United States Olympic Committee

ADDITIONAL OFFICIALS
SELECTION PROCEDURE FORM

for the

2012 OLYMPIC GAMES

April 2009
USA Track & Field
ADDITIONAL OFFICIALS SELECTION PROCEDURES
2012 Olympic Games
April 22, 2010
Amended November 17, 2010 to include medical

These procedures provide for selection of USA Track & Field’s Additional Officials for the 2012 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) that USA Track & Field is requesting.

USA Track & Field will request at least 28 Additional Officials.

Title: Women’s Head Manager (1)
Responsibility: Provide oversight of daily operations of the Women’s team

Title: Men’s Head Manager (1)
Responsibility: Provide oversight of daily operations of the Men’s team

Job description Attachment A

Title: Medical Staff (15)
Responsibility: Provide sports specific medical services to athletes. The medical staff will be composed of the following: (3) athletic trainers, (7) massage therapist, (2) physician, (2) chiropractor, (2) sports psychologist

All other Additional Officials will be identified at a later date

2. Describe the USA Track & Field’s criteria for the above-mentioned Additional Officials positions.

   i. Successfully pass a USOC approved background check.
   ii. Possess a valid passport that does not expire until at least six months after the conclusion of the Games.
   iii. Be in good health and able to withstand the physical rigors of traveling with and working with the Team.

In addition Head Managers must:

   i. Be experienced and have proven ability working with teams at the national and international levels.
   ii. Have proven ability to establish harmonious relationships
with athletes, personal coaches and other Team personnel.

iii. Submit an application to USA Track & Field prior to May 30, 2010.
iv. Be a member of USATF at the time application is submitted.

v. Have served as Head Manager or professional support staff (Event/Pool Manager) in a complete track & field team environment on at least three (3) national teams during the last 8 years of which one (1) must have been a World Championships, Olympic Games, Pan American Games, World Junior Championships or a NACAC Senior Championships.

vi. Be detailed oriented and logistical minded.

vii. Be service oriented with a personality that is athlete focused.

viii. Be willing to serve in a “behind the scenes” administrative position with limited or no opportunity to see the competition.

ix. Commit to two (2) – three (3) weeks travel with the team.
x. Participate in USATF Managers Training and In Service Seminars at least once every other year.

xi. Be in the “A” pool of candidates established by USATF.

In addition Medical Staff must:

i. Be a member of USA Track & Field.

ii. Be available for the entire duration of the event.

iii. Be a licensed/certified health care provider.

iv. Pass a USOC approved medical background check.

v. Have served on a national team medical staff (e.g. Pan American Games, World Cross Country, World Indoors, Junior World Championships, etc) OR worked as USATF medical staff member/volunteer at a USATF national championships

vi. Have five years experience as a health care provider.

vii. Have a recommendation from an elite athlete who has been on a national team or a national team coach.

viii. Successfully complete the USOC Volunteer Medical Program.

ix. Chiropractors - have a minimum of a CCSP certification.

x. Physicians – completion of a sports medicine fellowship and a certificate of Added Qualification (CAQ) is preferred.

xi. Submit a completed online application no later than December 15, 2010 which must include a full and accurate disclosure of prior experience in the National Team Staff program.

Other Additional Officials TBD

3. How will USA Track & Field make known the Additional Official positions and/or application process?

Head Managers will be made aware of the application process via:
A. USATF 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. USATF’s Official Publication: Elite Beat Magazine, Fast Forward Express if published during the announcement time.

C. Press Release.

D. Additional Notification.

**Head Managers**
Email to all USATF Association Presidents, USATF’s registered coaches, athletes, agents and managers (only managers who meet the 8 year criteria as detailed in section 2.v will be sent an email).

**Medical Staff**
Email to all USATF Association Presidents, Sports Committee Chairs, USATF’s registered coaches, athletes, agents and those currently in USATF’s pool of medical providers.

**Other Additional Officials**
TBD

4. Describe the intended method of:

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

**Head Managers**
The International Staff Subcommittee of the Men’s and Women’s Track and Field Committees, the Board of Directors, the National Office Management, the Coaches Advisory Committee and the Athlete Advisory Committee of USA Track & Field collectively will identify an “A” pool of candidates to be considered for head managers positions per the criteria identified in this document. The pool of candidates to be considered for all head managers positions will be identified from a list of individuals who have served on (3) USA national team within the last 8 years, meet all of the applicable criteria detailed in section I, and who have submitted an application. Regulation 17 of the bylaws of USATF will serve as the guideline. ([http://www.usatf.org/about/governance/2010/](http://www.usatf.org/about/governance/2010/)).

**Medical Staff**
A subcommittee of the Sports Medicine & Science Committee of USATF composed of the chair of the Sports Medicine & Science Committee, the chair of the Trainer/Therapist Subcommittee and the chair of the
Psychological Services Subcommittee; the Athletes Advisory Chair and the Associate Director of Sports Science & Medicine will identify a pool of candidates to be considered for medical staff positions per the criteria in this document. The pool of candidates will be identified from the individual applications submitted by December 15, 2010.

B. Selecting candidates who best fit the job description for Additional Officials:

Head Managers
A Committee (Selection Committee) composed of the following individuals or their designee will select the individuals to be nominated to the USOC as head managers from the candidate pool established in # 4A: The Chief of Sports Performance; the Director of Coaching; the Chairs of the Men’s and Women’s Track and Field, Race Walking, and Coaches Advisory Committees; the Long Distance Running Division Chair; the Athletes Advisory Committee Chair; and two Active Athletes named by the Athletes Advisory Chair and approved by the Athletes Advisory Executive Committee. The three athletes shall include at least one male International Athlete and one female International Athlete. After selection is completed the names will be submitted to the CEO of USATF for review and to the Board of Directors of USATF for final approval.

Medical Staff
A Committee (Medical Selection Committee) composed of the following individuals or their designee will select the individuals to be nominated to the USOC as medical staff from the candidate pool established in 4.A: the chair of the Sports Medicine & Science Committee, the chair of the Trainer/Therapist Subcommittee and the chair of the Psychological Services Subcommittee; the Athletes Advisory Chair and the Associate Director of Sports Science & Medicine.

After selection is completed the names will be submitted to the Athletes Advisory Executive Committee, the Men’s and Women’s Track & Field chairs, and the CEO of USATF for review and then to the Board of Directors for final approval.

The Athletes Advisory Executive Committee, the Men’s and Women’s Track & Field chairs, and the CEO of USATF will have 10 business days to review the selections and provide any opposition to the selection. If there are no objections from the Committees and groups listed above to any of the appointees within the 10 business days the selections will be considered confirmed. If the majority of the Committees and groups objects to one or more of the proposed appointments, the Sports Medicine & Science Committee may propose an acceptable substitute to the Athletes Advisory Executive Committee, the Men’s and Women’s Track
& Field chairs, and the CEO of USATF, or the dispute shall be referred to a three-person panel, consisting of the President of USATF, the High Performance Division Chair and the chair of the Athlete Advisory Committee or their designees for final resolution.

5. Describe the removal of an Additional Official:

An individual who is to be nominated as an Additional Official by USA Track & Field may be removed as a nominee for any of the following reasons, as determined by USA Track & Field:

- Voluntary withdrawal. Nominee must submit a written letter to CEO with a copy to the Chief of Sports Performance of USA Track & Field if he or she is unable to fulfill his or her duties as an Additional Official.
- Injury or illness as certified by an approved USATF physician (or medical staff). If the individual refuses verification of his/her illness or injury by an approved USATF physician (or medical staff), his/her injury will be assumed to be disabling and he/she may be removed.
- Violation of the USATF’s Code of Conduct (Attachment _B_).
- His or her performance as an Additional Official prior to the 2012 Olympic Games fails to meet the job criteria as outlined in this document.
- He or she violates any provisions of the USOC Bylaws, USOC Code of Conduct, USATF Rules or Bylaws, or IAAF Rules or any other applicable rules or guidelines.
- Any member of USATF may report a circumstance that he/she believes to warrant removal of an Additional Official. The Chief of Sport Performance in consultation with the USATF Athlete Advisory Chair and the appropriate Sports Committee Chair shall determine if such removal is warranted.

An individual removed from the Additional Officials Staff pursuant to this provision has the right to appeal the decision pursuant to USATF Regulation 21-P (http://www.usatf.org/about/governance/2010/). Once nominated to the USOC as an Additional Official for the Olympic Games, USOC rules pertaining to removal and replacement of Additional Officials shall govern and shall supersede the provisions of this Section.

Once an Additional Officials nomination is accepted by the USOC, the Additional Official is subject to the USOC Code of Conduct and Grievance Procedures.

6. Describe the replacement of an Additional Official:

In the event that the nominated Additional Official is unable to perform his/her duties due to 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 criteria listed in #2 above.

7. Which group/committee will make the final:

Head Managers

A. Recommendation of Additional Officials?

Head Managers
Two (2) Head Managers will be recommended by the USATF Selection Committee identified in 4.B.

Medical Staff
Medical Staff will be recommended by the Medical Selection Committee identified in 4.B. and forwarded for review to the Athletes Advisory Executive Committee, the Men’s and Women’s Track & Field chairs, and the CEO of USATF.

B. Approval of Additional Officials?

Head Managers
Two (2) Head Managers nominated from the candidates’ pool identified in #4A will be approved by the Board of Directors of USATF (Attachment C).

Medical Staff
Medical Staff will be approved by the Board of Directors of USATF.

8. Conflict of Interest:

Any individual who is being considered 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.

9. Publicity/Distribution of Procedures:

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

A. USATF 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. USATF’s Official Publication: Elite Beat Magazine, Fast Forward Express if published during announcement time.

C. Press Release

D. Email to appropriate individuals. See section 3.

<table>
<thead>
<tr>
<th>Position</th>
<th>Print Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>NGB/PSO President or CEO/Executive Director</td>
<td>Douglas G. Logan</td>
<td>[Signature]</td>
<td>April 20, 2010 (Head Managers)</td>
</tr>
<tr>
<td>USOC Athletes' Advisory Council Representative</td>
<td>Joanna Hayes</td>
<td>[Signature]</td>
<td>April 20, 2010 (Head Managers)</td>
</tr>
<tr>
<td>NGB/PSO President or CEO/Executive Director</td>
<td>Mike McNees</td>
<td>[Signature]</td>
<td>November 11/2010 (Medical)</td>
</tr>
<tr>
<td>USOC Athletes' Advisory Council Representative</td>
<td>Joanna Hayes</td>
<td>[Signature]</td>
<td>November 11, 2010 (Medical)</td>
</tr>
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*If USOC 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.
Head Manager

Before and during competition
- Implement team sign-up plans at Olympic Trials
- Assist Team Leader with
  a. Completion and submission of team and staff paperwork
  b. Coordination of travel and housing arrangements
  c. Issuance of team uniforms
  d. Transportation and storage of equipment
  e. Coordination of credentialing of athletes and staff
- Oversee the daily operations of the team with the team leader
- Meets with Head Coaches and Team Leader daily to confirm declarations. Makes declarations if team leader is unavailable
- Communicate regularly with head and assistant coaches
- Establish rooming lists
- Works with the National Office staff to develop a per diem distribution plan
- Communicate logistical information to coaches and athletes and works 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 with Team Leader
- 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 event managers in consultation with the Team Leader

After competition
- Complete expense report within 30 days of return from competition
- Complete competition report including detailed evaluations of pool managers within 45 days of return from competition
Attachment B

The USATF Code of Conduct is currently under review by the USATF Board of Directors. Once finalized, the Code of Conduct will be included as an endorsement to these procedures. All candidates who wish to be considered for a staff position for the 2011 Pan American or the 2012 Olympic Games will be required to sign the relevant Code of Conduct.
USA Track and Field Board of Directors

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