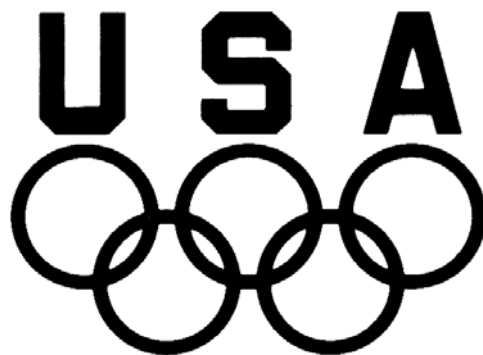


# United States Olympic Committee



## ADDITIONAL OFFICIALS SELECTION PROCEDURE FORMS

### **for the** **OLYMPIC GAMES**

**USA Track & Field**  
**ADDITIONAL OFFICIALS SELECTION PROCEDURES**  
**Olympic Games – 2008**  
**Revised December 5, 2007**

These procedures provide for selection of USA Track and Field Additional Officials for the 2008 Summer Olympic Games. However, accreditation allocation is not guaranteed and the number of Additional Officials will be based on final USOC credential allocation and overall team size.

1. Describe the specific Additional Officials position(s) the NGB/PSO is requesting:

15 Recommended – Positions listed in no specific order

Head Manager Women  
Head Manager Men  
Assistant Team Leader (Request Primary Credential)  
Relay Coach (Request Primary Credential)  
Athletic Trainer/Massage Therapist  
Athletic Trainer/Massage Therapist  
Chiropractor  
Athletic Trainer/Massage Therapist  
Pool Manager  
Pool Manager  
Pool Manager  
Pool Manager  
Pool Manager  
Doping Control Coordinator  
Athlete Support Manager

**Head Managers – 2**

- Report directly to the Team Leader
- Provide oversight of gender specific daily operations of the team
- Establish harmonious relationships with athletes and other team personnel with special consideration to gender and ethnicity
- Coordinate with the Team Leader and the USOC any and all issues affecting athletes housing, transportation and medical
- Implement team sign-up plans
- Works in conjunction with Team Leader concerning:
  - Completion and submission of team and staff paperwork
  - Coordination of travel and housing arrangements

- Issuance of team uniforms
    - Transportation and storage of equipment
    - Coordination of credentialing of athletes and staff
  - Meet with Head Coaches and Team Leader daily to confirm declarations
  - Communicate regularly with head and assistant coaches
  
  - Establish rooming lists
  - Work with the National Office staff to develop a per diem distribution plan
  - Communicate logistical information to coaches and athletes and work with the National Office staff to implement travel and transportation plans
  - Coordinate technical duties of team staff (technical meeting, declarations, competition schedule, and information)
  - Handle team “petty cash” request and disbursements
  - Coordinate staff and team meetings
  - Communicate all information to head and assistant coaches including:
    - Training schedule and venue
    - Competition schedule and venue
    - Housing
    - Meals
    - Transportation
  - Coordinate the assignments of the pool managers in consultation with the Team Leader
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#### **Assistant Team Leader - 1**

- Serves at the discretion of the Team Leader. Acts as a second resource person to the USOC.
- Works side by side with the Team Leader planning and coordinating at the Games site with the USOC’s International Games Division.
- Attends all USOC administrative meetings before and during the Games with the Team Leader.
- Manages with the Team Leader Team operations and logistics, including but not limited to:
  - Transportation arrangements
  - Team apparel/uniforming
  - Housing
  - Meals
  - Tickets

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- Ability to serve, if needed, as head of delegation as described in USOC Team Leader Job Description

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### **Additional Relay Coach - 1**

- Follow established relay policies for international competition
- Develop good relationship with all potential relay team pool members
- Select relay team pool of athletes
- Stage relay training camp(s)
- Work with High Performance Division to develop and implement US policy for relay baton exchanges
- Implement relay team policies
- Conduct relay team practice
- Make final determination of relay team members and orders and submit to the Head Coach within the allotted IAAF time frame

### **Medical Staff - 4 USATF + 5 USOC**

- Provide sports specific medical services for athletes
- Coordinate medical services with other team personnel
- Organize schedule that allows access to medical service when needed for athletes
- Team physician works with the Doping Control coordinator to ensure athletes medications are within the acceptable guidelines of USADA and WADA

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### **Athlete Support Manager- 1**

- Coordinate all social functions related to training camp and competition for track & field
- Facilitate communications between athletes and appropriate team staff
- Assist with logistics for athletes including tickets, sponsor events and other activities
- Provide assistance to athletes on any issue
- Obtain Athlete evaluation from each athlete and forward to USATF National Office
- Schedules internal track & field award celebrations
- Coordinates athletes return for award ceremonies including proper uniform held the day following the competition
- Provide oversight for USATF athletes on flag protocol when celebrating victories at the Games
- Educate and monitor athletes on Sportsman like behavior

- Work closely with athletes to keep a pulse on potential conflict situations and monitor athlete behavior
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### **Pool Managers - 5**

Additional officials are critical to the success of a team as large as USA Track & Field. Because of the unique situations that arise within the team, it is crucial that we have an adequate staff to athlete ratio. We believe that a 1 to 5 ratio is essential to our success. To ensure that persons with international team experience are available to fill these positions, USATF created a Pool Managers Program that identifies highly qualified individuals who are capable of serving as a head manager or a pool manager.

#### **Pool Managers will:**

- Works directly with the Head Manager and Team Leader
  - Assist team staff with housing, transportation, uniforms and other logistics
  - Coordinate and manage team activities
  - Facilitate communications between athletes, coaches and team staff
  - Assist with team processing
  - Facilitate access for training and credentialing for personal coaches
  - Perform other duties as assigned by Team Leader/Head Manager
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### **Doping Control Coordinator - 1 recommended**

- Brief athletes on doping protocols and procedures
  - Accompany athletes to doping control when requested
  - Coordinate services with other team personnel
  - Provide assistance with any doping issues that arise in connection with team
  - Coordinate any out-of-competition testing that is conducted in Beijing
2. Describe the NGB/PSO prerequisites for the above-mentioned Additional Officials positions:

#### **Head Manager**

- A member of the approved list of qualified managers within the Managers Pool Program of USATF
- Strong organizational skills and time management skills
- Excellent communication skills
- A working knowledge of the USOC , IOC and/or PASO and LOC structure and protocols

- A strong working knowledge of the IAAF rules and regulations
- Logistically minded
- Financially responsible
- Creative thinker
- Ability to handle crisis management situations as well as routine administrative duties
- Ability to step into the role of Team Leader in an emergency situation
- An individual may not serve in the position of Head Olympic or Pan American Manager unless he or she has served as Head Olympic Coach, Assistant Olympic Coach or Manager, or Head Coach or Head Manager for IAAF World Indoor Championship, IAAF World Outdoor Championship, World Cup, World University Games or Pan American Games team prior to the 2008 Olympic or the 2007 Pan American Games respectively.

#### Assistant Team Leader

- Ability to serve as head of delegation as described in USOC Team Leader job description should the Team Leader become ill or have other emergencies
- Strong managerial skills
- Excellent communication skills
- Ability to serve as communication link between USATF and the USOC and IAAF in the absence of the Team Leader
- Availability to attend all USOC administrative meetings and site visits
- Experience and proven ability leading international teams
- Ability to establish harmonious relationships with athletes and other team personnel with special consideration to gender and ethnicity
- Ability to handle crisis management situations as well as routine administrative duties
- Excellent working knowledge of the 2008 Olympic Selection procedures
- Familiarity with the USATF High Performance Plan
- Excellent working knowledge of USOC and IAAF structure and protocol
- Ability to work effectively with the USOC
- Ability to fulfill all duties and requirements set forth by the Team leader and the USOC
- Available for entire duration of the Games
- National Office Staff

#### Additional Relay Coach

- Ability to work well with team staff
- Ability to establish and enforce relay policies for international competitions
- Knowledge of IAAF relay rules and procedures
- Known by coaches, agents and athletes thus making recruitment easy

- Fair and open minded
- Must have International experience at the Pan American Games, Olympic Games and/or World Championships or athletes who have competed at these events from 2004-2008
- Ability to implement USATF Relay Plan

#### **Medical Staff (including massage therapists/chiropractors)**

- Education and Licensure
- Specialty training in sports medicine
- Certification by recognized specialty Board is preferred
- Experience working with track and field athletes
- Recommendation from athletes, coaches, USATF medical staff or other medical resources (ACSM, AMSSM, AOSSM)
- Ability to establish harmonious relationships with athletes and other team personnel with special consideration to gender and ethnicity

#### **Athlete Support Manager**

- Strong organizational and time management skills
- Excellent communication skills especially with athletes
- Excellent working knowledge of USOC, IOC and LOC structure and protocols
- Experience in administration and logistics at Olympic Games
- Ability to establish harmonious relationships with athletes and other team personnel with special consideration to gender and ethnicity
- Ability to handle crisis management situations as well as routine administrative duties

#### **Pool Managers**

- A member of the approved list of qualified managers within the Managers Pool Program of USATF
- Experience with organizing housing, transportation and other team logistics
- Strong organizational and time management skills
- Excellent communication skills especially with athletes, coaches and athlete representatives
- Excellent working knowledge of USOC, IOC and/or PASO and LOC structure and protocols
- Ability to establish harmonious relationships with athletes, coaches, agents and other team personnel
- Has successfully served as a manager on a international team

#### **Doping Control Coordinator**

- Knowledge of doping rules and protocol (USATF, IAAF, IOC USOC, USADA, WADA)
- Excellent communication skills especially with athletes and personal coaches
- Experience with international teams
- Ability to establish harmonious relationships with athletes and other team personnel with special consideration to gender and ethnicity
- Ability to handle crisis management situations as well as routine administrative duties

3. Describe the intended method of:

- A. Identifying the pool of candidates to be considered for Additional Officials positions

#### **Head Manager**

The Head Managers candidate pool consists of the “A” list members of the Managers Pool Program of USATF. Head Managers must come from this pre-approved list of individuals with international team experience. USATF National Office Staff identified and established this list in March of 2005.

#### **Assistant Team Leader**

The position of Assistant Team Leader will be filled by a national office staff member.

#### **Additional Relay Coach**

For the selection of the one additional relay coach the pool shall consist of the current Relay Coaches of USATF. The Relay coach will be selected after the 2007 IAAF World Championships but no later than the USATF Annual Meeting in December 2007.

#### **Medical Staff**

Applications are submitted to USATF Sports Medicine and Science Committee. Applications include:

- Education and training
- Licensure and No.
- Board certification or CAQ, including sports medicine
- Membership in professional organizations

- Publications related to sports medicine
- Foreign language skills
- Names and addresses of two professional peers who are familiar with the applicant's capabilities
- Letter of recommendation

### **Pool Managers**

The Pool Manager candidates consist of the "A" list members of the Managers Pool Program of USATF. USATF National Office Staff identified and established this list in March of 2005.

USATF CEO in consultation with the High Performance Division Chair, the Sports Committee Chairs and the Chair of the USATF AAC will identify the candidates to be considered as pool managers from a list of approved qualified candidates from the Pool Managers Program.

### **Doping Control Coordinator, Athlete Support Manager**

USATF CEO, in consultation with the High Performance Division Chair, the Sports Committee Chairs and the Chair of the USATF AAC review national office staff members for the doping control coordinator and accept recommendations from the Elite Athletes Division of USATF for the Athlete Support Manager.

- B. Selecting candidates who will fit the job description for Additional Officials

### **Head Managers**

The Men's and Women's International Staff Selection Subcommittees of the High Performance Division of USATF select candidates for this position from a list of approved qualified candidates from the "A" list of the Managers Pool Programs of USATF.

### **Assistant Team Leader**

The CEO of USATF in consultation with the Chairman of the High Performance Division Chairman will select the Assistant Team Leader.

### **Additional Relay Coach**

For the one (1) additional Relay Coach to be chosen from the current Relay Coaches list, the High Performance Division Executive Committee of USATF will review the list of relay coach candidates provided by the National Office Staff and make their selections with a simple majority vote.

### **Medical Staff:**

- a. Applications are reviewed by the Medical Services Subcommittee of the USATF Sports Medicine & Science Committee (includes 20% athlete representation). This review includes a check of credentials and references.
- b. Recommendations are forwarded to the chair of the appropriate Sports Committees, the Athletes Advisory Committee, and the National Office before they become final nominations. If none of the affected chairs objects to any of the appointees within ten (10) business days, the appointments will be considered confirmed. If any chair objects to one or more of the proposed appointments, the Sports Medicine & Science Committee may propose an acceptable substitute to the chairs, or the dispute shall be referred to a three-person panel, consisting of the USATF President, the High Performance Division Chair, and the chair of the Athletes Advisory Committee, or their designees, for final resolution.

### **Pool Managers**

USATF CEO or his designee, in consultation with the High Performance Division Chair, the Sports Committee Chairs and the Chair of the USATF AAC will select the candidates for Pool Managers.

### **Doping Control Coordinator, Athlete Support Manager**

USATF CEO, in consultation with the High Performance Division Chair, the Sports Committee Chairs and the Chair of the USATF AAC and the Elite **Athletes Division of USATF will select candidates for these positions.**

4. Removal of an Additional Officials member:

Once the Additional Officials Nomination(s) is accepted by the USOC, the Additional Officials are subject to the USOC Code of Conduct and Grievance Procedures.

5. Replacement of an Additional Officials member:

- A. In the event that the Nominated Additional Official is unable to perform his/her duties for injury, illness, Code of Conduct violations or any other unforeseen circumstances that would result in the need to replace him/her, the replacement candidate must meet all of the criteria listed in #2 above.

- B. The appropriate Staff Selection Subcommittee or CEO in a manner consistent with these selection procedures shall choose a replacement official. In the event that an official resigns or is unable to serve before the International Staff Selection Subcommittee can be reconvened, where that is relevant, the High Performance chair shall appoint a replacement after consultation with the Chairs of the Long Distance Running Division, and the Men's and Women's Track & Field, Race Walking and Athlete Advisory Committees, after giving due regard to previous staff evaluations and the diversity of the newly composed staff. If the USOC, IOC, LOC and IAAF requires different replacement procedures within a certain time period before the Games or after official nomination of the official to the USOC, such procedures for replacement will be followed.

6. Which NGB/PSO group/committee will make final:

A. Recommendation of the Additional Officials?

**Head Manager:** The Men's and Women's International Staff Selection Subcommittee of the High Performance Division of USATF recommend candidate for this position.

**Assistant Team Leader:** The CEO of USATF recommends candidate for this position.

**Additional Relay Coach**

The recommendation is made by the CEO in consultation with the High Performance Division's Chairman.

**Medical Staff:** The Medical Services Subcommittee of USATF will make recommendations for the medical staff.

**Doping Control Coordinator, Athlete Support Manager and Pool Managers:** The CEO of USATF will make recommendations for the Doping Control Coordinator, the Athlete Support Manager and the Pool Managers in consultation with the Chair of the High Performance Division, the Sports Committee Chairs and the USATF AAC Chair.

B. Approval for the Additional Officials?

The CEO of USATF will make the nominations in consultation with the High Performance Division Chair, the Sports Committee Chairs, and the Chair of the USATF AAC.

7. Conflict of Interest:

Any individual who is an applicant for any Additional Official position and who is involved in the selection process shall recuse him or herself from any discussion or decision involving selection of the Additional Official.

8. Publicity/Distribution of Procedures:


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

A. NGB website: [www.usatf.org/](http://www.usatf.org/)

The website information will be posted as soon as possible, but not more than 5 days following notice of approval by the USOC.

B. NGB Official Publication (if any): Elite Magazine, Fast Forward Express

C. Mailing to all Association Presidents.

Position	Print Name	Signature	Date
NGB/PSO President or Executive Director	Craig Masback		12/5/2007

**USOC USE ONLY**

Date Original Procedures Rec'd _____	Date of USOC Approval _____
Date Revision Submitted _____	