

**US SQUASH
GAMES STAFF SELECTION PROCEDURES
2019 PAN AMERICAN GAMES, SQUASH
April 3, 2018**

These procedures provide for selection of US Squash's Games Staff 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 US Squash.

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

USOC Role Name - (Games Function)	Responsibility
Team Leader	Serve as primary point of contact and liaison between the USOC and US Squash before, during and after the Games.
Coach (es)	Prepare athletes/teams for success on the field of play.

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

US Squash'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 US Squash 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 US Squash'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 US Squash.
- 2.14. Be listed on US Squash'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 safe sport awareness training and education program.

In addition, Coaches Must:

- 2.17. Be a current US Squash National Coach.
- 2.18. Possess experience and proven ability coaching squash teams at the national and international level.
- 2.19. Have a proven record of performance with US Squash.

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

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

Coaches will be selected from the list of current National Team Coaches who are listed on the US Squash website and within Squash Magazine as of February 25, 2019 who meet the criteria listed in #2 above.

The Director of National Teams and Certifications will be nominated for the position of Team Leader.

- 4. Describe the removal of Games Staff:

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

- 4.1. Voluntary withdrawal. Games Staff nominee must submit a written letter to US Squash's Executive Director/CEO/President.
- 4.2. Injury or illness as certified by a physician (or medical staff) approved by US Squash. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by US Squash, 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 US Squash's Code of Conduct (<http://www.ussquash.com/wp-content/uploads/2013/09/Code-of-Conduct-Final.pdf>).

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 US Squash 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 CEO of US Squash in consultation with the Board of Directors will make the final approval.

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, US Squash's Board or Ethics Committee, as appropriate, shall determine if a conflict exists.

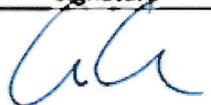
8. Date of Nomination:

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 February 25, 2019.

9. Publicity/Distribution of Procedures:

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

- 9.1. Web site: www.ussquash.com
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):

Position	Print Name	Signature	Date
NGS/HPMO/PSO President or CEO/Executive Director	KEVIN KLUPSTAN		4/4/18
USOC Athletes' Advisory Council Representative*	CHRIS HANSEN		4/21/18

* If the USOC AAC Representative has delegated authority to the Alternate AAC Representative to sign the Selection Procedures, attach a letter from the AAC Representative indicating the reason he/she has delegated authority.

* Signature by the Athlete Representative constitutes that he/she has read and understands the Selection Procedures. If the Athlete Representative reads and does not agree with the Selection Procedures being submitted by the NGB/HPMO/PSO, he/she may submit those reasons in writing to his/her Sport Performance Team.

* If, for some reason, a sport does not have an elected USOC AAC Representative, the NGB/HPMO must designate an athlete from that sport to review and sign the Selection Procedures.