

**USA Softball**  
**GAMES STAFF SELECTION PROCEDURES**  
**Pan Am Games, 2023**  
**December 8, 2022**

These procedures provide for selection of USA Softball **Games Staff** [see following table for a list of positions] for the Pam Am Games, 2023. 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 USA SOFTBALL.

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

<b>Games Staff Role</b>	<b>Responsibility</b>
Team Leader	Serve as primary point of contact and liaison between the USOC and USA Softball before, during and after the Games.
Head Coach	Prepare athletes/teams for success on the field of play.
Assistant Coaches	Prepare athletes/teams for success on the field of play.
Medical (ATC, Physio, Physician, Massage)	Provide appropriate medical care to the athletes.
Technical Personnel (Video Techs), BP Pitcher	Video games and provide feedback to coaches for scouting. Provide pitching at practice to prepare for games
Administrative Personnel	Prepare equipment, practice gear, and uniforms for use.

2. USA Softball 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 USA Softball 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 specific 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 USA SOFTBALL's 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 specific 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 listed on USA SOFTBALL's Long List.
- 2.14. Successfully complete all Games Registration requirements by stated deadlines.
- 2.15. Participate in the appropriate anti-doping training as required for the Games Staff position by stated deadline.
- 2.16. Successfully complete the appropriate U.S. Center for SafeSport's online training module(s) by stated deadline.

In addition, Coach(es) must:

- 2.17. Possess a high level of specific technical and tactical knowledge of the sport. Be in USA Softball Women's National Coaches Pool through the application process defined below in section 3.1.1. The pool consists of a minimum of eight coaches. The Women's National Team Selection Committee (WNTSC) can add members to the pool throughout the quad.

In addition, Medical Personnel must:

- 2.18. Meet the minimum criteria defined in the USOPC Sports Medicine Provider Credentialing Policy.
- 2.19. Possess the appropriate professional certifications.
- 2.20. 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).
- 2.21. Meet the required experience and proficiency levels as determined by USOPC Sports Medicine. ([www.teamusa.org/medicalvolunteer](http://www.teamusa.org/medicalvolunteer))
- 2.22. Complete the mandatory Games training prior to the Games.
- 2.23. Be approved for nomination through the USOPC's Sports Medicine Division.
- 2.24. 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.
- 2.25. Additional criteria, if any, as determined by the NGB/PSO.

In addition, Administrative Personnel must:

- 2.26. Possess appropriate experience relative to the position/area of expertise for which they may be nominated.
- 2.27. Possess the appropriate skill to fix equipment and logistical issues, as applicable that might arise as determined by USA Softball.

In addition, Technical Personnel must:

- 2.28. Possess appropriate experience relative to the position/area of expertise for which they may be nominated.
- 2.29. Proficiency in scouting software; experience at analyzing video and communicating effectively with coaches.

In addition, *Sport Specific Personnel* must:

- 2.30. Possess appropriate experience and/or certifications relative to the position/area of expertise for which they may be nominated.

- 3. Process that candidates shall follow to express interest in being considered for a Games Staff position, in each category below:

Team Leader: USA Softball will not solicit applications for the Team Leader. USA Softball staff will fill the Team Leader position.

Coach(es): Identifying the pool of candidates to be considered for the 2023 USA Softball Women's national Team Program Head Coach. In September of 2020 an announcement about the application process for the 2021-2024 Coaches Pool was posted on the USA Softball web site and emailed to all individuals who were members of the coaching staff for past USA Softball Women's National Teams. They had two weeks to send in resumes for evaluation by the Women's National Team Selection Committee (WNTSC). The WNTSC will open this from time to time during the quad to add coaches to the Pool. The most recent opening was December 5-30, 2022.

Medical Personnel: USA Softball will not solicit applications for the Medical Team as USA Softball has a strong volunteer pool of medical staff who have experience working with USA Softball Teams.

Administrative Personnel: USA Softball will not solicit applications for the Administrative Personnel. USA Softball staff will fill Administrative Personnel positions.

Technical Personnel: USA Softball will not solicit applications for the Technical Personnel as a current pool of known volunteers with technical experience exists.

- 4. Method of identifying the pool and selecting the candidates to be considered for the Games Staff position(s):

#### 4.1. Coach(es)

4.1.1. Selecting the candidate(s) who best fits the job description for coach(es): The WNTSC is responsible for selecting the coaching staff for the 2023 Pan American Games based on the prerequisites listed above and criteria listed in Section 4.1.3.1. – 4.1.3.1.8. Such selections will be made in accordance with these selection procedures. Any member of the pool is eligible for selection as a member of the Coaching Staff but membership in the Pool does not guarantee such coach will be selected as a member of the Coaching staff or given other coaching assignments.

4.1.1.1. The 2023 USA Softball Women’s National Team Program Head Coach will be nominated as the Head Coach for the Pan American Games. Selection will be based on the individual’s knowledge, skill and experience in the sport of softball as well as information learned in the application process and information the WNTSC knows about the individual.

4.1.1.2. The Head Coach will make recommendations regarding assistant coaching selections and assignments, but all final decisions will be made by vote of the WNTSC in accordance with the Board of Directors Policy – National Teams. In selecting the Assistant Coaches for the Games the WNTSC shall consider the following Selection Criteria:

4.1.1.2.1. Information related to the categories covered in the coaching application process and other information relevant to the applicant’s coaching ability learned about the applicant during the application process

4.1.1.2.2. Information discussed in any formal or informal interview with the applicant

4.1.1.2.3. The applicant’s specific skills and abilities with respect to building the strongest possible Coaching Staff for the USA Softball Programs

4.1.1.2.4. The WNTSC knowledge of the applicant and

4.1.1.2.5. The WNTSC observation of the applicant pursuant to relevant criteria in this document. The selection of Assistant Coaches for the Pan American Games will not be based upon observations by the WNTSC at a single event, but is intended to include observations by the WNTSC at all events described in Section 4.2.1.2. as evaluative events. Because of the nature of this process, it is possible that each applicant may not have been observed at the same evaluative events or as many evaluative events as other applicants.

4.2.1. Potential Assistant Coaches will be observed and interviewed in order to develop information relevant to the following categories:

4.2.1.1. Coaching Ability: Each of the below listed criteria carries equal value and shall be considered in selection of Assistant Coaches for the games.

4.2.1.1.1. On field decision making – tactical strategy decisions that affect the course of play

4.2.1.1.2. Quality of performance of duties assigned by the Head Coach – completion of assigned duties in competent manner

4.2.1.1.3. Communication Skills – ability to communicate with players, other coaches and umpires

4.2.1.1.4. Teaching skills – ability to teach fundamental and advanced softball skills to athletes

4.2.1.1.5. Ability to lead – ability to act as a leader for athletes and other coaches

4.2.1.1.6. Interpersonal skills – ability to relate to other individuals

4.2.1.1.7. Motivational skills – ability to motivate athletes and other coaches

4.2.1.1.8. Ability to work with other coaches and players, including ability to work under the selected Head Coach

4.2.1.2. Evaluative Events – members of the pool shall be observed in accordance with criteria in Section 2 and Section 3.1.3.1, at National Team Program or Pool events. Such events shall include the following:

4.2.1.2.1. USA Softball Women’s Selection Camps (2017-the time of selection)

4.2.1.2.2. Any events in which National Teams (2017-the time of selection), have participated.

4.2.1.2.3. Any events that the Coaches may have participated in outside of National Team events (Club, College, Professional, or other international events).

4.2.1.2.4. This list of events at which members of the pool will be observed is subject to change. Members of the pool will be advised of any change at least forty-five days prior to the event. Due to the nature of this process, it is possible that each member of the pool may not be observed at the same evaluative events or as many evaluative events as other members of the pool.

4.3. Team Leader/Technical Personnel , Medical Personnel, /Administrative Personnel

- 4.3.1. Team Leader/Administrative Personnel will be filled by current USA Softball employees who have experience with USA Softball National Teams and who best meet the criteria in Section 2.
- 4.3.2. Technical Personnel will be filled by current USA Softball employees and/or volunteers who have experience with USA Softball National Teams and who best meet the criteria in Section 2.
- 4.3.3. Medical Personnel will be filled by current USA Softball volunteers who have experience with USA Softball National Teams and who best meet the criteria in Section 2.

5. Describe the removal of Games Staff:

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

- 5.1 Voluntary withdrawal. Games Staff nominee must submit a written letter to the USA Softball Executive Director/CEO/President.
- 5.2 Injury or illness as certified by a physician (or medical staff) approved by the USA SOFTBALL. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by the USA SOFTBALL, his/her injury will be assumed to be disabling and he/she may be removed.
- 5.3 Inability to perform the duties required.
- 5.4 Violation of the NGB's/PSO's Code of Conduct (<https://www.teamusa.org/usa-softball/team-usa> , under get selected)
- 5.5 No longer able to meet the required criteria in Section 2 at the time of the Games.
- 5.6 A coach selected as a member of the coaching staff or pool serves under the direction of the Chief Sport Development/Performance Officer and can be recommended for removal from the staff or pool by the WNTSC for any action determined by the WNTSC to be detrimental to a Team, USA Softball or any USA Softball athlete, coach or staff. Written notification of such removal recommendation will be provided to the coach by the WNTSC. The coach has the right to a hearing pursuant to Board of Directors Policy – National Teams.

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 USA SOFTBALL 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.

6. Replacement of Games Staff:

In the event a 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 and be selected through the same process as outlined in Sections 3 and 4.

7. Group/committee that will make the final approval of the Games Staff position(s):
  - 7.1 Recommendation of the Coach(es)
    - 7.1.1 Recommendation by the USA Softball Women's National Team Selection Committee

The Women's National Team Selection Committee, which includes three (3) at-large members, the head coach of the Women's National Team, and two (2) duly elected athletes are responsible for making all coach's recommendations.

7.1.2. The USA Softball Board of Directors will make the final approval.

- 7.2. Team Leader/Technical Personnel/Administrative Personnel/Medical
  - 7.2.1. Recommendation by the Chief Sport Development/Performance Officer
  - 7.2.2. The CEO of USA Softball will make the final approval.

8. Conflict of Interest:

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

9. Date of Nomination:

Nominations of Games Staff, including the names of any replacements (if applicable), will be submitted to the USOPC on or before: September 10, 2023, Medical staff will be submitted to the USOPC on or before: August 11, 2023, for Medical.

10. Publicity/Distribution of Procedures:

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

10.1. Web site: [www.usasoftball.com](http://www.usasoftball.com)

These procedures will be posted as soon as possible, but not more than five days following notice of approval by the USOPC.

10.2. Other (if any):

Position	Print Name	Signature	Date
USA SOFTBALL President or CEO/Executive Director		<i>Craig A. Cress</i>	
USOPC Athletes' Advisory Council Representative*	Aubree Munro	<i>A. Munro</i>	12/28/22

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