

**USA TABLE TENNIS**  
**GAMES STAFF SELECTION PROCEDURES 2020 PARALYMPIC GAMES**  
**6/14/2019**

These procedures provide for selection of USA Table Tennis' Games Staff [Team Leader, Coach(es) and/or Additional Officials] for the 2020 Paralympic Games. However, accreditation allocation is not guaranteed and will be based on final USOC credential allocation and overall team size. Responsibility of payment for allocated accreditations will be determined by the USOC and USA Table Tennis.

1. Describe the specific Games Staff position(s) that the NGB/HPMO/PSO is requesting.

Dependent on USOC credential allocations, roles and responsibilities may change to prioritize and support the necessary roles for a successful 2020 Paralympic Games.

USOC Role Name (Games Function)	Responsibilities
Team Leader	<ul style="list-style-type: none"> <li>• Serve as primary point of contact and liaison between the USOC and USATT before, during and after the Games.</li> <li>• Provide on-site coordination and supervision of coaches, athletes, and teams during the competition.</li> <li>• Provide assistance to coaching staff as necessary.</li> </ul>
Head Coach	<ul style="list-style-type: none"> <li>• Serve as the primary coach for all qualified standing and wheelchair athletes.</li> <li>• Assist the Team Leader with the coordination of standing athletes' team games-related activities.</li> <li>• In the event a Team Leader is not selected, Head Coach will be responsible for all Team Leader Roles.</li> </ul>
Assistant Coach	<ul style="list-style-type: none"> <li>• Serve as the secondary coach for all qualified standing and wheelchair athletes.</li> <li>• Assist the Head Coach with functions related to coaching responsibilities.</li> <li>• Assist the Team Leader with the coordination of games-related processes and procedures.</li> </ul>

2. What are USATT's criteria for the above Games Staff position(s) (attach a job description, if any)?

USA Table Tennis Games Staff must:

- 2.1. Successfully pass the National Center for Safety Initiatives' (NCSI) background screen in accordance with the current USOC Games Background Check Policy 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 USATT and/or USOC.
- 2.2. Possess a valid passport and necessary work visa that does not expire until at least six months after the conclusion of the Games.
- 2.3. Have the ability to work effectively with USATT's Coaches and, when necessary, the USOC and USOC Game Staff.
- 2.4. Have strong administrative, communication and organizational capabilities/skills.
- 2.5. Be responsible for Team's adherence to all rules regarding discipline at the Games.
- 2.6. Fulfill all duties and requirements of the USOC including attendance at USOC Games related meetings.
- 2.7. Be available for entire duration of the Games.
- 2.8. Have USATT's approval to make financial decisions regarding the Team (*if applicable*).
- 2.9. Possess high level, specific technical and tactical knowledge of the sport (*if applicable*).
- 2.10. Have thorough knowledge and understanding of the IF rules and regulations governing the sport (*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 USATT.
- 2.14. Be listed on USATT's Long List and must successfully complete all Games Registration requirements by stated deadlines.
- 2.15. Participate in USADA training as required for position (*if applicable*)
- 2.16. Successfully complete USOC Safe Sport Awareness and Education Training Program.
- 2.17. Be a Member in Good Standing of USATT.
- 2.18. Agree to and abide by USATT's Code of Conduct.

In addition, Coaches Must:

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

- 2.20. Have the ability to work effectively with USATT's Team Leader and, when necessary, the USOC and USOC Game Staff.
  - 2.21. Must be a National Team Coach as designated by USATT's Para High Performance Committee. To become a Para National Team Coach, coaches must first become part of the Para National Team Coaches Group. Information on becoming part of the group can be found on [the Coaches Page](#).
  - 2.22. Must have served as a National Team coach for *a minimum* of one of the following events:
    - 2019 Para Pan American Games
    - 2019 US Open
    - 2019 Para ITTF Open Events
  - 2.23. If unforeseen circumstances arise in which a coach is not available to fill a role due to lack of recent experience listed above, USATT may consider coaches that have been a NTC or a Paralympic coach within the past ten years as long as this coach meets all other criteria and is still actively coaching.
3. Describe the intended method of identifying the pool and selecting the candidates to be considered for the Games Staff position:

USATT will not solicit applications for the Games Staff position(s). The Games Staff position(s) will be filled by current USATT employees and/or contractors.

USATT Head and Assistant Coaches will be selected from the group of qualified candidates as specified in Section 2 herein. The Selection Committee will use the following criteria in determining the selection of qualified candidates:

- Experience working, training and coaching qualified athletes;
- Team performance under the candidates' guidance at international events; and
- Availability to meet the commitment required of the position as outlined above in Section 1 & 2 herein.

If all available coaches that qualify per Section 2.22 decline appointment or are otherwise unavailable, the Selection Committee will nominate one or more other qualified candidates (as required) following an assessment of their qualifications according to the criteria above.

Team Leader for 2020 Paralympic Games will be selected by the Selection Committee from the pool of Para Staff/Contractors with experience of leading the team in major events and meet the criteria outlines in Section 2.

4. Describe the removal of Games Staff:

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

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

Once the Game's Staff nominations are accepted by the USOC, the USOC has jurisdiction over the Games Staff, at which time, in addition to USATT's Code of Conduct, the USOC's Games Forms apply. The USOC's Games forms are available as part of Games Registration prior to the respective Games.

5. Describe the replacement of Games Staff:

In the event that any of the nominated staff members are 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.

If such an event were to occur, the position of Standing's Team Coach or the Wheelchair's Team Coach would be filled by a qualified candidate as selected in accordance with the procedure set forth in Section 6 herein. The position of Team Leader would be filled by a qualified candidate selected under the Section 6 procedure, which could be someone previously selected as a Team Leader or Coach.

6. Which group/committee will make the final approval of the Games Staff position(s)?

The Selection Committee shall be responsible for nominating the Head and Assistant Coaches. Selection Committee: Tara Profitt - AAC Chair, Pamela Fontaine, athlete rep., Tahl Leibovitz, athlete rep.

The CEO shall review the Selection Committee's nominations and will be responsible for the final approval of the Coaching selections.

7. Conflict of Interest:

An individual involved in the selection process who has a conflict of interest must disclose this information and recuse him or herself and not influence others regarding the discussions, meetings or decisions involving the selection of the Games Staff position(s). USATT's General Counsel will determine whether a conflict of interest exists and, to the extent necessary under USATT's By-Laws, shall be responsible for the adjudication of such conflicts of interest.

8. Date of Nomination:

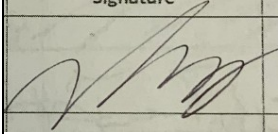
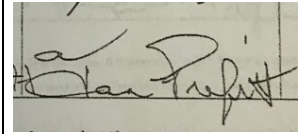
The Games Staff Nomination Form with the Staff nominee's name, including the name of a replacement (if applicable), will be submitted to the USOC on or before July 1, 2020.

9. Publicity/Distribution of Procedures:

The USOC approved selection procedures (complete and unaltered) will be posted/published by USATT in the following locations:

9.1. [Table Tennis Web site.](#)

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

Position	Print Name	Signature	Date
USATT President or CEO/Executive Director	Virginia Sung		6/18/19
USOC Athletes' Advisory Council Representative*	Tara Profitt		6/18/19

\* If the USOC 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/HPMO/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 USOC AAC Representative, the NGB/HPMO must designate an athlete from that sport to review and sign the Selection Procedure.

## **ATTACHMENT A**

### **USA TABLE TENNIS 2020 CODE OF CONDUCT**

#### **EXHIBIT A: PLEDGE**

I pledge to uphold the USA Table Tennis (USATT) Code of Conduct (the “Code”) as a guide to my conduct as a member of USATT.

I acknowledge that I have a right to notice and a hearing prior to being declared ineligible, if my opportunity to compete is denied, or if I am charged with a violation of this Code. I further acknowledge that if I am found to be in violation of this Code, I may be subject to sanctions up to and including suspension or dismissal from USATT.

I am aware of the USATT complaint procedure established by the USATT Bylaws. I have familiarized myself with the Code and understand that acceptance of its provisions is a condition of my selection to the 2020 Paralympic Games delegation.

**IN ORDER TO BECOME A MEMBER OF THE TEAM, AN INDIVIDUAL MUST SIGN THIS CODE OF CONDUCT IN UNALTERED FORM IN ALL APPLICABLE PLACES.**

As a Member of the Team, I hereby promise and agree that I:

Will abide by all rules related to the Team selection procedures as approved by USATT;

Have acted and will act in a sportsmanlike manner consistent with the spirit of fair play and responsible conduct;

Will maintain a level of fitness and competitive readiness that will permit my performance to be at the maximum of my abilities;

Will not commit a doping violation as defined by the International Olympic Committee (IOC), World Anti-Doping Agency (WADA), the United States Anti-Doping Agency (USADA), the United States Olympic Committee (USOC) or the International Table Tennis Federation (ITTF) rules;

Am not currently serving a doping violation and/or do not have a pending or unresolved doping charge; and I understand that a suspension, or pending or unresolved anti-doping rule violation may be cause for my not being selected to USATT’s 2020 Paralympic Games delegation;

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;

Have never been convicted of violating a criminal law and have no pending indictment or a pending charge, except as I have listed on Attachment A (except for misdemeanors, which, if known, would not be a factor in my selection as a Team Member 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 to the Team;

Understand that if I require legal representation because I am accused of a doping violation or am accused of criminal misconduct, or if for any other reason I require the services of an attorney, I will be personally responsible for payment of all such legal fees and expense;

Am eligible to compete under the rules of International Table Tennis Federation;

Will have a valid USA passport for the duration of the time and six months after I am a member of USATT;

Will refrain from conduct detracting from my ability or that of my teammates to attain peak performance;

Will respect the property of others whether personal or public;

Will respect members of my Team, other teams, spectators and officials, and engage in no form of discriminatory behavior or verbal, physical or sexual harassment or abuse;

Will follow my Team's rules and programs, including by way of example: rules regarding curfew, training, required attendance at team meetings, training and competition programs;

Will play whenever I am selected and will not default or refuse to play when asked by the coach. I understand that if I refuse to play other than for reasons of illness, injury or other extenuating circumstances, I may be liable for sanctions up to and including dismissal from the Team and/or suspension of my USATT membership;

Am aware that USA Table Tennis sponsors, suppliers and licensees provide critical support for the Team and, in recognition of this fact, I will wear designated USATT apparel at all official Team functions and events in which participation in the event, or related events, is funded (in full or partially) by USATT;

Will not conceal or cover-up any USA Table Tennis sponsor, supplier or licensee brand or other identification appearing on my USA Table Tennis apparel;

Agree to be filmed and photographed by the official photographer(s) and network(s) of USA Table Tennis and give event organizers and USA Table Tennis the right to use my name, picture, likeness, and biographical information before, during and after the period of my participation in these activities to promote the activity in which I participate or to promote the success of the Team on which I compete; in no event may USA Table Tennis or the event organizers use or authorize the use of my name, picture, likeness, voice and biographical information for the purpose of trade, including any use in a manner that would imply an endorsement of any company, product, or service, without my written permission;

Will not use or authorize the use of photographs, films or videos of myself in my USA Table Tennis apparel or equipment or the use of the USA Table Tennis logo for the purpose of trade, without the prior written consent of the USA Table Tennis (which consent shall not be unreasonably withheld);

Will not act as a journalist, media liaison or in any other media capacity during the time that I am a Team Member of USATT's 2020 Paralympic Games delegation;

Will abide and comply with the USATT Social Media Policy, which is attached to this Code and is incorporated by reference as Exhibit B;

Will act in a way that will bring respect and honor to myself, my teammates, USA Table Tennis and the United States;

Will abide and comply with USATT's SafeSport Policy and the U.S. Center for SafeSport Code as they exist today or as they may be amended in the future; and

Will conduct myself as an ambassador for USATT, my sport, my country and the Olympic Movement.

## EXHIBIT B: SOCIAL MEDIA POLICY

### About the USATT Social Media Policy:

USATT encourages our Team Members to show the same dedication and passion to their on-line social media presence that they bring to their athletic effort. That's why we've created this Social Media Policy. This policy:

Explains why and how your personal use of social media benefits USATT, as well as the Team Members of USATT;

Offers practical tips; and

Creates awareness amongst our Team Members about how our actions and behavior on social media channels may affect the reputation of USATT and/or the athlete's reputation outside of the court of competition.

### Statement of Purpose of USATT Social Media Policy:

USATT encourages the personal use of social media by Team Members to support the Team's mission and programs. Team Member posts on social media can help USATT expand its reach and increase its impact by: helping to raise awareness about the mission of the Team and the sport of Table Tennis, building a sense of community among USATT members and potential members, and helping to improve the knowledge or skills of other athletes, coaches, trainers, managers, administrators, and officials, and more.

Social media is an effective communication tool but sometimes it can be challenging for athletes to reconcile their public and private social media activities in terms of their role as a Team Member of USATT. Social media is designed for self-expression and encourages conversations. This policy provides a frame- work for USATT Team Members to engage in these activities effectively and ethically.

Please feel free to follow, like, or connect with USATT official brand presences on social media and share any or all content on your personal social media profiles and networks. However, consider sharing carefully and strategically. Remember that any post or share is likely to trigger reactions that will comment on USATT's programs and our official presence. Most of the general content for USATT social media ac- counts, when shared, will automatically incorporate the title of the content. If you are unsure about what to say, you can simply share without commenting.



### Statement of USATT Social Media Policy:

Team Members are both granted permission and encouraged to use social media as a conduit for informing the public about the programs of the organization. This needs to occur in a professional and ethical manner.

Publication and commentary via social media channels carries similar obligations to other USATT publications or commentary. All uses of social media must follow the same ethical standards to which USATT Team Members agree in the basic Code of Conduct.

Please note that USATT title or brand may not be used in social media identities, logon ID's and user names without prior approval from the Chief Executive Officer of USATT.

### Following USATT Social Media Policy:

It is best to err on the side of caution. If you are unsure as to whether something is appropriate to post on social media, contact a member of USATT's senior staff before making the post live. If a USATT Team Member, for whatever reason, takes an action that is in conflict with this policy, he or she will be contacted by a member of USATT's senior staff to resolve the situation and may be asked to withdraw, correct, or revise postings.

### The Logistics of USATT Social Media Policy:

In order to help distinguish when you're speaking as an individual and when you're speaking as a USATT Team Member, you may want to consider setting up two accounts for each of the social media tools on which you post. One account would be used for your role as a Team Member, while the other account would be used for your personal postings.

Here are additional logistical tips about using social media to promote the mission of USATT:

USATT believe in transparency and honesty. Use your real name, be clear who you are, and identify your capacity as a USATT Team Member and do not post anonymously, using pseudonyms or false screen names.

Use tags when posting USATT content (e.g. #USATT or @USATT) to help ensure your message reaches its targeted audience.

Post frequently and respond to comments and replies from others quickly and accurately. Know and respect your audience, including USATT and its members.

Be smart and protect your privacy by taking simple steps such as avoiding posting personal details such as phone numbers; reading website privacy policies, making use of privacy settings on social media sites, etc.

Avoid social media arguments and debates and alert a member of USATT's senior staff if you see a misrepresentation made about USATT in social media. If you are accused by anyone of posting something improperly, inform a member of USATT's senior staff of the situation promptly in order to determine best next steps and to quickly resolve the situation.

### Content:

Regardless of what account you use for posting as a USATT Team Member, be sure to limit your Team-related posts to sharing information about the Team. Negative opinions about other Team Members are not appropriate.

Before posting, ask yourself if the post will improve knowledge or skills of USATT members, if it contributes directly or indirectly to the improvement of USATT, or if it builds a sense of community or it helps to promote or USATT's mission.

Write about what you know (if needed, verify any USATT related facts, dates, etc. with a member of USATT's senior staff).

Remember that what you publish will be around for a long time; consider the content carefully. Strive to make sure it is accurate and professional.

It is good general practice to link to others' work rather than reproduce it. Adhere to the laws governing copyright and fair use or fair dealing of copyrighted material owned by others, including USATT's own trademarks, copyrights and brands.

Always ask for permission from a member of USATT's senior staff before identifying a member or sponsor and never discuss confidential details of any individual's or organization's engagement with USATT.

Use your best judgment and be sure to make it clear that any views expressed are yours alone and do not represent the official views of USATT. Don't speak on behalf of our organization. (Use a disclaimer if you have your own blog or social media profile.)

Don't associate our organization and its logo with any inappropriate content. Don't share private and confidential internal information.

Don't comment on our organization's financial performance.

Bring out your own personality and say what's on your mind (in a respectful and professional tone).

### USATT Senior Staff Directory

- Virginia Sung, Chief Executive Officer | [virginia.sung@usatt.org](mailto:virginia.sung@usatt.org)
- Mark Thompson, Chief Operating Officer | [mark.thompson@usatt.org](mailto:mark.thompson@usatt.org)
- Joerg Bitzigeio, High Performance Director | [Joerg.bitzigalo@usatt.org](mailto:Joerg.bitzigalo@usatt.org)
- Matt Hetherington, Social and Digital Media Manager | [matt.hetherington@usatt.org](mailto:matt.hetherington@usatt.org)

### **ATHLETE OMBUDSMAN**

I may contact the USOC Athlete Ombudsman, toll free at 888.ATHLETE (888.284.5383) or [athlete.ombudsman@usopc.org](mailto:athlete.ombudsman@usopc.org) for further information regarding my rights under this Code that are not answered by USA Table Tennis.

## PARTICIPANTS' AFFIRMATION

I have read and accept this Code of Conduct in its unaltered form. I agree to the rules, guidelines, jurisdiction and procedures stated in this document as a condition of being selected to participate as a member of the USATT's 2020 Paralympic Games Delegation.

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**Signature**

**Date**

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**Athlete's Name (print)**

## PARENT/GUARDIAN CERTIFICATION

**(For Participants Under the Age of 18 as of Date of Signature)**

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**Signature**

**Date**

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**Relationship (Parent or Guardian)**

## Table Tennis Team USA / USA TABLE TENNIS REPRESENTATIVE

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**Signature**

**Date**

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**Printed Name**

**Title**