

**United States Bowling Congress (USBC)**  
**GAMES STAFF SELECTION PROCEDURES**  
 2023 Pan American Games – Santiago, Chile  
**Bowling**  
**July 29, 2022**

These procedures provide for selection of the USBC **Games Staff** [see following table for a list of positions] for the 2023 Pan Am 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 US Bowling Congress.

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

Games Staff Role	Responsibility
Team Leader	Serve as primary point of contact and liaison between the USOPC and USBC before, during, and after the Games.
Coach(es)	Prepare athletes/teams for success on the field of play.
Administrative Personnel (e.g., Team Manager, Security)	Manage daily schedules/needs for athletes, coaches, and delegates.

2. US Bowling Congress' 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 US Bowling Congress 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 US Bowling Congress' 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 US Bowling Congress.
- 2.14. Be listed on US Bowling Congress' 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, Team Leader must:

- 2.18. Be employed as NGB High Performance Director.

In addition, Coach(es) must:

- 2.19. Be a current coach of Team USA or Junior Team USA and possess Gold or Silver level according to USBC coaching certifications.

In addition, Administrative Personnel must:

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

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

US Bowling Congress will not solicit applications for the Games Staff position(s) listed above as they will be filled by current US Bowling Congress employees and/or contractors.

4. Removal of Games Staff:

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

- 4.1. Voluntary withdrawal. Games Staff nominee must submit a written letter to the US Bowling Congress Executive Director.
- 4.2. Injury or illness as certified by a physician (or medical staff) approved by the US Bowling Congress. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by the US Bowling Congress, 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 US Bowling Congress' Code of Conduct (<https://bowl.com/team-usa/team-selection>).
- 4.5. 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 USBC 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(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. Group/committee that will make the final approval of the Games Staff position(s):

The US Bowling Congress ED will make the final approval.

7. Conflict of Interest:

All individuals involved in the selection process (see Section 6) must comply with the US Bowling Congress' conflict of interest policy, to include completing and submitting a disclosure form for review by the US Bowling Congress' ethics 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 US Bowling Congress' ethics committee prior to the start of the selection process. The US Bowling Congress' ethics 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 US Bowling Congress 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: August 11, 2023



9. Publicity/Distribution of Procedures:

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

9.1. Web site: [www. https://bowl.com/team-usa/team-selection](https://bowl.com/team-usa/team-selection)

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): N/A

Position	Print Name	Signature	Date
US Bowling Congress Executive Director	CHAD MURPHY		8-29-2022
USOPC Athletes' Advisory Council Representative*	Andrew Anderson		8-26-22

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