

**UNITED STATES TENNIS ASSOCIATION INCORPORATED (“USTA”)
GAMES STAFF SELECTION PROCEDURES
2020 Tokyo Paralympic Games
Wheelchair Tennis
February 20, 2020**

**IMPORTANT NOTICE DUE TO POSTPONEMENT OF THE 2020 PARALYMPIC GAMES
May 13, 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 the USTA’s Staff Selection Procedures.

Section of Procedures	Page #	Amendment Description
Section 8: Date of Nomination	<i>Page 5</i>	Nomination date for Games Medical Staff added as January 15, 2021. Nomination date changed from July 8, 2020 to July 8, 2021 for all other Games Staff.

These procedures provide for selection of the USTA’s **Games Staff** [Team Leader, Coach(es), and/or (# of) 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 the USTA.

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

USOPC Role Name - (Games Function)	Responsibility
Team Leader	Serve as primary point of contact and liaison between the USOPC and NGB/HPMO/PSO before, during and after the Games.
Team Administrator, Technical Personnel, and Administrative Personnel (Team Manager, technician, non-medical performance staff)	Provide full support to team while assisting the Team Leader. This may include but is not limited to acting as a practice partner for athletes.
Athletic Trainer/Physical Therapist/Sports Medicine Professional	Prepare athletes/teams for success on the field of play. Provide high quality physical and medical care to athletes.

Head Coach	Prepare athletes/teams for success on the field of play.
Assistant Coach	Prepare athletes/teams for success on the field of play. Provide assistance to the Head Coach as needed.
Press	Provide the USTA support and serve as its press officer(s), photographer(s), and/or media liaison(s).
Security	Provide the USTA support and serve as its security detail during the Games.
Personal Care Assistant (PCA)	Provide support for those athletes requiring additional help with everyday care and activities of daily living (ADL).

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

USTA'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 USTA 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 USTA'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 USTA, with the exception of medical.
- 2.14. Be listed on the USTA'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's awareness training and education program.
- 2.17. Have experience leading teams at the national and international level (*if applicable*).
- 2.18. Have previous experience in an administrative support role for team events (*if applicable*).
- 2.19. Have the ability to handle a range of tasks, from crisis management situations to routine administrative duties (*if applicable*).
- 2.20. Have experience in a personal care assistant role (*if applicable for PCA role only*).
- 2.21. Have prior experience working with Paralympic athletes.

In addition, Medical Personnel must:

- 2.22. Possess the appropriate certifications.
 - 2.23. 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).
 - 2.24. Meet the required experience and proficiency levels as determined by USOPC Sports Medicine. (**Attachment A** and <http://www.teamusa.org/medicalvolunteer>)
 - 2.25. Be approved for nomination through the USOPC's Sports Medicine Division.
 - 2.26. Possess a high level of specific technical and tactical knowledge of the sport.
3. Describe the intended method of identifying the pool and selecting the candidates to be considered for the Games Staff position(s):

The USTA will not solicit applications for the Games Staff position(s).

The Team Leader, Coaches, Team Administrator, and Press Games Staff positions will be filled by current USTA employees. Candidates for these positions will be selected based on who most closely fits the needs of the likely Team members.

The Athletic Trainer Games Staff position will be filled by an employee of USTA, a USTA contractor or a provider that has been approved by USOPC Sports Medicine. Therefore, the position will not be advertised.

The Security Game Staff position may be filled by USTA staff, which could be augmented by a USTA-contracted entity.

4. Describe the removal of Games Staff:

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

- 4.1. Voluntary withdrawal. Games Staff nominee must submit a written letter to the USTA Executive Director/CEO/President.
- 4.2. Injury or illness as certified by a physician (or medical staff) approved by the USTA. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by the USTA, 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 USTA's Code of Conduct (Attachment B).
- 4.5. Failure to sign the USTA's Code of Conduct (Attachment B) and the 2020 Tokyo Paralympic Games Consent & Waiver Form (Attachment C).

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 USTA 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 Section 2 above.

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

The USTA Chief Executive Officer, in consultation with the Director, Adult Competition, will make the final approval.

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 USTA’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:

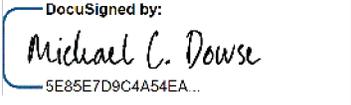
Medical Staff: January 15, 2021

All other Staff: July 8, 2021

9. Publicity/Distribution of Procedures:

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

- 9.1. Web site: <http://www.usta.com>
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):

Position	Print Name	Signature	Date
USTA President or CEO/Executive Director	Michael C. Dowse		2.20.2020
USOPC Athletes’ Advisory Council Representative*	Robby Ginepri		2.20.2020

* 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 USTA, 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.

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 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

ATTACHMENT B



USTA RULES OF CONDUCT – GAMES STAFF 2020 Paralympic Games; Tokyo, Japan

I, _____ (print name), pledge to uphold the spirit of this Code of Conduct (“Code”), which offers a general guide to my conduct as a member of the United States Tennis Association Incorporated (“USTA”) Games Staff (Team Leader, Team Administration, Coach, Captain, Athletic Trainer, Physical Therapist, Sports Medicine Professional, Press, Security, or other as applicable) (“Games Staff”) as identified by the USTA for the US Paralympic Team (“Team”). By signing the Code, I accept nomination and, if accepted, selection as Games Staff for the Team for the 2020 Paralympic Games (“Paralympic Games”), and agree to abide by this Code. I understand that I will be required to sign the United States Olympic & Paralympic Committee (“USOPC”) Code of Conduct (“USOPC Code”), and that any provisions in the USOPC Code that may be in conflict with this Code shall be governed by the USOPC Code. Further, I understand that non-compliance with this Code may result in my removal as a member of the Games Staff for the Team or other disciplinary measures as determined in the discretion of the USTA and the USOPC. I and the USTA acknowledge that I have a right to a hearing before being denied the opportunity to participate or if I am charged with a violation of this Code.

I have familiarized myself with the Code and understand that acceptance of its provisions as written is a condition of my selection as Games Staff for the Team. *THIS CODE OF CONDUCT MUST BE SIGNED IN AN UNALTERED FORM IN ORDER FOR AN INDIVIDUAL TO BECOME A MEMBER OF THE GAMES STAFF FOR THE TEAM.*

As a member of the Games Staff for the Team, I hereby promise and agree that I:

- have abided by all rules related to the selection procedures as determined by the USTA;
- have acted and will act in a sportsmanlike manner consistent with the spirit of fair play and responsible conduct at all times;
- will maintain a level of readiness and preparedness that will permit me to be at the maximum of my abilities;
- will not commit a doping violation as defined by the International Olympic Committee (IOC), International Paralympic Committee (IPC), World Anti-Doping Agency (WADA), United States Anti-Doping Agency (USADA), Tennis Anti-Doping Program (TADP), International Tennis Federation (ITF), USTA, or USOPC rules;
- am not currently serving a suspension because of an anti-doping rule violation and have no pending or unresolved anti-doping rule violation, except as I have listed separately, and I understand that such suspension, or pending or unresolved anti-doping rule violation may be cause for my not being selected as a member of the Games Staff for the Team;

- will successfully have passed the National Center for Safety Initiatives' (NCSI) background screen, in accordance with the current USOPC Games Background Check Policy, and completed the USOPC Safe Sport awareness training and education program. Further, I will not violate the USOPC Safe Sport Policy, and understand that any violation of this policy may be cause for denying my selection as a member, or my deselection as a member of the Games Staff for the Team;
- will demonstrate, at all times, a high level of leadership and will report to USTA's Director, Adult Competition;
- will not engage in any conduct that is criminal under any laws applicable to me, including, but not limited to laws governing the possession and use of drugs and alcohol and providing of drugs to any person and of alcohol to minors;
- will refrain from participating in or aiding and abetting, directly or indirectly, any form of gambling or betting on tennis or the 2020 Paralympic Games or any event related thereto;
- have never been convicted of violating a criminal law and have no pending indictment or a pending charge, except as I have listed separately (except for misdemeanors, which, if known, would not be a factor in my selection to the Team or convictions as a minor which have been legally sealed), and I understand that such conviction, indictment or criminal charge may be cause for my not being selected as a member of the Games Staff for the Team;
- am in possession of a valid USA passport that will not expire prior to six (6) months following the Closing Ceremonies of the 2020 Paralympic Games, with no travel restrictions at the time of nomination;
- will refrain from conduct detracting from my ability or that of my Team to attain peak performance, including, by way of example, violating established curfews;
- will respect the property of others whether personal or public;
- will respect members of the Games Staff and my Team, other teams, spectators and officials, and engage in no form of discriminatory behavior or verbal, physical or sexual harassment or abuse;
- will adhere to the rules of tennis and follow all implemented Team procedures;
- will abide by the IOC Charter currently in force and, in particular, with provisions of the IOC Charter regarding edibility for the Paralympic Games, and rules concerning allowable trademark identification on clothing and equipment worn or used at the Paralympic Games;
- will in-process and out-process with the USOPC in conjunction with my sport, and will attend any USOPC pre-briefing or post-briefing sessions, unless granted written authorization by the USOPC Chef de Mission, or his or her designee;
- am aware that USOPC sponsors, suppliers and licensees provide critical support for the Team and, in recognition of this fact, I will wear designated USOPC apparel at (1) all official Paralympic Games functions and events, including Opening, Closing, and Medal Ceremonies (with the understanding that, in instances where medals are awarded at the venues immediately following a

competition, the USOPC will consider waivers of this requirement on a case by case basis); and (2) at media events (including press conferences) hosted by the USOPC or the Local Organizing Committee for the Paralympic Games. I also understand that the USOPC strongly encourages me to wear designated USOPC apparel whenever possible, and that I will be expected to wear designated USOPC apparel at USOPC hospitality functions;

- will not conceal or cover-up any USOPC sponsor, supplier or licensee brand or other identification appearing on my delegation apparel during Opening, Closing, or Medal Ceremonies or at any other function or event where designated USOPC apparel is required;
- will not use or authorize the use of the following items for the purpose of trade, without the prior written consent of the USOPC and the USTA (which consent shall not be unreasonably withheld) (1) photographs, films, videos, or other images of myself in the apparel or equipment provided by the USOPC for the Paralympic Games; (2) photographs, films, videos, or other images of myself from the Paralympic Games; (3) any Games medals; and (4) photographs, films, videos, or other images of myself with any Games medals;
- will attempt to participate in media and sponsor-related activities if compatible with the Team's training and competition schedule, when requested by the USOPC Chef de Mission, or his or her designee;
- will act in a way that will bring respect and honor to myself, the Team, the USOPC, the USTA, the United States, and the Paralympic Games;
- understand that if I require legal representation because I am accused of a doping violation or criminal misconduct, or if for any other reason I require the services of an attorney, I will be personally responsible for securing the services of said attorney and for payment of all such legal fees and expenses; and
- will remember that at all times I am an ambassador for my sport, my country, and the Olympic and Paralympic Games Movement.

I have read and understand the USTA Code of Conduct and will adhere to them at all times in connection with the 2020 Paralympic Games.

Signature: _____

Print Name: _____

Date: _____

ATTACHMENT C

Attachment B - Subject to Update



**CONSENT AND WAIVER FORM – GAMES STAFF
2020 Paralympic Games; Tokyo, Japan**

I, _____ (Print First and Last Name) in consideration of acceptance of my participation in the 2020 Paralympic Games (“Paralympic Games”), understand and agree to the following:

1. The United States Tennis Association Incorporated (“USTA”) shall have the right in perpetuity, for the purpose of the promotion and/or the advertising of any National Team Event in which I am a member of the USTA Games Staff (Team Leader, Team Administration, Coach, Athletic Trainer, Physical Therapist, Sports Medicine Professional, or other as applicable), to use my name, photograph, likeness, biography, voice or other identification, in print, film, radio, television, social media, Internet and/or any other media and in all other publicity and promotional materials and media, including the right to use and/or sublicense such right to use the same on event posters, photos, programs, merchandise and other materials. The USTA shall have the right in perpetuity, without additional compensation, to make, use, show and/or license for any purpose, still pictures, motion pictures, live or delayed on television and/or any other media, including the Internet, of me taken during the Paralympic Games, provided that such use is consistent with the mission of the USTA, “To promote and develop the growth of tennis.” However, notwithstanding anything set forth herein, the use of my identification (e.g. name, photograph, likeness, biography, voice, etc.) shall not be identified as or represented to be an endorsement by me of any product, service or company.
2. As a condition of my participation in the Paralympic Games, I, for myself and my executors, administrators, heirs, personal representatives, successors and assigns, waive any and all claims of any kind, nature and description, including past, present or future claims and injuries, if any, sustained in traveling to or from or participating in the Paralympic Games and/or any of its related activities and/or while in the location of the Paralympic Games, as against the USTA, International Tennis Federation (“ITF”), United States Olympic & Paralympic Committee (“USOPC”), Local Organizing Committee, promoters, sponsors, television licensees, vendors, venues, local organizers and others connected with such Paralympic Games, including their employees, officers, directors, and representatives.
3. As a condition of my participation in the Paralympic Games, I hereby authorize medical personnel (including trainers) to provide medical or diagnostic services to me in the event that I become ill or sustain an injury in connection with my participation.
4. The Paralympic Games are governed by and conducted pursuant to the regulations promulgated and amended from time to time by the International Olympic Committee (“IOC”). The IOC regulations may include a provision relating to drug testing and other medical examinations. If applicable, I agree to be bound by the IOC regulations, current copies of which will be made available to me upon request. The Paralympic Games are also governed by and conducted

pursuant to the regulations promulgated and amended from time to time by the USOPC (“USOPC regulations”) which also include a Code of Conduct, a general release and a dispute resolution process, collectively the Games Forms. If applicable, I agree to be bound by the USOPC regulations, current copies of which will be made available to me upon request.

READ AND AGREED:

Signature

DOB (Month/Date/Year)

Date of Signature

Attachment C – Subject to Update and Change