

United States Tennis Association Incorporated (USTA)
STAFF SELECTION PROCEDURES
2023 Pan American Games; Santiago, Chile (Games)
Tennis
March 4, 2023

These procedures provide for selection of the USTA's **Games Staff** for the 2023 Pan American Games; Santiago, Chile (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/PSO.

1. List of specific Games Staff position(s) that the NGB/PSO is requesting:

Games Staff Role	Responsibility
Team Leader	Serve as primary point of contact and liaison between the USOPC and USTA before, during and after the Games.
Team Administrator	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.
Coach	Oversee athlete's play on court during the Games for success. There will be one coach for the Women's Team and one coach for the Men's Team
Medical Personnel (for example, ATC, Physio, Physician, Massage Therapist)	During the Games, provide athletes/teams high quality physical and medical care.
Administrative Personnel (e.g., Team Manager, Sport Psychologist or other non-medical performance staff)	Provide administrative support leading up to and during the Games.

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

All 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 the NGB/PSO and/or the 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 as applicable for the Games Staff role.
- 2.5. Be responsible for Team's adherence to all rules regarding personal conduct at the Games, as applicable.
- 2.6. Fulfill all duties and requirements of the USOPC including attendance at USOPC Games related meetings, as applicable.
- 2.7. Be available for entire duration of the Games, if requested.
- 2.8. Have USTA's approval prior to making any financial decisions regarding the Team, if applicable.

- 2.9. Possess high level, specific technical and tactical knowledge of the sport as needed for the Games Staff role, if applicable.
- 2.10. Have thorough knowledge and understanding of the IF rules and regulations governing the sport as needed for the specific role, 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.
- 2.14. Be listed on USTA's Long List.
- 2.15. Successfully complete all Games Registration requirements by stated deadlines.
- 2.16. Participate in the appropriate anti-doping training as required for the Games Staff role by stated deadline.
- 2.17. Successfully complete the appropriate U.S. Center for SafeSport's online training module(s) by stated deadline.

In addition, Medical Personnel must:

- 2.18. Possess the appropriate professional certifications.
 - 2.19. 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).
 - 2.20. Meet the required experience and proficiency levels as determined by USOPC Sports Medicine. (www.teamusa.org/medicalvolunteer)
 - 2.21. Complete the mandatory Games training prior to the Games.
 - 2.22. Be approved for nomination through the USOPC's Sports Medicine Division.
 - 2.23. 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.
 - 2.24. Meet the minimum criteria defined in the [USOPC Sports Medicine Provider Credentialing Policy](#).
3. Intended method of identifying the pool and selecting the candidates to be considered for the Games Staff position(s):

USTA will not solicit applications for the Games Staff position(s) listed above as they will be filled by current USTA employees and/or contractors. Candidates for these positions will be selected based on who most closely fits the needs of the likely Team members.

4. Removal of Games Staff:

An individual who is nominated to the above-listed Games Staff position(s) by 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 CEO/ED.
- 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. Failure to sign the USTA's Rules of Conduct (see Attachment A) and Games Consent and Waiver Form (see Attachment B).
- 4.5. Violation of the USTA's Rules of Conduct (see Attachment A).
- 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 USTA Rules 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 the Nominated Games Staff member is unable to perform the duties of the position(s) for injury, illness, Rules 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. Group/committee that will make the final approval of the Games Staff position(s):

The USTA Chief Executive Officer/Executive Director, in consultation with the USTA Managing Director – Major Events and USTA AAC Representative, will make the final approval of the Games Staff position(s).

7. Conflict of Interest:

All individuals involved in the selection process (see Section 6) must comply with the USTA's Conflict of Interest Policy, to include completing and submitting its annual disclosure in line with the USTA's policy and process. Should an individual involved in the selection process who has an actual, possible, or perceived conflict of interest and any determination as to level of involvement, as determined by the USTA's designated reviewing individual and in line with the USTA's Conflict of Interest Policy, that individual will disclose the same to the other individuals identified in Section 6 prior to the start of the selection process.

8. Date of Nomination:

Nominations of Games Staff, including the names of any replacements, will be submitted to the USOPC on or before: September 10, 2023

9. Publicity/Distribution of Procedures:

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

- 9.1. USTA website: 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.

Signature Page Follows

Position	Print Name	Signature	Date
NGB/PSO President or CEO/Executive Director	Lew Sherr	DocuSigned by: <i>Lew Sherr</i> 4EDDA53188684CB...	3/7/2023
USOPC Athletes' Advisory Council Representative*	Liezel Huber	DocuSigned by: <i>Liezel Huber</i> 8AFAD676586415...	3/7/2023

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

ATTACHMENT A

USTA RULES OF CONDUCT – GAMES STAFF 2023 Pan American Games; Santiago, Chile

I, _____ (print name), pledge to uphold the spirit of this Rules of Conduct (“ROC”), which offers a general guide to the rules and 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 2023 US Pan American Games (“Team”). By signing the ROC, I accept nomination and, if accepted, selection as Games Staff for the Team for the 2023 Pan American Games (“Games”), and agree to abide by this ROC. 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 ROC shall be governed by the USOPC Code. Further, I understand that non-compliance with this ROC 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 ROC and understand that acceptance of its provisions as written is a condition of my selection as Games Staff for the Team. *THIS RULES 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, and as outlined in the USOPC approved Staff Selection Procedures;
- 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;
- am subject to and bound by the Tennis Anti-Corruption Program (TACP) as promulgated by the International Tennis Integrity Agency (ITIA). The purpose of the Tennis Anti-Corruption Program is to (i) maintain the integrity of tennis, (ii) protect against any efforts to impact improperly the results of any match and (iii) establish a uniform rule and consistent scheme of enforcement and sanctions applicable to all professional tennis Events. Further, I acknowledge I am a “Covered Person” and that the Games are an “Event” as defined in the TACP. In addition, I acknowledge it

is my responsibility to be aware of and comply with all of the provisions of the TACP <https://itia.tennis/tacp/rules/>.

- 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 Managing Director – Major Events, as it relates to the Games;
- 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 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 United States of America passport that will not expire prior to six (6) months following the Closing Ceremonies of the 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 Games, and rules concerning allowable trademark identification on clothing and equipment worn or used at the 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, if applicable;
- am aware that USOPC and Games sponsors, suppliers and licensees provide critical support for the Team and, in recognition of this fact, I will wear designated USOPC / Games apparel at (1) all official Games functions and events, including official Games 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 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 official Games 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 Games; (2) photographs, films, videos, or other images of myself from the 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 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, Paralympic, and Games Movement.

I have read and understand the USTA Rules of Conduct and will adhere to them at all times in connection with the 2023 Pan American Games.

Signature: _____

Print Name: _____

Date: _____

Attachment A - Subject to Update

ATTACHMENT B

**CONSENT AND WAIVER FORM
2023 Pan American Games; Santiago, Chile**

I, _____ (Print First and Last Name) in consideration of acceptance of my participation in the 2023 Pan American Games (“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 player OR am a member of the USTA Games Staff (Team Leader, Team Administration, 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 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 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 Games and/or any of its related activities and/or while in the location of the Games, as against the USTA, USTA Player Development, 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 Games, including their employees, officers, directors, and representatives.
3. The USTA and I shall at all times be independent contractors and my agreement to participate in the Games shall not in any way create or form an employer-employee relationship or a partnership or joint venture between us.
4. As a condition of my participation in the 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.
5. The 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 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 the USOPC’s 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

Date



Signature of Parent/Guardian – if under 18

Print Name: _____

Date: _____

Attachment B - Subject to Update