

**United States Olympic
Committee**



**TEAM LEADER
SELECTION PROCEDURE FORMS**

for the

**OLYMPIC GAMES
PAN AMERICAN GAMES**

USA Track & Field
TEAM LEADER SELECTION PROCEDURES
2008 Olympic & 2007 Pan American Games
June 1, 2006

1. What are the NGB prerequisites for Team Leader position (Attachment A):
 - Ability to serve as head of delegation as described in USOC Team Leader job description
 - Strong managerial skills
 - Excellent communication skills
 - Ability to serve as communication link between USATF and the USOC and IAAF
 - Availability to attend all USOC administrative meetings and site visits
 - National Office Staff with 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 USOC , IOC and IAAF structure and protocol
 - Ability to work effectively with the USOC
 - Ability to fulfill all duties and requirements of the USOC
 - Available for entire duration of the Games

2. Describe the intended method of:
 - A. Identifying the pool of candidates to be considered for Team Leader position

USATF CEO in consultation with the High Performance Division Chair, and the Chair of the USATF AAC will identify the pool of candidates from National Office Staff members who have experience in leading international teams.

 - B. Selecting candidates who fit the job description for Team Leader

The CEO of USATF in consultation with the High Performance Division Chair, Men's/Women's Track and Field Chairs and the Chair of the USATF AAC will nominate the Team Leader to the USOC for final approval..

3. Removal of Team Leader:

Once the Team Leader Nomination is accepted by the USOC, the Team Leader is subject to the USOC Code of Conduct and Grievance Procedures.

4. Replacement of Team Leader:

In the event that the Nominated Team Leader is unable to perform the duties of Team Leader, 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 #1 above.

5. Which NGB group/committee will make final:

A. Recommendation of the Team Leader?

The CEO of USATF in consultation with the High Performance Division Chair, Men's/Women's Track and Field Chairs and the Chair of the USATF AAC will recommend the Team Leaders

B. Approval for the Team Leader?

The CEO of USATF in consultation with the High Performance Division Chair, and the Chair of the USATF AAC will nominate the Team Leader to the USOC for final approval.

6. Conflict of Interest:

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

7. 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

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 Beat Magazine, Fast Forward Express

C. Other: Mailing to Association Presidents

Position	Print Name	Signature	Date
NGB President or Executive Director	Craig A. Masback		May 23, 2006

USOC USE ONLY

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

Attachment A

Team Leader (position to be filled by a USATF National Office Staff member)

Before competition

- Communicates with USOC/IAAF regarding all Team matters
- Responsible for oversight of team processing at selection competitions
- Organizes team training camp with Head Coaches, Managers and Relay Coach
- Confirms and certify (if applicable) eligibility of athletes
- Submits team entries once approved by Head Coaches
- Works with Head Managers to ensure an efficient well run team per the Head Managers job description
- Develops with the Head Manager and other National Office staff all logistical and operational plans for the event

During competition

- Serves as communication link between USATF, USOC , IAAF, and LOC
- Coordinates credentialing of athletes and staff (with Head Managers)
- Communicates travel and logistics for team to Head Managers
- Ensures team uniform requirements are met with the help of the managerial staff
- Manages finances of team except petty cash
- Serves as a general resource to the team staff over any matters needing attention.
- Oversees any disciplinary processes at the Olympic Games as dictated by the USATF Statement of Conditions and the USOC Code of Conduct.

After competition

- Provides team staff with summary of athlete evaluations, pursuant to USATF Regulations
- Ensures reimbursement of out of pocket expenses to team staff
- Collects athlete evaluations
- Responsible for writing an after action report for the event and submitting it to the appropriate entities
- Settles any outstanding issues that were not resolved during the competition