

IMPORTANT NOTICE DUE TO POSTPONEMENT OF THE 2020 PARALYMPIC GAMES
April 27, 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 US Equestrian Federation's Staff Selection Procedures.

Section of Procedures	Page #	Amendment Description
Section 8: Date of Nomination	Page 5	Nomination date changed from July 11, 2020 to July 10, 2021. Nomination date for selection dependent staff changed from July 17, 2020 to July 16, 2021. Addition of nomination date for medical staff: January 15, 2021.

U.S. EQUESTRIAN FEDERATION
GAMES STAFF SELECTION PROCEDURES
2020 PARALYMPIC GAMES
May 8, 2019

These procedures provide for selection of the United States Equestrian Federation's Games Staff [Team Leaders, Coaches, and Additional Officials] for the 2020 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 the NGB/HPMO/PSO.

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

USOPC Role Name - (Games Function)	Responsibility
Equestrian Team Leader (Equestrian Chef de Mission)	Coordinates all aspects of the administration of the team and will serve as primary contact for FEI and USOPC for all matters prior to and during the Games including incident management.
Discipline Specific Team Leader	Serve as primary point of contact and liaison between the USOPC, FEI and Organizing Committee for discipline specific matter during and after the Games. Responsible for the management of discipline specific athletes, grooms, staff and horse owners.
Coach (Chef d'Equipe/Technical Advisor)	Prepare athletes/team for success on the field of play. Attend discipline specific competition briefings. Responsible for team tactics on the Field of Play.
Medical (Physician, Human Physiotherapist)	Provide appropriate medical care and support to the athletes, grooms and Games Staff.

Administrative Personnel (Assistant Chef de Mission, Assistant Team Leaders, Stable Managers)	Provide assistance and support to the Chef de Mission and Team Leaders. Responsible for stable management and distribution /maintenance of equipment used by the teams.
Technical Personnel (Veterinarians, Farriers, Equine Physiotherapists)	Provide appropriate care to horses.
Personal Care Assistants	Provide appropriate care to athletes. Personal Care Assistants are dependent on athlete selection.
Grooms (Sport specific accreditation category, one Groom per horse)	Provide appropriate care to horses. Grooms are selected by the athlete to look after the athlete's horse.

2. What are the NGB's/HPMO's/PSO's criteria for the above Games Staff position(s)?

NGB's/HPMO's/PSO'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 the NGB/HPMO/PSO 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 NGB's/HPMO's/PSO'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 a currently employed staff member or contractor of the NGB/HPMO/PSO (in the case of all positions listed in Section 1 except for the Grooms).

- 2.14. Be listed on NGB's/HPMO's/PSO's Long List and must successfully complete all Games Registration requirements by stated deadlines.
- 2.15. Participate in USADA training as required for position (*if applicable*).
- 2.16. Successfully complete the US Center for SafeSport Awareness Training and Education program.
- 2.17. Abide by the USEF Code of Conduct (Attachment B).
- 2.18. Abide by the USEF Code of Ethics and Conflict of Interest Policy (Attachment C).
- 2.19. Abide by the USEF Safe Sport Policy (Attachment D).

In addition, Human Medical Personnel must:

- 2.20. Possess the appropriate certifications.
- 2.21. 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).
- 2.22. Meet the required experience and proficiency levels as determined by USOPC Sports Medicine and outlined in Attachment A and the documents found at: www.teamusa.org/medicalvolunteer
- 2.23. Be approved for nomination through the USOPC's Sports Medicine Division.
- 2.24. Have knowledge of Equestrian Sport and be familiar with the type of injuries that occur.

In addition, Coaches must:

- 2.25. Possess a high level of specific technical and tactical knowledge of the sport.

In addition, Technical Personnel must:

- 2.26. Possess appropriate experience relative to the position/area of expertise for which they may be nominated.
- 2.27. Possess a high level of specific technical knowledge of equestrian sport and the type of injuries/strain that occur to the equine athlete.
- 2.28. Be registered with the Federation Equestre Internationale (FEI) in their role as appropriate (Veterinarians and Equine Physiotherapists).

In addition, Other Positions must:

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

In addition, Grooms must:

- 2.30. Be selected by the relevant athlete/rider with whom they will support.

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

NGB/HPMO/PSO will not solicit applications for the Games Staff position(s).

The Games Staff position(s) (except for the Grooms and Personal Care Assistants) will be filled by current NGB/HPMO/PSO employees and/or contractors.

The Personal Care Assistant position(s) will be filled by nomination by the relevant athlete/rider selected to the Paralympic Team with final selection made by the Team Leader and/or Equestrian Chef de Mission.

The Grooms position(s) will be filled by nomination by the relevant athlete/rider selected to the Paralympic Team.

4. Describe the removal of Games Staff:

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

- 4.1. Voluntary withdrawal. Games Staff nominee must submit a written letter to the NGB/HPMO/PSO Executive Director/CEO/President.
- 4.2. Injury or illness as certified by a physician (or medical staff) approved by the NGB/HPMO/PSO. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by the NGB/HPMO/PSO, 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 the USEF Code of Conduct (Attachment B).
- 4.5. Violation of the USEF Code of Ethics and Conflict of Interest Policy (Attachment C).
- 4.6. Failure to meet terms of individual Contracts/Letters of Agreement.
- 4.7. Violation of the USEF Safe Sport Policy (Attachment D).
- 4.8. Violation of the USEF Employee Handbook (Attachment E).
- 4.9. Loss of FEI approval (Veterinarians and Equine Physiotherapists).

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/HPMO/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. 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.

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

The USEF International Disciplines Council will recommend individuals for the Games Staff positions (except Grooms) to the USEF CEO and USEF Sport Director.

Each Groom will be selected by the relevant Athlete with whom they will support. The relevant Athlete will inform USEF's CEO and USEF Sport Director of the selection.

The USEF CEO, in combination with the USEF Sport Director, will make the final approval for the Games Staff positions.

7. 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, the NGB's/HPMO's/PSO's Board or Ethics Committee, as appropriate, shall determine if a conflict exists.

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:

July 10th, 2021

In the case of Staff that are athlete selection dependent, an extension will be requested and a shorter list of the applicable Staff will be submitted to the USOPC on or before:

July 16th, 2021

Medical Staff will be submitted to the USOPC on or before:

January 15th, 2021

For those submitted to the USOPC on the short list, the final nomination date is still to be determined and will depend on the athlete nomination deadline. The Paralympic Staff procedures will be amended to include the date when it has been updated.

9. Publicity/Distribution of Procedures:

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

9.1. Web site: <http://www.usef.org>

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

9.2 Other (if any): None

Position	Print Name	Signature	Date
NGB/HPMO/PSO President or CEO/Executive Director	<i>William J. Mooney</i>	<i>William J. Mooney</i>	5/10/19
USOC Athletes' Advisory Council Representative*	Allison M. Brock	<i>Allison M. Brock</i>	5/9/2019

* 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 must designate an athlete from that sport to review and sign the Selection Procedures.