

**USA CYCLING**  
**GAMES STAFF SELECTION PROCEDURES**  
**OLYMPIC GAMES, 2024**  
**MARCH 15, 2023**

These procedures provide for selection of USA Cycling's Games Staff ("Team") for the Olympic Games, 2024. 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 USA Cycling.

1. Describe the specific Games Staff position(s) that the NGB/HPMO is requesting.

Title	Responsibility
Team Leader	Serve as primary point of contact and liaison between the USOPC and USA Cycling before, during, and after the Games.
Coach	Prepare athletes/teams for success on the field of play.
Medical (e.g., ATC, Physio, Physician, Massage/Soigneur)	Provide appropriate medical care to athletes.
Administrative Personnel (e.g., Team Manager, non-medical performance staff)	Provide sport science, coach and athlete support.
Technical Personnel (e.g., mechanics, video techs)	Provide mechanical and technical support to athletes and staff.

2. NGB's/HPMO's criteria for the above Games Staff position(s) (attach a job description, if any):

USA Cycling's Games Staff must:

- 2.1. Undergo a background screen in accordance with the current [USOPC Games Background Check Policy & Procedures](#) 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 USA Cycling 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.
- 2.5. Be responsible for Team's adherence to all rules regarding discipline at the Games.

- 2.6. Fulfill all duties and requirements of the USOPC and USA Cycling including attendance at USOPC Games related meetings.
- 2.7. Be available for entire duration of the Games.
- 2.8. Have USA Cycling's approval to make financial decisions regarding the Team.
- 2.9. Possess high-level, specific technical and tactical knowledge relevant to the role.
- 2.10. Have thorough knowledge and understanding of the IF rules and regulations governing the sport (*where applicable*).
- 2.11. Proven ability and willingness 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 a currently employed Staff member or contractor of USA Cycling.
- 2.14. Successfully complete all Games Registration requirements by stated deadlines.
- 2.15. Complete USADA training as required for the position.
- 2.16. Have valid SafeSport training completed.
- 2.17. Be in good standing with the USOPC, US Center for SafeSport, USAC, UCI and USADA.
- 2.18. Have actively been involved in and worked for a national team program within the last 12 months.

Medical Personnel must:

- 2.19. Possess the appropriate certifications.
- 2.20. 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).
- 2.21. Meet the required experience and proficiency levels as determined by USOPC Sports Medicine ([www.teamusa.org/medicalvolunteer](http://www.teamusa.org/medicalvolunteer)).
- 2.22. Be approved for nomination through the USOPC's Sports Medicine Division.
- 2.23. Meet the minimum criteria defined in the [USOPC Sports Medicine Provider Credentialing Policy](#).
- 2.24. Fulfill all requests and meet deadlines for any required information or documentation such as the submission of a temporary licensing application (to practice medicine at the Games) and medical equipment submission requirements.
- 2.25. Complete the mandatory Games training prior to the Games.
- 2.26. Have actively been involved in and worked for a national team program within the last 12 months.

In addition, Coaches must:

- 2.27. Possess a high level of specific technical and tactical knowledge of the sport.
- 2.28. Have actively been involved in and worked for a national team program within the last 12 months.

In addition, Administrative Positions (e.g., Team Manager, non-medical personnel, etc.) must:

- 2.29. Possess appropriate experience and/or certifications relative to the position/area of expertise for which they are being nominated.
- 2.30. Have actively been involved in and worked for a national team program within the last 12 months.

In addition, Technical Personnel (e.g., video tech) must:

- 2.31. Possess appropriate experience relative to the position/area of expertise for which they are being nominated.
- 2.32. Have actively been involved in and worked for a national team program within the last 12 months.

- 3. Intended method of identifying the pool and selecting the candidates to be considered for the Games Staff position(s):

USA Cycling will not solicit applications for the Games Staff position(s). The Games Staff position(s) will be filled by current USA Cycling employees and/or contractors.

All Games Staff positions will be selected based on the candidate(s) who best meet the criteria outlined in Section 2 and who will best meet the needs of the Team. All 2024 Olympic Games Staff will be recommended by the Chief of Sport Performance for approval by the CEO of USA Cycling.

- 4. Removal of Games Staff:

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

- 4.1. Voluntary withdrawal. Games Staff nominee must submit a written letter to USA Cycling's CEO.
- 4.2. Injury or illness as certified by a physician (or medical staff) approved by USA Cycling. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by USA Cycling, his/her injury will be assumed to be disabling and he/she may be removed.
- 4.3. Inability to perform the duties required.
- 4.4. Violation of USA Cycling's Safe Sport [Program](#), including its [Code of Conduct](#).
- 4.5. Removal from employment position as either an Independent Contractor or employee of USA Cycling.
- 4.6. No longer able to meet the required criteria in Section 2 at the time of the Games.

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 NGB/PSO 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.

5. Replacement of Games Staff:

In the event that a Nominated Games Staff member is unable to perform the duties of the position(s) for injury, illness, Safe Sport Program 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.

6. Group/committee that will make the final approval of the Games Staff position(s)?

The 2024 Olympic Games Staff will be recommended by the Chief of Sport Performance and for final approval by the CEO of USA Cycling.

7. Conflict of Interest:

All members of the Selection Committee and USA Cycling Sport Performance staff participating in a selection must comply with USA Cycling's Principles of Ethical Conduct and Conflict of Interest Policy. The Conflict of Interest Policy requires completing a disclosure form submitted for review by USA Cycling's independent Ethics Committee before convening the committee. USA Cycling's Ethics Committee shall review disclosed conflicts and determine the conflicted individual's appropriate level of involvement (e.g., whether that individual must recuse themselves from participating in discussions and/or voting). For example, if it is determined that an individual must recuse themselves from voting, the Ethics Committee may still determine that an individual who has relevant and necessary information concerning athlete performance, for example, a USA Cycling Sport Performance staff member, may, if requested by the Selection Committee, provide such information to the Committee so long as such information is provided in a fair and unbiased manner and so long as the conflicted individual does not vote toward the final decision. The conflicted individual must not otherwise influence other Selection Committee members in the selection process.

Additionally, any person (including any potentially impacted athlete or coach of a potentially impacted athlete) with a good faith belief that a Selection Committee Member or USA Cycling staff member has a conflict of interest may report the alleged conflict of interest to USA Cycling's Ethics Committee by emailing [compliance@usacycling.org](mailto:compliance@usacycling.org). USA Cycling does not tolerate retaliation in any way against a person who, in good faith, reports an alleged conflict of interest.

8. 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:

March 15, 2024

9. Publicity/Distribution of Procedures:

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

9.1. Website: [www.usacycling.org](http://www.usacycling.org)

Position	Print Name	Signature	Date
NGB/HPMO President or CEO/Executive Director	Brendan Quirk		03/21/2023
USOPC Athletes' Advisory Council Representative*	Cari Higgins		03/21/2023

\* 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 USA Cycling, 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 USOC AAC Representative, the NGB/HPMO must designate an athlete from that sport to review and sign the Selection Procedures.