

**United States Olympic  
Committee**



**TEAM LEADER  
SELECTION PROCEDURE FORMS**

**for the**

**PAN AMERICAN GAMES**

# Team Leader Selection

Team Leaders serve as the liaison between the USOC and NGB before, during and after the Games. While the job encompasses many administrative duties and responsibilities, the Team Leader should also be thoroughly knowledgeable with the NGB's High Performance Plan, should have a solid understanding of the technical and international competitive outlook of the sport and have a well-established working relationship with the NGB's administration, athletes, coaches and additional officials.

## Job Description

The description and position title is intended to define the position, which is sometimes called Team Manager, Team Captain or Chef d'Equipe. The title of Team Leader should be used in reference to the people placed in the position of fulfilling the qualifications and responsibilities outlined below. For those responsibilities that are mandatory, mandatory language is included in Number 1 of Part 2, Selection Procedure Forms, under Team Leader Selection Procedures, and should not be altered. You may incorporate any or all of the following into your Selection Procedures:

## QUALIFICATIONS

In order to be selected to the position of Team Leader, a candidate should have:

- A. Experience and proven ability leading teams at the national and international levels. For the Olympic and Paralympic Games, candidates must have previous experience at the NGB's highest level of competition, for example, Olympic Games, Paralympic Games, Pan American Games, or World Championships.
- B. Proven ability to establish harmonious relationships with athletes and other team personnel.
- C. Proven ability to handle crisis management situations as well as strong administrative and organizational capabilities/duties.
- D. Have a comprehensive knowledge and understanding of the IF rules and regulations governing the sport.
- E. Proven record of performance with the NGB and the USOC.

**IN ADDITION**, all Team Leaders will have to pass a USOC approved background check prior to nomination. Please contact your Sport Partnership Team for more information.

## RESPONSIBILITIES

The following are required of Team Leaders before, during and/or after the Games:

- A. Serve as the primary NGB coordinator for the Team's planning for participation and for coordination at the Games site with the USOC's International Games Division.
- B. Attend all USOC administrative meetings before and during the Games.
- C. Responsible for appropriate conduct of the NGB's athletes at the Games.
- D. Manage Team operations and logistics, including but not limited to:
  - i. Transportation arrangements
  - ii. Team apparel/uniforming
  - iii. Housing
  - iv. Meals
  - v. Tickets
- E. Attend all technical meetings for their sport, as appropriate, at the Games.
- F. Manage accreditation of personnel.
- G. Must be available to the USOC, its NGB, athletes and coaches from the time the team is nominated to the USOC through the conclusion of the Games.
- H. The Team Leader must arrive at Team Processing or the Games site (whichever is first) at least one day before the Team. The Team Leader must also be available until the departure of the last athlete on their Team from the Games site, unless other arrangements are made with the USOC in advance.
- I. Once the Games have been concluded, the Team Leader will be responsible for Games wrap up (at the site) and for completing post Games submission of reports and accounting information to the USOC.
- J. May be required to attend the USOC/White House visit, which follows the Olympic/Paralympic Games.

## **Team Leader Evaluations**

Team Leaders' performances will be evaluated at the conclusion of the Games by select USOC volunteers and staff. The information gathered is shared with the Team Leaders' respective NGB and is also used to help evaluate his/her effectiveness in his/her role. Additional information about the evaluation process and evaluation form is shared with the Team Leaders at the Team Leader meeting prior to the Games.

**USA Gymnastics**  
**TEAM LEADER SELECTION PROCEDURES**  
**2007 Pan American Games**  
**Men's Artistic, Women's Artistic, Rhythmic, Trampoline**  
**September 7, 2006**

1. What are the NGB prerequisites for Team Leader position (attach a job description, if any):

A Team leader will be selected for each discipline: Women's Artistic, Men's Artistic, Rhythmic, and Trampoline.

- i. Successful completion of USOC approved background check.
- ii. Ability to work effectively with the USOC.
- iii. Strong administrative and organizational capabilities/skills.
- iv. Be responsible for team's adherence to all rules regarding discipline at the Games.
- v. Fulfills all duties and requirements of the USOC.
- vi. Available for entire duration of the Games.
- vii. **Current Program Administrator**
- viii. **Previous work with USA Gymnastics national team members and coaches**
- ix. **Previous work and experience with the USOC.**
- x. **International competition experience in a leadership role**

2. How will the NGB publicize/post the Team Leader position and/or application process?

Team Leader positions will not be posted or publicized. USA Gymnastics has staff who work as program administrators in each discipline, and these program administrators will be the only individuals identified for serving as a Team Leader (see #1).

3. Describe the intended method of:

- A. Identifying the pool of candidates to be considered for Team Leader position

The respective program committee for each discipline will recommend a team leader candidate based on the prerequisites listed in #1. The Team Leader must be a current program administrator who fulfills the following:

- **Previous work with USA Gymnastics National Team members and coaches**
- **Previous work and experience with USOC**
- **International competition experience**
- **Demonstrated administrative abilities**

- B. Selecting candidates who fit the job description for Team Leader

The Program Committee and/or Selection Committee for each respective discipline is charged with selection.

4. Removal of Team Leader:

Once the Team Leader Nomination is accepted by the USOC, the Team Leader is subject to the USOC Code of Conduct and Grievance Procedures.

5. Replacement of Team Leader:

In the event that the Nominated Team Leader is unable to perform the duties of Team Leader, for injury, illness, Code of Conduct violations or any other unforeseen circumstances that would result in the need to replace him/her, the replacement candidate must meet all of the criteria listed in #1 above.

6. Which group/committee will make final:

A. Recommendation of the Team Leader?

Recommendation is made by the President of USA Gymnastics in consultation with the respective Program Committee to the USA Gymnastics Executive Committee

B. Approval for the Team Leader?

USA Gymnastics Executive Committee.

7. Conflict of Interest:

An individual who is an applicant for the Team Leader position and who is involved in the selection process shall recuse him or herself from any discussion or decision involving selection of the Team Leader.

8. Publicity/Distribution of Procedures:


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

A. Website: These selection procedures will be posted as soon as possible, but not more than 5 days following notice of approval by the USOC.

[www.usa-gymnastics.org](http://www.usa-gymnastics.org)

B. Official Publication (if any): N/A

C. Other : N/A

<b>Position</b>	<b>Print Name</b>	<b>Signature</b>	<b>Date</b>
NGB President or Executive Director	Steve Penny		10/2/06

