IMPORTANT NOTICE DUE TO POSTPONEMENT OF THE 2020 PARALYMPIC GAMES
[April 22, 2020]

Following the IPC’s announcement that the Tokyo 2020 Paralympic Games have been rescheduled to take place August 24-September 5, 2021, this notice and the information below serve as an announcement of amendment(s) to USRowing’s Staff Selection Procedures.

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<td>Criteria for Assistant Coaches: Medal potential of the event as demonstrated in prior international competitions between 2017-2021 2020</td>
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<td>Nomination date changed from June 1, 2020 to July 10, 2021 Medical staff nomination date added as Jan. 15, 2021</td>
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These procedures provide for selection of USRowing’s Games Staff [Team Leader, Coach(es), and/or Additional Officials] for the 2020 Tokyo Paralympic 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 USRowing.

1. Describe the specific Games Staff position(s) that the USRowing is requesting.

<table>
<thead>
<tr>
<th>USOPC Role Name - (Games Function)</th>
<th>Responsibility</th>
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<tr>
<td>Team Leader</td>
<td>Serve as primary point of contact and liaise between the USOPC and USRowing before, during and after the Games.</td>
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<tr>
<td>Head Coach</td>
<td>Lead coach for PR3 Mix 4+ Prepare athletes/boat class for success on the field of play.</td>
</tr>
<tr>
<td>Assistant Coaches (up to 3)</td>
<td>Specific boat responsibilities to prepare athletes/boat class.</td>
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</table>
Medical Support (MD, AT, PT, PA, Massage, physiotherapist, etc.) | Provide medical support to athletes.
---|---
Technical Personal (e.g., Boat/seat rigger, etc.) | Provide para specific support to athletes and coaches with equipment rigging and construction.
High Performance Director | Oversight of preparation and performance.

2. What are USRowing’s criteria for the above Games Staff position(s) (attach a job description, if any)?

USRowing’s Games Staff must:

2.1. Successfully pass the National Center for Safety Initiatives’ (NCSI) background screen in accordance with the current USOPC Games Background Check Policy 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 USRowing and/or 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 (if applicable).
2.5 Be responsible for Team’s adherence to all rules regarding discipline at the Games (if applicable).
2.6 Fulfill all duties and requirements of the USOPC including attendance at USOPC Games related meetings (if applicable).
2.7 Be available for entire duration of the Games (if applicable).
2.8 Have the USRowing’s approval to make financial decisions regarding the Team (if applicable).
2.9 Possess high level, specific technical and tactical knowledge of the sport (if applicable).
2.10 Have thorough knowledge and understanding of the IF rules and regulations governing the sport (if applicable).
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 listed on USRowing’s Long List and must have successfully completed all Games Registration requirements by stated deadline.
2.14 Participate in USADA training as required for position (if applicable).
2.15 Successfully complete the US Center for SafeSport awareness training and education program.

In addition, Medical Personnel must:

2.16. Possess the appropriate certifications.
2.17. Pass a medical credential review in addition to the approved USOPC Games Background Check, which will be a combined check managed through USOPC Sports Medicine (separately arranged background checks will not be considered).
2.18. Meet the required experience and proficiency levels as determined by USOPC Sports Medicine. (Attachment A and http://www.teamusa.org/medicalvolunteer)
2.19. Be approved for nomination through the USOPC’s Sports Medicine Division.

In addition, Coaches Must:

2.20. Possess a high level of specific technical and tactical knowledge of the sport.
2.21. Possess a USRowing Level 2 Coaching certification

In addition, Technical Personnel Must (i.e. Boat Rigger, etc.)

2.22. Possess appropriate experience relative to the position/area of expertise for which they may be nominated.
2.23. Have proficiency working with high performance para programs in rigging and para specific boat/seat modifications.

In addition, Other Positions (i.e. Team Managers, Sport Specific roles, etc.) must:

2.24. Possess appropriate experience and or certifications relative to the position/area of expertise for which they may be nominated.

3. Describe the process that candidates shall follow to express interest in being considered for a Games Staff position, in each category below:

**Team Leader:**
- The Team Leader will be not be publicized. USRowing will nominate the candidate from its current pool of employees who have Team Leader experience at previous Paralympics or World Championships.

**Head Coach:**
• Head Coach will not be publicized. USRowing will nominate current employees under contract with direct responsibilities and accountability for performance of the PR3 Mix4+ at the USRowing Para training center.

Assistant Coaches:
• Each additional USRowing entry for the other 3 possible Paralympic rowing events, i.e. crew, will suggest one coach candidate (Assistant Coach) to the nomination committee for consideration to accompany that boat to the Paralympic Games.

Coach(es): Individuals will be selected based on USRowing National Team Programs Staff will suggest one coach candidate to the nomination committee, the Para High Performance Director and a USOPC AAC rep from USRowing, for consideration to accompany each boat to the Paralympic Games. Candidates will be selected based on Section 2 criteria as well as recommendations by respective crew.

Medical Personnel and non-medical Performance Staff:

Medical staff position(s) will not be publicized. USRowing will nominate candidates from its current pool of contracted service providers and/or employees.

Any non-medical Performance Staff position(s) will not be publicized as the pool of candidates is a small, definitive group which consists of individuals who have been providing sport science support year-round at USRowing training centers.

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

Team Leader: USRowing will select a member of it’s National Team Programs staff for this position. This will be filled by a USRowing employee.

All Coaches:

Head Coach:
Head coach will be the contracted Head PR3 Mix4+ Coach who is employed/contracted by USRowing.
Assistant Coaches:

Assistant coaches will be identified via each USRowing crew as it qualifies for the 2020 Paralympics. Candidates will then be selected by the nomination committee based on the following criteria listed in priority order and based on the number of accreditations available:

1. The number of available coaching credentials on the team;
2. Medal potential of the event as demonstrated in prior international competitions between 2017-2020;
3. Choice of and compatibility with selected crews;
4. Demonstrated commitment to the crew throughout the year;
5. International coaching experience;
6. Number of athletes on the team trained by a particular coach;
7. Demonstrated commitment to the National Team throughout the year;
8. Ability to work with the rest of the staff and coaches;

Medical:

USRowing will select a USRowing contracted Physical Therapist with Para experience from Past World Championships.

Technical Personal:

USRowing will nominate a candidate(s) from the current pool of contracted service providers working at a USRowing Training Centers (CRI).

5. Describe the removal of Games Staff:

An individual who is to be nominated to the above-listed Games Staff position(s) by USRowing may be removed as a nominee for any of the following reasons, as determined by USRowing.

5.1 Voluntary withdrawal. Games Staff nominee must submit a written letter to the USRowing's Executive Director/CEO/President.
5.2 Injury or illness as certified by a physician (or medical staff) approved by the
USRowing. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by USRowing, his/her injury will be assumed to be disabling and he/she may be removed.

5.3 Inability to perform the duties required.

5.4 Violation of USRowing’s Code of Conduct

5.5 Violation of USRowing’s SafeSport Compliance Policy
(usrowing.org/sports/2016/6/1/safesport.aspx)

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 USRowing 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.

6 Describe the replacement of Games Staff:

In the event that the Nominated Games Staff member 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 and be selected through the same process as outlined in Sections 3 and 4.

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

USRowing’s Para High Performance Director will have final approval for:
   - Head Coach
   - Team Leader
   - Any other Medical Personnel or non-medical Performance Staff who are contracted or employed by USRowing

The Nomination Committee, comprised of:
   - USRowing High Performance Director
   - USRowing Para High Performance Director
   - A USRowing Adaptive Committee Athlete Rep

Nomination Committee will have final approval for:
   - Assistant Coaches
8 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, USRowing’s Board or Ethics Committee, as appropriate, shall determine if a conflict exists.

9 Date of Nomination:

The Games Staff Nomination Form with the Staff nominee’s name, including the name of a replacement (if applicable), will be submitted to the USOPC on or before:

**June 1, 2020**
Medical Staff: Jan. 15, 2021
All Other Staff: July 10, 2021

10 Publicity/Distribution of Procedures:

The USOPC approved selection procedures (complete and unaltered) will be posted/published by USRowing in the following locations:

10.1 Web site: [www.usrowing.org](http://www.usrowing.org)

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

10.2 Other (if any): N/A

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<th>Print Name</th>
<th>Signature</th>
<th>Date</th>
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<tr>
<td>USRowing’s President or CEO/Executive Director</td>
<td>Susan Smith</td>
<td>[Signature]</td>
<td>4-27-2020</td>
</tr>
<tr>
<td>USOPC Athletes’ Advisory Council Representative*</td>
<td>Nick LaCava</td>
<td>[Signature]</td>
<td>4-29-2020</td>
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</table>

* 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 the NGB/HPMO/PSO, 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/HPMO/PSO must designate an athlete from that sport to review and sign the Selection Procedures.
Attachment A

USOPC Sports Medical Games Requirements

PURPOSE

The USOPC has developed medical requirements to ensure the safety of athletes during Games (Olympic, Paralympic, Pan American and Para Pan American, etc.). This policy addresses equipment requests and minimum standards for all NGBs/HPMOs/PSOs (NGBs from here forward) and medical providers attending games.

POLICY

1. Requests

NGBs must identify medical support requests to the USOPC Sports Medicine department. These requests must specify any supplies, equipment, and other medical support provided at the Games. Anti-doping concerns or comments should also be identified. Collected information will be reviewed by the USOPC Managing Director of sports medicine who will then identify and communicate the level of support to be provided by USOPC Sports Medicine. Any changes to the requested sports medicine support should be immediately forwarded to USOPC Sports Medicine. In cases where medical services or materials are not identified, the USOPC cannot guarantee support for additional or late requests because of time, budget and other factors.

2. NGB Health Care Providers

NGBs must nominate and allocate Games credentials to NGB identified health care provider(s) to support the NGB sports medicine needs during the games. Any potential NGB medical provider who could be nominated to provide services must be identified by the NGB no later than the due date for the respective Games Long List. Additionally, all NGB medical providers must meet the criteria as identified in the NGB’s approved Additional Officials Selection Procedures, along with the additional criteria outlined below.

The medical staffing list will include anyone who will potentially be credentialed by the NGB and/or use a day pass to provide services at an Olympic/Paralympic Village or a High Performance Training Center. Health care providers must meet minimum qualification standards which are identified below by their specialty without exception. NGBs must ensure their identified medical staff can meet these standards prior to advancing their nomination for a Games credential or day pass access. If the provider is not licensed in the United States, they may be ineligible to be credentialed. In order to meet expected standards of care and mitigate risk management issues, selected provider(s) must meet the below minimum qualifications in addition to the Selection Procedures criteria to provide medical services at games. These qualifications include:
1) Meet all criteria identified in the USOPC Volunteer Program Application for specific specialty (Attachments located at www.teamusa.org/medicalvolunteer). On occasion, specific supporting documentation will be requested at the discretion of USOPC Sports Medicine.

2) Successfully pass a medical credential review and criminal background check at or above USOPC standards with the National Center for Safety Initiatives (NCSI)

3) Review of the venue emergency action plan with USOPC Sports Medicine staff prior to the first scheduled practice or event.

4) Complete required Medical Team Education Modules addressing Anti-Doping, Safe Sport and/or other prerequisite training.

Appendix: Location of criteria:

- Athletic Trainer Qualification Criteria – located at www.teamusa.org/medicalvolunteer
- Physical Therapist Qualification Criteria - located at www.teamusa.org/medicalvolunteer
- Doctor of Chiropractic Qualification Criteria - located at www.teamusa.org/medicalvolunteer
- Physician Qualification Criteria - located at www.teamusa.org/medicalvolunteer
- Massage Therapist Qualification Criteria - located at www.teamusa.org/medicalvolunteer