Hearing Panel may also determine that individuals not listed by either the Complainant or the POD as an affected party shall be given notice. Any party named as an affected party shall be eligible to participate fully in the Grievance, including the Hearing. Any party notified of the Complaint as a potentially affected party shall be bound by the decision of the Hearing Panel, even if he or she chooses not to participate.

The Hearing Panel shall initially meet and decide whether the filing meets the minimum standards for a sufficiently filed complaint and rule on whether the complaint may go forward.

If the complaint is insufficient, the Hearing Panel shall provide written opinion to the complainant explaining its decision and whether the complaint may be corrected and refiled (a dismissal without prejudice) or whether the complaint may not be re-filed (with prejudice) providing justification for its opinion.

If the complaint is not dismissed, the Hearing Panel shall notify the named defendant (within 14 days for receiving the complaint) if any, and the defendant shall have 30 days to respond to the complaint with a sufficiently stated response that refutes the complaint.

Failure to respond shall be grounds for the Hearing Panel to grant a default judgement to the complainant with a remedy determined by the Hearing Panel.

Upon receipt of the defendant's response, the complainant shall have 30 days to respond. After receipt of the complaint, defendant's response and complainant's response to defendant the Hearing Panel may decide based on the filing if the Hearing Panel's discretion the filing sufficient, and the parties agree to such a procedure.

If the Hearing Panel concludes that a hearing is warranted the Hearing Panel shall schedule 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, and the rules of evidence will not be strictly enforced, except that testimony shall be taken under oath.

If necessary or convenient to the parties, the hearing may be conducted by tele- or webconference.

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

All parties shall have the evidence distributed to them for inspection within a reasonable time to prepare their respective positions.

Member of the hearing panel shall have the right to question witnesses or the parties to the preceding 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.

Fair Process Considerations

In any hearing conducted, the parties shall be provided with the following

- Notice of the charges or alleged violations, with specificity and in writing and possible consequences if the charges are found to be true;
- Reasonable time between receipt of the notice of charges and the hearing with respect of the charges, within which to prepare a defense;
- Notice of the identify of adverse witnesses provided in advance of the hearing;
- The right to have the hearing conducted at such a time and place as to make it practicable for the person charged to attend;
- A hearing before a disinterested and impartial body of fact finders;
- The right to be assisted in the presentation of one's case at a hearing, including the assistance of legal counsel, if desired; however, all fees shall be paid by the party seeking assistance of legal counsel;
- The right to present oral and written evidence and argument;
- The right to call witnesses to testify at the hearing including the right to have individuals under the control of an adverse party attend; and to confront and cross-examine such individuals;
- The right to have a record (i.e., transcript) made of the hearing (in this regard, the reporter shall be paid for by the party requesting the reporter; and a copy of any transcript shall be provided to the other party upon payment of half of the cost. Any transcripts ordered by a party shall be made available to the Hearing Panel upon request of the hearing Panel);
- The burden of proof shall be on the proponent of the charge, which burden shall be by "at least a preponderance of the evidence," unless an applicable rule of law provides for the higher burden of proof;
- A written decision, with reasons therefore, based solely on the evidence of record, handed down in a timely fashion; and
- A written notice of appeal procedures, if the decision is averse to the person charged, and the prompt and fair adjudication of any appeal
- First avenue of appeal shall be to the POD's Ethics or Judicial Committee (depending on which committee has jurisdiction over the filing) en banc (all Committee members shall review the decision) who shall meet after review record and the Panel's decision. After its review the POD's Ethics or Judicial Committee shall inform the parties and the Hearing Panel whether it upholds the Hearing Panel's decision or whether it will hear the appeal
- Except in extraordinary circumstances, which shall be documented and detailed in the POD Ethics or Judicial Committee's decision, the appeal shall be over process and the Hearing Panel's interpretation of the rules and procedure. Findings of fact by the Hearing Panel generally shall not be subject to appeal
- A second and final appeal with the POD is subjected to Logan's general process (those not specific to the sport of Paralympic Powerlifting in the United States). This information can be found at www.logan.edu

Complaints Involving Selection of 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 POD's Judicial Committee (as set forth in section 9.15 of the POD handbook) shall determine which additional individuals must receive notice of the complaint. The POD 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 Judicial Committee, even if the individual chose not to participate as a party.

Decision

A decision shall be determined by a majority of the Hearing Panel. The Hearing Panel's decision shall be in writing and distributed to the parties. A catalogued record of all Hearing Panel and Appellate decisions and remedies shall be kept in the official records of the POD, available to public review and research. Although not absolutely binding, consistent interpretation of rules, violations and remedies require Hearing Panels and Appellate Panels to refer to said catalogued decisions for guidance in matters before them. Decisions will be made not later than 90 days after the initial filing of the complaint. Should the Hearing Panel more time due to the nature of the complaint they are to inform the parties prior to the expiration of the three week time frame.

Expedited Procedures

The POD's Ethic or Judicial Committee shall provide an expedient review of a grievance involving an urgent or emergency situation. This process is as follows:

This process shall include all request by Members concerning selection procedures, code of conduct violations, and/or Athlete Safety/US Center of SafeSport violations. The request for an expedite review may be submitted by the Member verbally to the Executive Director of Paralympic Operations. In the expedited review process, all necessary information, including POD's Ethic or Judicial Committees decision, shall be transmitted between the POD and the Member by telephone, email or the most expeditious method. The POD's Ethic or Judicial Committee shall make a decision and notify the Member as expeditiously as the matter requires, but in no event more than seventy-two (72) hours after the review is requested. The POD's Ethic or Judicial Committee shall provide written confirmation of its decision concerning an expedite review within two (2) working days of providing notification of that decision, if the initial notification was not in writing. The written decision shall be in the form of a Notice. The Notice, which will be sent first class mail, shall contain the following information:

The name(s), title(s) and qualifying credential(s) of the person(s) participating in the grievance review process;

A statement of the reviewer's understanding of the grievance;

The reviewer's decision in clear terms and the contract basis or the rationale in sufficient detail;

A reference to the evidence or documentation used as the basis for the decision; and An explanation of how to request a reconsideration of a grievance review decision

Arbitration

Per the Act and the USOPC Bylaws, certain parties subject to these Bylaws may bring a grievance to the American Arbitration Association

Anti-Retaliation Statement

In many instances, the POD must rely on individual staff and/or members of the sport(s) it manages and governs to report to the appropriate POD staff cases where it appears that a member or members of the POD and its sport(s) community are not complying with applicable law or policy. A major deterrent to such reporting is the fear that the person or persons against whom the report is made will retaliate against the person making the report. The purpose of this statement is to clearly articulate that the POD prohibits retaliation against those who make bona fide reports of



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possible non-compliance. The POD's, administrators, and staff shall not intimidate or take retaliatory action, against any member of the POD and its sport(s) community or a relative of such a person, who makes a report in good faith and without malice. This statement also prohibits persons from knowingly and intentionally making a report of noncompliance that is false.

Complaint Form

Can be found at www.logan.edu/usapp



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