

U.S. Figure Skating Association
 GAMES STAFF SELECTION PROCEDURES
 2026 Olympic Games
 11 June 2024

These procedures provide for selection of the U.S. Figure Skating Games Staff [see following table for a list of positions] for the 2026 Olympic Games. However, accreditation allocation is not guaranteed and will be based on final USOPC credential allocation and overall team size. Responsibility of payment for allocated accreditations will be determined by the USOPC and U.S. Figure Skating.

1. List of specific Games Staff position(s) that U.S. Figure Skating is requesting:

Games Staff Role	Responsibility
Team Leader (1)	Provide leadership, oversight, and direction to the Team. Serve as primary point of contact and liaison between the USOPC and U.S. Figure Skating during the Games. Provide general U.S. Figure Skating leadership presence onsite during the Games.
Team Manager (2)	Assist with all Team administration. Assist the Team Leader with logistics, planning and Games requirements. Assist and support athletes where applicable.
Team Staff	Coordinate with Team Leader/Team Manager(s) on operations and logistics planning that impacts field of play; including, additional housing and transportation needs of Team USA (personal coaches, contracted support)
Equipment/Technical Personnel (e.g., Skate Technician)	Provide appropriate equipment and/or technical support for the Team.
Personal Coach (up to 12)	Prepare and support athletes for success on the field of play.
Medical Personnel (e.g., PT/ATC, Physician, Massage Therapist, Chiropractor)	Provide appropriate medical care for the Team.
Psychological Services Professional (e.g., Sport Psychologist, Performance Specialist, Mental Health Officer)	Work with individual athletes to develop and strengthen mental skills, work with the team to build trust and cohesion, and work with coaching staff to provide targeted resources for athletes, Team, and coaches.

2. U.S. Figure Skating criteria for the above-listed Games Staff position(s) (attach a job description, if any):

All Games Staff must:

- 2.1. Undergo a background screen in accordance with the current [USOPC Games Background Check Policy & Procedures](#) prior to nomination.
 - 2.1.1. Should a nominee experience any event between the time the background check is conducted and the relevant Games that may change his/her background check status, the nominee must inform U.S. Figure Skating and/or the USOPC.
- 2.2. Possess a valid passport that does not expire until at least six months after the conclusion of the Games.
- 2.3. Have the ability to work effectively with the USOPC.
- 2.4. Have strong administrative, communication and organizational capabilities/skills as applicable for the Games Staff role.

- 2.5. Be responsible for Team's adherence to all rules regarding personal conduct at the Games.
- 2.6. Fulfill all duties and requirements of the USOPC including attendance at USOPC Games related meetings, as applicable.
- 2.7. Be available for the entire duration of the Games, if requested.
- 2.8. Have U.S. Figure Skating approval prior to making any financial decisions regarding the Team.
- 2.9. Possess high level, specific technical and tactical knowledge of the sport as needed for the Games Staff role.
- 2.10. Have thorough knowledge and understanding of the ISU rules and regulations governing the sport as needed for the specific role.
- 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 listed on the U.S. Figure Skating Long List.
- 2.14. Successfully complete all Games Registration requirements by stated deadlines.
- 2.15. Participate in the appropriate anti-doping training as required for the Games Staff role by stated deadline.
- 2.16. Successfully complete the appropriate U.S. Center for SafeSport's online training module(s) by stated deadline.
- 2.17. Be in good standing with the USOPC, U.S. Center for SafeSport, U.S. Figure Skating, ISU, and USADA.
- 2.18. Meet all health and safety protocols, to include vaccine and/or testing requirements, set forth by the government, USOPC, ISU, and/or the Organizing Committee of the Olympic Games.

In addition, Team Leader and Team Manager(s) must:

- 2.19. Have prior experience in the Games environment and/or ISU Championship level events.
- 2.20. Have previous administrative and/or Team Leader experience at major international competitions.
- 2.21. In addition, the Team Leader must be employed by U.S. Figure Skating as the Senior Director, Athlete High Performance.

In addition, Personal Coach(es) must:

- 2.22. Be the designated coach of an athlete who has been nominated to the Team.
- 2.23. Complement and work effectively with U.S. Figure Skating Staff and athletes, including cohesion with the Team Leader and Team Manager(s).
- 2.24. Have an active U.S. Figure Skating coaching certification.

In addition, Medical Personnel (including Psychological Services Professionals) must:

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

In addition, Equipment/Technical Personnel and Team Staff must:

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

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

U.S. Figure Skating will only solicit applications for the Personal Coach and Team Manager positions. All other Games Staff positions will be filled by current U.S. Figure Skating employees and/or contractors.

The Team Leader position will automatically be filled by the Senior Director, Athlete High Performance. The Team Leader will also determine the Games Staff positions that are not open by application.

Recognizing that staff is more than the skills brought by its individual members, Games Staff nominations will take into consideration the mix of the full Team staff (experience, rapport with athletes and other staff, international event experience) as well as qualities beyond technical skills and experience that will contribute to Team success.

The U.S. Figure Skating Selection Committee will consider the following factors, listed in no particular order, to nominate Games Staff candidates for the following positions:

- Personal Coach(es)
- Team Manager(s)

A. Personal Coach Positions

1. Personal Coach positions will only be filled if U.S. Figure Skating has available accreditations after filling all other Games Staff Positions.
2. U.S. Figure Skating will contact all eligible coaches who meet the criteria outlined in Section 2 to gauge their interest in a Personal Coach position for the 2026 Olympic Games.
3. If U.S. Figure Skating does not have enough available accreditations for all interested individuals, Personal Coach(es) will be recommended by the U.S. Figure Skating Selection Committee using the following criteria in no priority order:
 - The number of athletes coached who have positive performance trajectory and/or medal potential based on results during the cumulative qualifying period;
 - The candidate's previous experience with Team USA and/or elite level athletes.

B. Team Manager Positions

1. All individuals in the U.S. Figure Skating Team Leader Pool will be asked to submit an application to serve as a 2026 Olympic Games Team Manager if interested.
2. Individuals who are not in the Team Leader Pool but are eligible and meet the criteria outlined in Section 2 can email Courtney Burson (cburson@usfigureskating.org) starting on June 14, 2024, to request a copy of the application.
3. All applications must be submitted to Courtney Burson by August 1, 2024.
4. All complete applications will be reviewed by the U.S. Figure Skating Team Leader Selection Committee.
5. Team Manager(s) will be determined by using the following criteria in no priority order:
 - Previous Team Leader experience
 - Preference given to those with experience at Championship level events
 - Feedback received from athletes, coaches, and staff at previous events where the individual served as the Team Leader.
6. The U.S. Figure Skating Team Leader Selection Committee will recommend candidates to the U.S. Figure Skating Selection Committee.

The U.S. Figure Skating Selection Committee (Section 6) is charged with assembling Games Staff that composes the best staff to support the entire Team at the Games. In addition to the factors listed above, the Selection Committee will consider international figure skating event experience, culture, team

chemistry, camaraderie, and cohesion, as well as skills, expertise, and knowledge.

4. Removal of Games Staff:

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

- 4.1. Voluntary withdrawal. Games Staff nominee must submit a written letter to the Senior Director, Athlete High Performance.
- 4.2. Injury or illness as certified by a physician (or medical staff) approved by U.S. Figure Skating. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by U.S. Figure Skating, his/her injury or illness 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 [U.S. Figure Skating Code of Conduct](#)
- 4.5. No longer able to meet the required criteria in Section 2 at the time of the Games.

Once the Games Staff nomination(s) is submitted by the USOPC to the Organizing Committee of the Olympic Games, the USOPC has jurisdiction over the Games Staff, at which time, in addition to any applicable U.S. Figure Skating Code of Conduct, the USOPC's Games Forms apply. The USOPC's Games Forms are available as part of Games Registration prior to the respective Games.

5. Replacement of Games Staff:

If a Nominated Games Staff member is unable to perform the duties of the position(s) for injury, illness, Code of Conduct violation or any other unforeseen circumstances that would result in the need to replace him/her, the replacement candidate must meet all of the applicable criteria listed in Section 2 above and be selected through the same process as outlined in these procedures.

6. Group/committee that will make the final approval of the Games Staff position(s):

The Team Leader will make final approval of the Games Staff positions that are not open by application.

The U.S. Figure Skating Selection Committee will recommend Personal Coach and Team Manager candidates to the U.S. Figure Skating [Board of Directors](#). The U.S. Figure Skating Board of Directors will make the final approval of these Games Staff positions.

U.S. Figure Skating Selection Committee

- Senior Director, Athlete High Performance, Justin Dillon
- International Committee
- International Officials Committee
- Athlete Advisory Committee
- Note: Selection Committee will be made up of 33% athlete representatives, at minimum (50% of the athlete representatives will be 10-year athletes)

7. Conflict of Interest:

All members of the selection committee (see Section 6) must comply with the [U.S. Figure Skating Conflict of Interest Policy](#), to include completing and submitting a disclosure form consistent with the U.S. Figure Skating's Conflict of Interest Policy before convening the committee.

Any member of the Selection Committee who has an actual, possible, or perceived conflict of interest must disclose it to the U.S. Figure Skating ethics committee prior to the start of the selection process and/or recuse him/herself from the review process and/or voting. A conflict of interest exists when a personal, family, financial, professional, club, team or business interest of the committee member poses a direct or indirect relationship, connection, or affiliation, past or present, with an athlete in contention for the applicable team selection that could compromise the committee member’s ability to participate in the selection process in a fair and impartial manner.

If a conflict exists, the U.S. Figure Skating Ethics Committee shall review the conflict and determine the committee member’s level of involvement (e.g., whether that committee member must recuse him/herself from participating in discussions and/or voting). For example, if it is determined that a committee member must recuse him/herself from voting, the ethics committee may still determine that a committee member who has relevant and necessary information with respect to athlete performance, for example a national team coach or high performance director, may, if requested by the selection committee, provide such information to the committee so long as such information is provided in a fair and unbiased manner and so long as the committee member with the conflict of interest does not vote toward the final decision. The committee member must not otherwise influence other members of the committee in the selection process.

Additionally, any person with a good faith belief that a committee member has a conflict of interest may report the alleged conflict of interest to the U.S. Figure Skating Ethics Committee (grievance@usfigureskating.org). Reports may also be made anonymously through the [USOPC’s Integrity Portal](#). No committee member shall retaliate in any way against a person who, in good faith, reports an alleged conflict of interest. In addition, the USOPC maintains a strict no retaliation policy that prohibits any employee, contractor, agent, volunteer, or member of the USOPC to take or threaten to take any action against an athlete for reporting information to or seeking assistance from the Office of the Athlete Ombuds.

Any recused individual shall be replaced in accordance with the U.S. Figure Skating selection committee appointment process.

8. Date of Nomination:

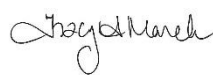
Nominations of Games Staff, including the names of any replacements, will be submitted to the USOPC on or before the USOPC deadline. Once the deadline for Games Staff nominations has been confirmed, these procedures will be amended.

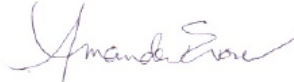
9. Publicity/Distribution of Procedures:

The USOPC approved selection procedures (complete and unaltered) will be posted/published by U.S. Figure Skating in the following location(s):

- 9.1. Website: <https://www.usfigureskating.org/about/team-usa>

These procedures will be posted as soon as possible, but not more than five days following notice of approval by the USOPC.

Position	Print Name	Signature	Date
U.S. Figure Skating Executive Director	Tracy Marek		6/11/2024

Team USA Athletes Commission Representative	Amanda Evora Will		6/11/2024
---	----------------------	--	-----------

* If the Team USA Athletes' Commission Representative has delegated authority to the Alternate Representative to sign the Selection Procedures, attach a letter from the Team USA AC 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 Games Staff Selection Procedures being submitted by U.S. Figure Skating, he/she may submit those reasons in writing to his/her USOPC Sport Performance Team.

* If, for some reason, a sport does not have an elected Team USA AC Representative, U.S. Figure Skating must designate an athlete from that sport to review and sign the Selection Procedures.

Revision History

Date	Revisions
June 14, 2024	Original document published.

Attachment A Team Manager Job Description

The following are required of each Team Manager before, during and, as appropriate, after the Games.

The Team Manager must:

1. Serve as a primary contact for the delegation on-site.
2. Serve as secondary contact for any USOPC related matters. The Team Leader will serve as the primary contact.
3. Attend all USOPC administrative meetings before and during the Games.
4. Be responsible for appropriate conduct of U.S. Figure Skating athletes and Games Staff at the Games.
5. Manage Team operations and logistics, including:
 - a. Transportation arrangements
 - b. Team apparel
 - c. Housing
 - d. Meals
 - e. Tickets
 - f. 2026 U.S. Championships Olympic Meetings
 - g. Off Site Training Facilities/Scheduling
 - h. USOPC Pre Games Paperwork
6. Attend all technical meetings for his/her sport, as appropriate, at the Games.
7. Manage accreditation of personnel.
8. Be available to the USOPC, U.S. Figure Skating athletes and coaches from the time the Team is nominated to the USOPC through the conclusion of the Games.
9. Arrive at Team Processing or the Games site (whichever is first) at least one day before the Team. The Team Manager must also be available until the departure of the last athlete on his/her Team from the Games site, unless other arrangements are made with the USOPC in advance.
10. Be responsible for any Games wrap up (at the site) and for completing/submitted post Games reports and accounting information as requested by the USOPC once the Games have concluded.
11. Attend practices (if needed and when available) and all events.
12. Work with U.S. Figure Skating's press officer to coordinate all media requirements in advance of and during Games.
13. Communicate with Chief Executive Director of U.S. Figure Skating on issues that need to be addressed by the President of U.S. Figure Skating or by the Executive Director of U.S. Figure Skating.
14. Lead and conduct Pre-Games and during Games informational meetings with athletes, coaches and staff as needed.

Attachment B

U.S. Figure Skating Selection Committee

U.S. Figure Skating Selection Committee

- Senior Director, Athlete High Performance, Justin Dillon
- International Committee Management Subcommittee
 - Chair, Julia Rey
 - ISU Representative, Troy Goldstein
 - Past International Committee Chair, Laurie Johnson
 - Member, Kelley Morris-Adair
 - Athlete Representative, Colin McManus
 - Athlete Representative, Amanda Will
- International Officials Committee
 - Chair, Sharon Rogers
 - International Officials, Laurie Johnson
 - Team Leaders, Tina Lundgren
- Athlete Advisory Committee
 - Chair, Colin McManus
 - Athlete List – TBD

- Note: Selection Committee will be made up of 33% athlete representatives, at minimum (50% of the athlete representatives will be 10-year athletes)

- Note: individuals fulfilling each role above are subject to change.