

**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 **Games Staff** – Team Leader 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
Team Leader	Serve as primary point of contact and liaison between the USOPC and U.S. Figure Skating before, during and after the Games.

2. What is U.S. Figure Skating’s criteria for the Team Leader position? (See job description in attachment A)

U.S. Figure Skating’s Team Leader 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.
- 2.5. Be responsible for Team’s adherence to all rules regarding discipline at the Games.
- 2.6. Fulfill all duties and requirements of the USOPC including attendance at USOPC Games related meetings.
- 2.7. Be available for entire duration of the Games.
- 2.8. Have U.S. Figure Skating’s approval to make financial decisions regarding the Team.
- 2.9. Possess high level, specific technical and tactical knowledge of the sport.
- 2.10. Have thorough knowledge and understanding of the IF rules and regulations governing the sport.
- 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 U.S. Figure Skating.
- 2.14. Be listed on U.S. Figure Skating's Long List.
- 2.15. Successfully complete all Games Registration requirements by stated deadlines.
- 2.16. Participate in USADA training as required for position.
- 2.17. Successfully complete the appropriate U.S. Center for SafeSport's online training module(s).
- 2.18. The Team Leader will serve as the liaison between the USOPC and U.S. Figure Skating before, during and after the Games and therefore must also meet the following qualifications:

- Be thoroughly knowledgeable with U.S. Figure Skating's High Performance Plan.
- Have a solid understanding of the technical and international competitive outlook of the sport.
- Have a well-established working relationship with U.S. Figure Skating's administration, athletes, coaches and officials.
- Have previous experience at the highest level of international competition such as the Olympic Games and/or ISU World Championships.
- Have proven ability to handle crisis management situations as well as strong administrative and organizational capabilities/duties.
- Have a well-established working relationship with the USOPC.

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

U.S. Figure Skating will not solicit applications for the Team Leader position. The Team Leader will be filled by the Senior Director, Athlete High Performance.

4. Describe the removal of Games Staff:

An individual who is nominated to the Team Leader 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.

- 4.1. Voluntary withdrawal. The Team Leader must submit a written letter to the Executive Director of U.S. Figure Skating.
- 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 will be assumed to be disabling and he/she may be removed.
- 4.3. Inability to perform the duties required.
- 4.4. Violation of U.S. Figure Skating's Code of Conduct (<https://www.usfigureskating.org/about/rules>).

- 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 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.

5. Describe the replacement of Games Staff:

In the event that the Team Leader 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.

The replacement candidate for the Team Leader Position will be determined by the US Figure Skating Executive Director.

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

U.S. Figure Skating Board of Directors will make the final approval of the nominees for Team Leader. The Board of Directors consists of the following 15 voting members:

- President
- First Vice President
- Second Vice President
- Third Vice President
- Secretary
- Treasurer
- Group Coordinator - Athlete Services
- Group Coordinator – Membership
- Development Group Coordinator – Technical
- Group Coordinator – Administrative/Legal
- Two Coaching Members
- Three Athlete Members

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, U.S. Figure Skating's Board or Ethics Committee, as appropriate, shall determine if a conflict exists.

8. Date of Nomination:

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

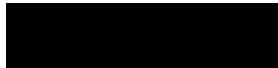

November 1, 2020

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. Web site: [www.usfigureskating.org](http://www.usfigureskating.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*	<b>Mark Ladwig</b>		<b>11/03/2020</b>

\* 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

# Team Leader Job Description

### RESPONSIBILITIES

The following are required of Team Leaders before, during and/or after the Games. The Team Leader must:

- A. Serve as the primary U.S. Figure Skating coordinator for the Team's planning for participation and for coordination at the Games site with the USOPC.
- B. Attend all USOPC administrative meetings before and during the Games.
- C. Be responsible for appropriate conduct of U.S. Figure Skating athletes at the Games.
- D. Be familiar with the Athlete Selection Procedures and the ISU qualification system.
- E. Manage Team operations and logistics, including:
  - i. Transportation arrangements
  - ii. Team apparel
  - iii. Housing
  - iv. Meals
  - v. Tickets
  - vi. 2022 Toyota U.S. Championships Olympic Meetings
  - vii. Off Site Training Facilities/Scheduling
  - viii. USOPC Pre Games Paperwork
- F. Attend all technical meetings for his/her sport, as appropriate, at the Games.
- G. Manage accreditation of personnel.
- H. 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.
- I. Arrive at Team Processing or the Games site (whichever is first) at least one day before the Team. The Team Leader 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.
- J. Be responsible for any Games wrap up (at the site) and for completing post Games submission of reports and accounting information as requested from the USOPC once the Games have concluded.
- K. Attend the USOPC/White House visit, which follows the Olympic/Paralympic Games, if required.
- L. Attend practices (if needed and when available) and all events.
- M. Work with U.S. Figure Skating's press officer to coordinate all media requirements in advance of and during Games.
- N. Oversee communication with USOPC, outside U.S. Figure Skating support staff, Team Manager/Technical Advisor – Ice Dance and Team Manager/Technical Advisor - Singles & Pairs on all issues.
- O. Communicate with 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.
- P. Lead briefings with the Team Manager/Technical Advisor - Singles & Pairs and Team Manager/Technical Advisor – Ice Dance prior to and during the Games.
- Q. Lead and conduct Pre-Games and during Games informational meetings with athletes, coaches and staff as needed.