**STAFF SELECTION CRITERIA**

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| **INTRODUCTION** |
| USA Deaf Sports Federation (USADSF) exercises its coordinating authority with each National Sport Organization (NSO) or National Sport Committee (NSC) to develop and approve procedures for selecting staff to represent the United States in international competitions. **Each NSO or NSC should complete the staff selection criteria at the beginning of each quadrennial Deaflympic cycle for each event the NSO or NSC expects to send a team to compete.**  The Staff Selection Criteria outlines each staff position the NSO and NSC expects to send to the event. If it becomes necessary to add additional positions, the criteria can be amended using the Criteria Amendment Form prior to the Event pending approval by the NSO and the USADSF Executive Board. **Additionally, before any member of the coaching staff can be named to the Selection Committee in the Athlete Selection Criteria, their positions, criteria, and selection must be approved by USADSF.**  The USADSF encourages NSOs and NSCs to identify staff members that will be necessary to create a safe and optimal sports environment for athletes. To achieve this, the NSOs and NSCs should take in consideration the communication requirements of its athletes in order to ensure effective communication at the event.  **USADSF strongly discourages the practice of self-appointing an NSO leader as a coach.** |

**EVENT INFORMATION**

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| **Event:** | Enter the name of the event for which you are filing this selection criteria. |
| **Event Location:** | Please enter the location of the event (city and country) |
| **Event Dates:** | Event Start to Event End |
| **NSO or NSC:** | Enter the name of your National Sport Organization or Committee |

CONTACT INFORMATION  
Each NSO or NSC shall select a primary point of contact who is authorized to complete this form. If this is not you, please do not complete the form.

Authorized Representative: Please enter your full name

Role: Please enter your role within the NSO or NSC.

E-Mail: Please enter your email address.

Secondary Contact: Please enter the name of a second person we can reach out to with questions.

Role: Please enter the secondary contact’s role within the NSO or NSC.

E-Mail: Please enter the email address of the secondary contact.

1. TIMELINE
   1. Staff selection criteria must be submitted at least one (1) year in advance of the event except when the event is announced within a year, or in other extenuating circumstances. If an event is announced within one (1) year, the selection criteria shall be due within forty-five (45) days of the event announcement.
   2. USADSF must give express written approval of the criteria prior to any selection events taking place.
   3. National Sport Organizations and Committees may request a preliminary review of the criteria prior to submission.
   4. Selection criteria will be reviewed by USADSF within a thirty (30) day review period. Reviews will take place on a rolling basis.
   5. Selection criteria must be approved at least ninety (90) days prior to any selection event.
   6. If not known at the time of submission of criteria, NSOs and NSCs shall report tryout plans and selection committee members at least ninety (90) days in advance.
   7. Failure to adhere to the above milestones will be subject to fines (refer to USADSF Fee Schedule).
2. BASIC REQUIREMENTS
   1. Successful candidates must successfully pass the National Center for Safety Initiatives’ (NCSI) background screen in accordance with the current USADSF or USOPC Games Background Check Policy prior to nomination to USADSF.
   2. All coaches shall be a member of the National Governing Body and licensed by the National Governing Body as a coach in their respective sport.
   3. All staff members must have successfully completed, or complete within forty-five (45) days of their selection, the U.S. Center for SafeSport's training and education program (SafeSport Core) and possess a current SafeSport certificate.
   4. All staff members shall adhere to the U.S. Center for SafeSport's Minor Athlete Abuse Prevention Policies (MAAPP).
   5. All relevant certifications, including, but not limited to the above, should be submitted with the nomination of staff members. Additionally, any renewals must be submitted to the USADSF.
   6. Staff members shall uphold and promote clean sport and fair play.
   7. Staff members shall be familiarized with the World Anti-Doping Code and anti-doping procedures, including Therapeutic Use Exemptions. If applicable, participate in U.S. Anti-Doping Agency training.
   8. Nationality Requirements
      1. Primary staff members must be a national of the United States at the time of nomination.
      2. Staff members must hold a valid U.S. passport that expires at least six months after the end of the Event.
      3. Non-U.S. nationals must have a valid passport that will allow the person to travel to the host country.
   9. Staff members must demonstrate the ability to work effectively with USADSF, including being available to work with USADSF in the months leading up to the Games, for the entire duration of the Games, and for the post-Games debriefing.
   10. Staff members shall have strong administrative, communication, and organizational skills.
   11. Staff members shall be responsible for the Team's adherence to all rules regarding discipline at the Games.
   12. Staff members must fulfill all duties and requirements of the USADSF, including attendance at USADSF Games-related meetings.
   13. Staff members shall be present at all times for the entire duration of the Games.
   14. Staff members must possess a high level of specific, technical, and tactical knowledge of their sport or profession.
   15. Team Leaders and Coaches shall demonstrate thorough knowledge and understanding of the International Sport Federation (IF) rules and regulations governing the sport.
   16. Staff members shall demonstrate the ability to establish harmonious relationships with athletes and other Team personnel.
   17. Staff members shall be in good health and able to withstand the physical rigors of traveling with and working with the Team.
   18. Staff members must successfully complete all Games Registration requirements by the stated deadline(s).
   19. Staff members may not participate as an athlete without the explicit written permission of USADSF.
   20. At least one staff member must be CPR and First-Aid certified and at least one person certified in CPR and First Aid must be available at all times.
   21. Staff members shall sign the USADSF Honor Code and the NSO or NSC’s Code of Conduct for the current year (if applicable) and submit a signed form to USADSF within forty-five (45) days of selection.
3. STAFF POSITIONS
   1. Number of expected staff members: Select
   2. Number of unique staff positions: Select
4. DESCRIPTION OF STAFF POSITIONS
   1. Position/Role: Please enter the type of Position/Role
      1. Responsibilities  
         Please outline the responsibilities that this position/role will entail.
      2. Qualifications

Please outline the qualifications that an ideal candidate should possess.

* + 1. Requirements  
       Please outline any requirements of this position.
  1. Position/Role: Please enter the type of Position/Role
     1. Responsibilities  
        Please outline the responsibilities that this position/role will entail.
     2. Qualifications  
        Please outline the qualifications that an ideal candidate should possess.
     3. Requirements  
        Please outline any requirements of this position.
  2. Position/Role: Please enter the type of Position/Role
     1. Responsibilities  
        Please outline the responsibilities that this position/role will entail.
     2. Qualifications  
        Please outline the qualifications that an ideal candidate should possess.
     3. Requirements  
        Please outline any requirements of this position.
  3. Position/Role: Please enter the type of Position/Role
     1. Responsibilities  
        Please outline the responsibilities that this position/role will entail.
     2. Qualifications  
        Please outline the qualifications that an ideal candidate should possess.
     3. Requirements  
        Please outline any requirements of this position.
  4. Position/Role: Please enter the type of Position/Role
     1. Responsibilities  
        Please outline the responsibilities that this position/role will entail.
     2. Qualifications  
        Please outline the qualifications that an ideal candidate should possess.
     3. Requirements  
        Please outline any requirements of this position.
  5. Position/Role: Please enter the type of Position/Role
     1. Responsibilities  
        Please outline the responsibilities that this position/role will entail.
     2. Qualifications  
        Please outline the qualifications that an ideal candidate should possess.
     3. Requirements  
        Please outline any requirements of this position.
  6. Position/Role: Please enter the type of Position/Role
     1. Responsibilities  
        Please outline the responsibilities that this position/role will entail.
     2. Qualifications  
        Please outline the qualifications that an ideal candidate should possess.
     3. Requirements  
        Please outline any requirements of this position.
  7. Position/Role: Please enter the type of Position/Role
     1. Responsibilities  
        Please outline the responsibilities that this position/role will entail.
     2. Qualifications  
        Please outline the qualifications that an ideal candidate should possess.
     3. Requirements  
        Please outline any requirements of this position.
  8. Position/Role: Please enter the type of Position/Role
     1. Responsibilities  
        Please outline the responsibilities that this position/role will entail.
     2. Qualifications  
        Please outline the qualifications that an ideal candidate should possess.
     3. Requirements  
        Please outline any requirements of this position.
  9. Position/Role: Please enter the type of Position/Role
     1. Responsibilities  
        Please outline the responsibilities that this position/role will entail.
     2. Qualifications  
        Please outline the qualifications that an ideal candidate should possess.
     3. Requirements  
        Please outline any requirements of this position.

1. SELECTION SYSTEM
   1. Selection Process for candidates to be considered for a staff position with the delegation for the Event

Please outline the process in which your NSO or NSC will follow in identifying and selecting prospective staff members for this event, including how you will announce the opportunity and vet candidates.

* 1. Selection Committee
     1. The Staff Selection Committee for the Event shall be comprised of the following individuals:  
        Please indicate the names of the individuals who will serve on the Staff Selection Committee to select Staff members for this event. USADSF expects the Selection Committee to reflect the demographics of its athletes, including, but not limited to gender, race, sexuality, geography, and communication preferences. If a member of the Selection Committee has yet to be determined, please indicate the role for which you expect to fill, and amend the criteria once this name is known. *\*Please note that you must complete the Staff Selection Criteria prior to naming any member of the coaching staff to the Selection Committee.*
     2. Any Selection Committee member with a possible conflict of interest must disclose it. If such conflict exists, the Selection Committee member must recuse themselves from the Committee discussions and voting. Further, the Committee member shall not otherwise influence other Committee members in the selection process.

1. REMOVAL OF STAFF
   1. Before entry by name to USA Deaf Sports Federation, the NSO or NSC has jurisdiction over potential nominees
      1. Voluntary withdrawal. An athlete must submit a letter to the NSO or NSC’s President, Chair, and/or Executive Director.
      2. Failure to participate in mandatory training and/or competitions.
      3. Violation of the NSO or NSC’s Code of Conduct
      4. If for any reason, the NSO or NSC believes that it may not be safe for athletes or other staff to have this individual on the roster between the time of appointment and the event, the NSO or NSC retains the right to remove the staff.
   2. Once staff entries have been submitted to the USADSF, the USADSF has jurisdiction over the Team rosters.
      1. Voluntary withdrawal. An athlete must submit a written letter to the USADSF Team Leader, Executive Director, or President.
      2. Failure to participate in mandatory training and/or competitions.
      3. Violation of the USADSF Honor Code.
   3. A staff may be removed as a nominee to the roster or from the roster for an adjudicated violation of U.S. Center for SafeSport Code and policies, as applicable.
2. REPLACEMENT OF STAFF
   1. Before entry by name to the USA Deaf Sports Federation, the NSO or NSC has jurisdiction over potential nominees.
      1. In the event that the nominated staff member is unable to perform the duties of the position(s) for injury, illness, any NSO or NSC policy violation, or any other unforeseen circumstances that would result in the need to replace the member, the replacement candidate must meet all of the applicable criteria listed in Sections 2 and 4 above and be selected through the same process as outlined in Section 5.
   2. Once staff entries have been submitted to USA Deaf Sports Federation, the USADSF has jurisdiction over the entries.
      1. The staff will be replaced at the discretion of the USADSF. If the International Committee of Sports for the Deaf (ICSD), USADSF or Games Organizing Committee (GOC) requires different replacement procedures within a certain time period before the Games or after official nomination of the Final Roster to the USADSF, such procedures for replacement shall be followed.
      2. If a qualified Team loses one of its staff members due to illness, injury, or "force majeure," then the NSO or NSC Team Leader may propose a replacement staff in consultation with the USADSF President. The replacement staff shall be the most qualified candidate who meets the earlier criteria.
3. SUPPORTING DOCUMENTS
   1. The NSO or NSC shall retain the approved Staff Selection Criteria and all supporting documents, including evaluation forms, background checks, and all data from the selection process for a minimum of six months past the date of the Closing Ceremony of the Games.
   2. The NSO or NSC pledges to submit all supporting documents to USADSF at the time of nomination to the roster.
4. REQUIRED DOCUMENTS
   1. In addition to the USADSF Honor Code, the following documents are required to be signed by a staff member as a condition for nomination to the Event and are included as attachments to this document.
5. PUBLICITY/DISTRIBUTION OF PROCEDURES
   1. The USADSF approved Selection Procedures (complete and unaltered) will be posted/published within ten (10) days of approval by the USA Deaf Sports Federation Board of Directors.
   2. Information shall be published:
      1. On the USADSF website
      2. On the NSO or NSC’s website at the following link:   
         Please enter the URL for where the selection process will be accessible on your website.
      3. Additional means of disseminating the Selection Criteria and Process:  
         Please enter additional means in which your NSO or NSC will circulate information and details relating to the Selection Criteria and the Selection Process.
6. DATE OF NOMINATION
   1. The NSO or NSC shall submit the list of coaching staff and key staff members to USADSF on or before:  
      Enter the date by which staff selections will be submitted to the USADSF.
   2. The list of coaching staff and key staff members will be announced to the public only after USADSF approves the nominations.
   3. The NSO or NSC shall submit the final roster including athletes and all staff members are due no less than four (4) months prior to the event. Late additions are not guaranteed approval by the USADSF or ICSD and may incur additional fees.
7. GRIEVANCE PROCEDURES
   1. All staff members have a right to obtain due process. Refer to the NSO or NSC grievance procedures below:  
      Please outline the procedure through which your NSO or NSC will seek to address and resolve any staff grievances or any grievance filed on behalf of an any staff member.
   2. If the Staff Selection Criteria and the grievance procedures were not followed properly, see USADSF Bylaw 8.5.
8. INTERNATIONAL DISCLAIMER
   1. These procedures are based on ICSD, as applicable, and/or International Federation rules and regulations as presently known and understood. Any change in the selection procedures caused by a change in ICSD, as applicable, and/or International Federation rules and regulations will be distributed to the affected athletes immediately. The selection criteria are based on the latest information available to the NSO or NSC. However, the selections are always subject to unforeseen, intervening circumstances and, realistically, may have accounted for only some possible contingency.
   2. If any force of nature, or force majeure, should cause the altercation or cancellation of any of the selection events listed in this document, these selection procedures will be revised and amended, pursuant to their resubmission to the USADSF and approval by USADSF.
9. STAFF GRIEVANCES AND COMPLAINTS
   1. If a prospective or nominated staff member has concerns or complaints regarding their opportunity to apply that the NSO or NSC does not answer, they may contact the USADSF President, Jeffrey Mansfield, at mansfield@usdeafsports.org or refer to USADSF's Grievance Policy and Procedure.
10. ACKNOWLEDGEMENT
    1. This document certifies that the individuals on the Selection Committee understand the standards/criteria set by ICSD, International Federation, and/or USADSF and have incorporated those standards/criteria into the Selection Procedures. These individuals certify that the information provided regarding Staff Selection Procedures represents the method approved by the NSO or NSC.

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| Before you submit, please review your information. Is all information complete, accurate, and current?  USADSF reviews Athlete and Staff Selection Process on a **rolling basis** on the third Monday of each month. Within ten (10) days of USADSF's review, a USADSF representative will either confirm the approval of the criteria or respond with comments for further revision.  To ensure efficiency, USADSF encourages each NSO and NSC to informally review the proposed criteria with a representative of USADSF prior to submitting this document for USADSF's formal review.  Thank you for your efforts in ensuring a safe, fair, and objective environment for Team USA! |