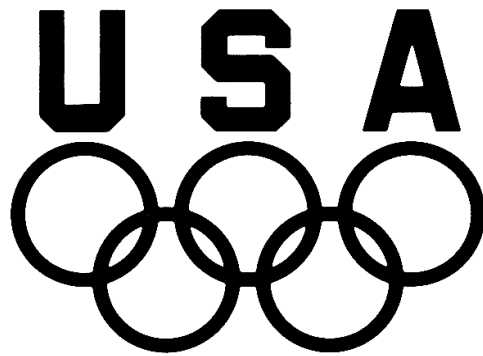


**United States Olympic
Committee**



**TEAM LEADER
SELECTION PROCEDURE FORM**

for the

2012 Olympic Games

April 2009

USA Track & Field
TEAM LEADER SELECTION PROCEDURES
2012 Olympic Games
December 14, 2010

These procedures provide for selection of the USA Track & Field Team Leader for the 2012 Olympic Games. However, accreditation allocation is not guaranteed and will be based on final USOC credential allocation and overall team size.

1. What are the NGB's/PSO's criteria for Team Leader position (job description Attachment A)?

Team Leader must:

- 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. Have the ability to work effectively with the USOC.
- iv. Have strong administrative, communication and organizational capabilities/skills.
- v. Be responsible for Team's adherence to all rules regarding discipline at the Games.
- vi. Fulfill all duties and requirements of the USOC including attendance at USOC Games related meetings.
- vii. Be available for entire duration of the Games.
- viii. Have USA Track & Field's approval to make financial decisions regarding the Team.
- ix. Be in good health and able to withstand the physical rigors of traveling with and working with the Team.
- x. Have proven ability to establish harmonious relationships with athletes and other Team personnel.
- xi. Have a comprehensive knowledge and understanding of the IAAF policies, procedures, rules and regulations governing the sport.
- xii. Have a proven record of performance at the team level with USATF, USOC and the IAAF.
- xiii. Be USATF National Office Staff.

2. How will the NGB/PSO make known the Team Leader position and/or application process?

The position of team leader is to be filled by a USATF National Office Staff member and does not require an application process.

3. Describe the intended method of:

A. Identifying the pool of candidates to be considered for Team Leader position:

USATF CEO in consultation with the Chief of Sports Performance will identify candidates from the National Office staff.

B. Selecting the candidate(s) who best fits the job description for Team Leader:

USATF CEO will select the Team Leader

4. Describe the removal of Team Leader:

An individual who is to be nominated as the Team Leader by USA Track & Field may be removed as a nominee for any of the following reasons, as determined by USA Track & Field.

- Voluntary withdrawal: Team Leader 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 Team Leader.
- Injury or illness as certified by an approved USA Track & Field physician (or medical staff). If the individual refuses verification of his/her illness or injury by an approved USA Track & Field physician (or medical staff), his/her injury will be assumed to be disabling and he/she may be removed.
- Violation of the USA Track & Field's Agreement to Represent. (Attachment B).
- His or her performance as a Team Leader 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 a Team Leader. The CEO of USATF and the Chief of Sport Performance in consultation with the USATF Athlete Advisory Chair shall determine if such removal is warranted.

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

5. Describe the 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 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 #1 above.

6. Which group/committee will make the final:

A. Recommendation of the Team Leader?

The CEO in conjunction with the Chief of Sports Performance will recommend the Team Leader.

- B. Approval for the Team Leader?
The CEO of USA Track & Field will have final approval of the Team Leader.

7. Conflict of Interest:

An individual who is being considered 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.

8. 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. Web site: www.usatf.org

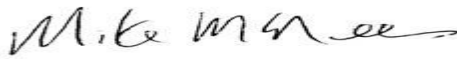

These procedures will be posted as soon as possible, but not more than five days following notice of approval by the USOC.

- B. Official Publication (if any): will this be listed in you magazine?

N/A

- C. Other

N/A

Position	Print Name	Signature	Date
NGB/PSO President or CEO/Executive Director	Mike McNees		1-4-2011
USOC Athletes' Advisory Council Representative*	Joanna Hayes		1-4-2011

*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.

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

Before competition

- Primary point of contact or team liaison to all USOC divisions for Games planning, preparation, execution and all aspects of the team's security plan and daily movements.
- Communicates with IAAF regarding all Team matters
- Responsible for oversight of team processing at selection competitions
- Attend all USOC administrative meetings before and during the Games.
- Be responsible for his/her athletes'/teams' adherence to all rules regarding discipline at the Game (Athlete Selection Procedures, NGB procedures and policies, including NGB and USOC codes of conduct and waivers). Additionally, ensure that all athletes and team staff are aware of the rules and regulations set by the IOC regarding Internet Guidelines and Blogging Guidelines.
- Read and understand the Athlete Selection Procedures and the IF qualification system.
- 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.
- Be responsible for his/her athletes'/teams' adherence to all rules regarding discipline at the Game (Athlete Selection Procedures, NGB procedures and policies, including NGB and USOC codes of conduct and waivers). Additionally, ensure that all athletes and team staff are aware of the rules and

regulations set by the IOC regarding Internet Guidelines and Blogging Guidelines.

- Manage Team operations and logistics, including:
 - Transportation arrangements
 - Team apparel/ uniforming
 - Housing
 - Meals
 - Tickets

After competition

- Provides team staff with summary of athlete evaluations
- Ensures reimbursement of out of pocket expenses to team staff
- Collects athlete evaluations
- Settles any outstanding issues that were not resolved during the competition
- Be responsible for Games wrap up (at the site) and for completing post Games submission of reports (including an in-depth Commemorative book report) and accounting information to the USOC once the Games have concluded.

Agreement to Represent

USA Track and Field's "Agreement to Represent" is currently under review and will be added as an endorsement to these procedures once finalized.