

**USA Rugby**  
**GAMES STAFF SELECTION PROCEDURES**  
**Pan American Games, 2019**  
**Rugby 7s, Women's**  
**April 26, 2019**

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

These procedures provide for selection of USA Rugby's Games Staff [Team Leader, Coach(es), and/or Additional Officials] for the 2019 Pan 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.

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

<b>USOC Role Name - (Games Function)</b>	<b>Responsibility</b>
Head Coach	Prepare athletes / teams for success on the field of play
Assistant Coach	Aid the Head Coach in tactical, personnel, and game-plan decisions.
Medical Staff (ATC, PT, Physio and/or DC)	Manage athletes' prehab, rehab, post-match recovery, and in-match on-field medical.
Technical - Video	Analyze opposition, scout film, and team's own performances for patterns, opportunities, and performance review preparations. Assist other coaches in this regard. (May be shared with Men's Team.)
Team Leader	Serve as primary point of contact and liaison between the USOC and USA Rugby before, during and after the games.
Strength & Conditioning Coach	Prepare athletes physically to perform on match days, between matches, and the build-up to tournament day.

Massage Therapist	Concentrate on sports rehabilitation techniques via massage therapy to improve athlete performances in training and matches. Help aid recovery between matches and training sessions. (may be shared with Men's Team)
Team Physician	Provide appropriate medical care to athletes. (May be shared with Men's Team)

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

NGB'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 NGB and/or USOC.
- 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 the NGB'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 *(if applicable)*.
- 2.14. Be listed on NGB's 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 SafeSport training.

2.17. Be a registered member of USA Rugby and Safe Sport Certified.

In addition, Medical Personnel must:

2.18. Possess the appropriate certifications.

2.19. 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).

2.20. Meet the required experience and proficiency levels as determined by USOC Sports Medicine and outlined in Attachment A and the documents found at <http://www.teamusa.org/About-the-USOC/Athlete-Development/Sports-Medicine/Volunteer-Program.aspx>.

2.21. Be approved for nomination through the USOC's Sports Medicine Division.

In addition, **Coaches Must:**

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

2.23. Head Coach and Assistant Coach must be registered USA Rugby Coaches.

In addition, Technical Personnel Must:

2.24. Possess appropriate experience relative to the position/area of expertise for which they may be nominated.

In addition, Other Positions must:

2.25. 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):

NGB will not solicit applications for the Games Staff position(s). The Games Staff position(s) will be filled by current NGB employees, contractors, or from an existing pool of known candidates for the respective positions recommended by the High-Performance Staff using the criteria in Section 2 and based on the needs of the team.

4. Describe the removal of Games Staff:

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

- 4.1. Voluntary withdrawal. Games Staff nominee must submit a written letter to the NGB Executive Director/CEO/President.
- 4.2. Injury or illness as certified by a physician (or medical staff) approved by the NGB. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by the NGB, his/her injury will be assumed to be disabling and he/she may be removed.
- 4.3. Inability to perform the duties required.
- 4.4. Violation of the NGB's Code of Conduct (Attachment B).

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 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.

5. 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.

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

The USA Rugby CEO will make the final approval. If there will be a position for which there is not an available USA Rugby employee or contractor, the CEO and the AAC representative will approve.

7. 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 Board or Ethics Committee, as appropriate, shall determine if a conflict exists.

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 USOC on or before:

May 6, 2019

9. Publicity/Distribution of Procedures:

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

- 9.1. Web site: [www.usarugby.org](http://www.usarugby.org).  
These procedures will be posted as soon as possible, but not more than five days following notice of approval by the USOC.
- 9.2. Other (if any):

<b>Position</b>	<b>Print Name</b>	<b>Signature</b>	<b>Date</b>
NGB President or CEO/Executive Director			
USOC Athletes' Advisory Council Representative*			



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

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- 9.1. Web site: [www.usarugby.org](http://www.usarugby.org).  
These procedures will be posted as soon as possible, but not more than five days following notice of approval by the USOC.
- 9.2. Other (if any): N/A

Position	Print Name	Signature	Date
NGB President or CEO/Executive Director	ROSS YOUNG CEO		APRIL 29 2019
USOC Athletes' Advisory Council Representative*	Irene Gardner		4/30/19

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

## 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 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 USOC 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 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](http://www.teamusa.org/medicalvolunteer)

- 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)



## Attachment B

# USA Rugby Code of Conduct

## USA Rugby Coaches' Code of Conduct

I pledge to uphold the spirit of the USA Rugby Coaches' Code of Conduct (the "Code"), which offers a guide to my conduct as a member of the USA National 7s 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 Team.

USA Rugby coaches commit themselves to a positive, player-centered approach in their coaching. By signing below, the USA Rugby coach pledges:

1. To be a positive role model for Rugby and its players.
  - Coaches encourage their players to also be positive role models for Rugby and other players.
2. To respect the rights, dignity and worth of every player within the context of their involvement in Rugby.
  - Coaches focus on their player's improvement as well as on results. They develop and maximize each player's physical, mental and emotional potential.
  - Coaches place the welfare and safety of each player above all other considerations, including match results.
  - Coaches believe all players are deserving of equal attention and opportunities.
  - Coaches refrain from any discriminatory practices on the basis of gender, race, religion, sexual orientation, ethnic background, or special ability/disability.
3. To represent self and specialized standing in an honest manner enhancing the reputation of the Rugby coaching community.
  - Coaches are responsible for their actions.
  - Coaches display high standards through language, manner, punctuality and presentation.
  - Coaches display control, dignity and respect for all involved with Rugby - including players, opponents, coaches, officials, administrators, the media, parents and spectators.
  - Coaches comply with USA Rugby membership requirements for themselves as well as their players.

- Coaches seek continual improvement through performance appraisal, coach education and maintaining current USA Rugby certification and other relevant qualifications.
  - Coaches maintain appropriate records.
4. To make decisions based on the best interests of a player's sporting, education and vocational careers.
    - Coaches do not place players in competitive or training situations until they are sufficiently prepared or sufficiently recovered from injury.
    - Coaches acknowledge the individual talents and potential of players.
    - Coaches set the appropriate training programs based upon the developmental level of the player.
    - Coaches maintain a balanced emphasis on sporting involvement within life objectives.
    - Coaches provide planned, sequential training programs.
  5. To operate within the spirit of the game, the laws of Rugby and the policies of its governing bodies.
    - Coaches embrace and enforce the laws, guidelines, regulations and policies of the World Rugby and USA Rugby and its constituent bodies.
  6. To reject the use of performance enhancing drugs in sport and abide by guidelines set forth by National and International regulatory bodies including the World Anti-Doping Agency (WADA) and the United States Anti-Doping Agency (USADA).
    - Coaches do not tolerate the use of performance-enhancing drugs and support players' efforts to be drug-free.
    - Coaches abide by the rules and regulations of the USADA and WADA.
    - Coaches respect the health and dignity of players to compete on the basis of their abilities, within the laws of the game.
    - Coaches educate their players on drugs in sport issues.
  7. To refrain from any form of harassment of players or colleagues.
    - Coaches refrain from any form of personal, verbal, physical or emotional abuse of players.
    - Coaches refrain from, and prevent, any form of sexual harassment towards players or colleagues.
    - Coaches ensure that any physical contact with players is appropriate to the situation and necessary for the player's skill development.
    - Coaches do not engage in sexual/romantic relationships with players or other participants over whom the coach has evaluative, direct, or indirect authority because such relationships are likely to impair judgment or be exploitative.
  8. To exercise a standard of care consistent with the coach's qualifications as a Rugby coach.
    - Coaches act out of concern for the health, safety, and welfare of players and colleagues.
    - Coaches refrain from providing services or advice that is outside the scope of their competency.

- Coaches ensure medical care is available to players.
9. To provide a safe environment for training and competition.
- Coaches ensure equipment & facilities meet safety standards.
  - Coaches ensure equipment, rules, training and the environment are appropriate for the age and ability of the player.
  - Coaches ensure an emergency response plan is in place at all training and competitions.
10. To act out of concern and caution towards sick and injured players.
- Coaches encourage players to seek appropriate medical advice.
  - Coaches allow further participation in training and competition only when appropriate.
  - Coaches modify training programs when appropriate.
  - Coaches maintain the same interest and support towards sick and injured players.

I pledge to conduct myself in accordance with the USA Rugby Coaches' Code of Conduct failure to do so may be considered a material breach of my USA Rugby Coaching Contract.

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Signed

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Date