

**U.S. FIGURE SKATING
GAMES STAFF SELECTION PROCEDURES
2022 OLYMPIC WINTER GAMES
September 25, 2020**

These procedures provide for selection of U.S. Figure Skating coach(es) for the 2022 Olympic Winter 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. Describe the specific Games Staff position(s) that U.S. Figure Skating is requesting.

Games Staff Role	Responsibility
Coach(es)	Prepare athletes/teams for success on the field of play.

2. What are U.S. Figure Skating’s criteria for coach positions?

The role of the coach and the job description are included in Attachment A.

U.S. Figure Skating’s Coaches 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. Be available for entire duration of the Games (*if needed*).
- 2.5. Possess high level, specific technical and tactical knowledge of the sport.
- 2.6. Have thorough knowledge and understanding of the IF rules and regulations governing the sport.
- 2.7. Demonstrate ability to establish harmonious relationships with athletes and other Team personnel.
- 2.8. Be in good health and able to withstand the physical rigors of traveling with and working with the Team.
- 2.9. Be listed on U.S. Figure Skating’s Long List.
- 2.10. Successfully complete all Games Registration requirements by stated deadlines.
- 2.11. Successfully complete the appropriate U.S. Center for SafeSport’s online training module(s).
- 2.12. Participate in USADA training as required for the position.

2.13. The coach must be a member in good standing with U.S. Figure Skating and the Professional Skaters Association (PSA). In addition, the coach must be current and compliant with the Continuing Education Requirement (CER) and Coaches' Registration with U.S. Figure Skating for the 2021-22 season.

3. Describe the process that candidates shall follow to express interest in being considered for a Games Staff position:

The coach(es) of record prerequisites will be publicized through direct communication to the coaches of U.S. Figure Skating and available on the U.S. Figure Skating website, www.usfigureskating.org. In addition, the selection process will be addressed at the 2021 Champs Camp (date and location TBD) to explain the athlete's process of appointing who will be their coach at the 2022 Olympic Winter Games and what the requirements are for the coach to be approved by U.S. Figure Skating as a nominee to the USOPC with U.S. Figure Skating's premier Grand Prix and emerging athletes.

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

The personal coach(es) for each U.S. athlete/team on record with U.S. Figure Skating who meet the criteria in Section 2 will be recognized as eligible for consideration. The coach of record shall be indicated by each athlete and must have been credentialed as the coach of record for the athlete/team at a U.S. Figure Skating and/or ISU competition within the previous 12 months.

The coach candidates will be selected via the athlete selection process; therefore, the coach will be nominated as part of the athlete nomination process. If a nominated athlete/team has two coaches of record, that athlete/team will determine and notify U.S. Figure Skating as to which one coach is to be nominated as their personal coach.

If the number of credentials allocated does not allow for each coach to be accredited for the duration of the figure skating events, then U.S. Figure Skating will work with the USOPC to create a transferable system. Transferable accreditations are shared across Games Staff to allow each coach the appropriate access during the timeframes identified based on each athlete's competition schedule.

5. Describe the removal of Games Staff:

An individual who is nominated to the coach position by U.S. Figure Skating may be removed as a nominee for any of the following reasons, as determined by U.S. Figure Skating.

- 5.1 Voluntary withdrawal. Coach nominee must submit a written letter to U.S. Figure Skating's Executive Director.
- 5.2 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 will be assumed to be disabling and he/she may be removed.

- 5.3 Inability to perform the duties required.
- 5.4 Violation of U.S. Figure Skating's Code of Conduct
<https://www.usfigureskating.org/about/rules>
- 5.5 No longer able to meet the required criteria in Section 2 at the time of the Games.

Once the Games Staff nomination(s) is accepted by the USOPC, 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.

6. 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 and be selected through the same process as outlined in Sections 3 and 4.

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

The coaches will be recommended via the athlete selection process and the final approval will be made by U.S. Figure Skating's Executive Director, Senior Director Athlete Performance, and an athlete representative.

8. Conflict of Interest:

The coaches will be recommended via the athlete selection process and the final approval will be made by U.S. Figure Skating's executive director and an athlete representative. A conflict of interest is not applicable in this circumstance.

9. Date of Nomination:

Nominations of Games Staff, including the names of any replacements (if applicable), will be submitted to the USOPC on or before:



Monday, January 10, 2022, after the athletes have been nominated.

10. 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):

- 10.1. Web site: www.usfigureskating.org/about/team-usa and www.usfsaonline.org

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	David Raith		11/2/2020
USOPC Athletes' Advisory Council Representative*	<i>Mark Ladwig</i>		<i>11/03/2020</i>

* 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 U.S. Figure Skating, 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 must designate an athlete from that sport to review and sign the Selection Procedures.

Attachment A

Coaching Duties

The role of coaches can best be described as the individuals having the knowledge and ability to prepare the athletes/teams for success on the field of play. Coaches should have an in-depth understanding of the international outlook of the sport. Coaches will be responsible for the activities and/or behavior of U.S. Figure Skating's athletes they are designated to during the actual Games competition and on the field of play.

The coach's duties prior to and during the Games include:

1. Attend all practices at the Games for the athletes/teams that the coach is designated to
2. Provide technical and tactical knowledge to the athlete prior to and during the Games
3. Travel to a designated alternate training site with the athlete/team unless the coach has other athletes who are competing at the Games at the same time
4. Attend media sessions, if applicable
5. Attend all mandatory team meetings prior to and during the Games
6. Assist with all communication from the team staff to the athlete/team, as needed
7. Thoroughly have knowledge of the training and competition schedules and be responsible for the communication to the athlete/team of any schedule changes during the Games
8. Notify and assist team leader with any challenges on field of play calls pertaining to the athlete or team assigned to them
9. Responsible for the activities and/or behavior of the athlete/team they are attending the Games with