

US EQUESTRIAN FEDERATION
GAMES STAFF SELECTION PROCEDURES
2023 PAN AMERICAN GAMES
(DRESSAGE, EVENTING & JUMPING)
28th JUNE 2022

These procedures provide for selection of the US Equestrian Federation’s **Games Staff** [see following table for a list of positions] for the 2023 Pan American 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.

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

Games Staff Role	Responsibility
Equestrian Chef de Mission	Serve as primary point of contact and liaison between the USOPC and USEF before, during and after the Games.
Equestrian Assistant Chef de Mission	Serve as secondary point of contact and liaison between the USOPC and USEF before, during and after the Games.
Team Leaders	(One per discipline) Serve as primary point of contact and liaison between the Chef de Mission and discipline specific staff before, during and after the Games. Responsible for management and leadership of the Team and associated individuals.
Coaches/Chefs d’Equipe/Technical Advisors	(One per discipline) Prepare athletes/teams for success on the field of play. Responsible for Team strategy and individual athlete competition strategy.
Assistant Coaches	(One per discipline) Prepare athlete(s) for success on the field of play.
Veterinarians	(One per discipline) Provide appropriate medical care to the horses.
Grooms	(One per horse). Provide appropriate care to the horses.
Farriers	(One per discipline) Provide appropriate showing/trimming needs to the horses.
Equine Physiotherapists	(One per discipline) Provide appropriate medical care to the horses.
Physician	Provide appropriate medical care to the athletes.
Human Physiotherapist	Provide appropriate medical care to the athletes.
Administrative Assistants	(Up to three) Provide administrative and technical support before, during and after the Games.

2. NGB’s criteria for the above-listed Games Staff position(s):

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 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.
- 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 NGB approval prior to making any financial decisions regarding the Team.
- 2.9. Possess high level, specific technical and tactical knowledge of the sport as needed for the Games Staff role.
- 2.10. Have thorough knowledge and understanding of the IF rules and regulations governing the sport as needed for the specific role.
- 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. Exception: Grooms are selected and contracted by the Athletes.
- 2.14. Be listed on NGB'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.
- 2.18. Abide by the USEF Code of Conduct ([USEF Code of Conduct](#)).
- 2.19. Abide by the USEF Code of Ethics ([USEF Code of Ethics](#)) and Conflict of Interest and Entertainment Policy ([USEF Conflict of Interest and Entertainment Policy](#)).
- 2.20. Not be on the USEF and/or U.S. Center for SafeSport's banned or suspended list.

In addition, Coaches and Assistant Coaches must:

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

In addition, Physician and Human Physiotherapist must:

- 2.22. Possess the appropriate professional 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. (www.teamusa.org/medicalvolunteer)
- 2.25. Complete the mandatory Games training prior to the Games.
- 2.26. Be approved for nomination through the USOPC's Sports Medicine Division.
- 2.27. 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.

In addition, Equestrian Chef de Mission, Equestrian Assistant Chef de Mission, Team Leaders and Administrative Assistants must:

- 2.28. Possess appropriate experience relative to the position/area of expertise for which they may be nominated.

In addition, Grooms must:

- 2.29. Be selected by a Team USA athlete named to the 2023 Pan American Games Team with whom they will support.

In addition, Veterinarians, Farriers and Equine Physiotherapists must:

- 2.30. Possess appropriate experience and/or certifications relative to the position/area of expertise for which they may be nominated.
- 2.31. Be registered with the Federation Equestre Internationale (FEI) in their role as applicable (Veterinarians and Equine Physiotherapists).

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

NGB will not solicit applications for the Games Staff position(s) listed above as they will be filled by current NGB employees and/or contractors. Exception: Grooms will be selected by the relevant athlete whom they will support.

4. Removal of Games Staff:

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

- 4.1. Voluntary withdrawal. Games Staff nominee must submit a written letter to the NGB CEO.
- 4.2. Injury or illness as certified by a physician (or medical staff) approved by the NGB. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by the NGB, 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 ([USEF Code of Conduct](#)).

- 4.5. Violation of the USEF Code of Ethics ([USEF Code of Ethics](#)) and Conflict of Interest and Entertainment Policy ([USEF Conflict of Interest and Entertainment Policy](#)).
- 4.6. No longer able to meet the required criteria in Section 2 at the time of the Games.
- 4.7. Failure to abide by the USEF Safe Sport Policy ([USEF Safe Sport Policy](#)) or U.S. Center for SafeSport Code ([U.S. Center for SafeSport Code](#)/).

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 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 the Nominated Games Staff member is unable to perform the duties of the position 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. Group/committee that will make the final approval of the Games Staff position(s):

The USEF Director of Sport will make the final approval.

Exception: Grooms - Athletes selected to the Pan American Games Team, in consultation with the USEF Director of Sport, will make the final approval.

7. Conflict of Interest:

All individuals involved in the selection process (see Section 6) must comply with the NGB's conflict of interest policy, to include completing and submitting a disclosure form for review by the NGB's Audit Committee prior to beginning the selection process.

An individual involved in the selection process who has an actual, possible, or perceived conflict of interest must disclose it to the NGB's Audit Committee prior to the start of the selection process. The NGB's Audit Committee shall review the disclosure and determine the individual's level of involvement (e.g., whether he/she must recuse him or herself from the review process and/or voting).

Any recused individual shall be replaced in accordance with the NGB committee appointment 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 10th, 2023. Exception: Names of Grooms will be submitted on the deadline for the final nomination of athletes as agreed upon in the athlete selection procedures.


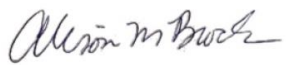
9. Publicity/Distribution of Procedures:

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

9.1. Web site: 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):

Position	Print Name	Signature	Date
NGB President	Thomas O'Mara		6/28/2022
USOPC Athletes' Advisory Council Representative*	Allison Brock		28 th June 2022

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