



UNITED STATES  
OLYMPIC COMMITTEE  
1 Olympic Plaza  
Colorado Springs, CO 80909

April 4, 2018

VIA EMAIL: [Chad.Murphy@bowl.com](mailto:Chad.Murphy@bowl.com)  
Chad Murphy  
Chief Executive Officer  
US Bowling Congress  
621 Six Flags Drive  
Arlington, TX 76011

Dear Chad,

I am pleased to inform you that your Sport Performance Team has approved the US Bowling Congress Staff Selection Procedures for the 2019 Pan American Games.

Attached please find the final approved selection procedures. As a reminder, these need to be published as soon as possible, but not more than five (5) days following notice of approval by the USOC.

We look forward to assisting you in your preparation for the Games.

Sincerely,

A handwritten signature in black ink that reads "Rachel Isaacs".

Rachel Isaacs  
Senior Director, NGB Relations

Attachments

cc: Davis Tutt

**United States Bowling Congress  
GAMES STAFF SELECTION PROCEDURES  
2019 Pan Am Games  
Bowling  
March 5, 2018**

These procedures provide for selection of **USBC Games Staff Team Leader and Coach(es)** for the 2019 Pan Am 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 USBC.

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

<b>USOC Role Name - (Games Function)</b>	<b>Responsibility</b>
<b>Team Leader</b>	Serve as primary point of contact and liaison between the USOC, USBC and athletes before, during and after the Games.
<b>Coach(es)</b>	Prepare athletes/teams for success on the field of play.

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

USBC 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 the NGB/HPMO/PSO and/or USOC.
- 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 USOC.
- 2.4. Have strong administrative, communication and organizational capabilities/skills *(if applicable)*.
- 2.5. Be responsible for Team's adherence to all rules regarding discipline at the Games *(if applicable)*.
- 2.6. Fulfill all duties and requirements of the USOC including attendance at USOC Games related meetings *(if applicable)*.

- 2.7. Be available for entire duration of the Games (*if applicable*).
- 2.8. Have the NGB's/HPMO's/PSO'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 the NGB/HPMO/PSO.
- 2.14. Be listed on NGB's/HPMO's/PSO'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 the USOC's safe sport awareness training and education program.

In addition, Coaches Must:

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

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

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

The Executive Director, High-Performance Director and an Elite Athlete of the USBC will select the Pan American coaches based upon past coaching performance from those coaches who meet the criteria in Section 2 and who best meets the needs of the team.

The Executive Director, High-Performance Director and an Elite Athlete of the USBC will select the Team Leader from current USBC staff and who best meets the criteria 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 the NGB/HPMO/PSO may be removed as a nominee for any of the following reasons, as determined by the NGB/HPMO/PSO.

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

Once the Games Staff nomination(s) is accepted by the USOC, the USOC has jurisdiction over the Games Staff, at which time, in addition to any applicable USBC 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 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 #2 above.

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

The USBC Executive Director and the Chair of USBC Athlete Advisory Council will make the final approval.

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). If there is an issue concerning whether a conflict of interest exists, the USBC's Board or Ethics Committee, as appropriate, shall determine if a conflict exists.

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 June 17, 2019.

9. Publicity/Distribution of Procedures:

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

9.1. Web site: **www.Bowl.com**

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

9.2. Other (if any):

Position	Print Name	Signature	Date
NGB/HPMO/PSO President or CEO/Executive Director	<i>[Handwritten Signature]</i>	<i>[Handwritten Signature]</i>	3/13/14
USOC Athletes' Advisory Council Representative*	Shannon Pluhowsky	<i>[Handwritten Signature]</i>	3/12/18

\* 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 Procedures.

## Attachment A

### USA Bowling Code of Conduct

Membership on Team USA is an honor, a distinction few achieve and an accomplishment universally recognized. The responsibilities are many and include obligations to do my best for my National Governing Body (NGB), the Team and myself.

To this end, I pledge to uphold the spirit of this Code of Conduct, which offers a general guide to my conduct as a member of a U.S. Team. I recognize this Code cannot establish a complete set of rules, which prescribes every aspect of appropriate behavior. I further recognize that I may be required to abide by the provisions of other authorities (example: Ted Stevens Olympic and Amateur Sports Act, USOC, Pan Am Games,), in which case the stricter provisions shall apply.

By signing this document, I agree to abide by this Code of Conduct and the Appeals and Grievance Procedures, which will be used to resolve any alleged violations. I further acknowledge that the Code of Conduct and the Appeals and Grievance Procedures apply immediately upon my selection to the Team and they shall remain in force for as long as I am a member of the Team.

I have familiarized myself with the Code and understand that acceptance of its provisions as written (in unaltered form) is a condition of my membership on the Team.

#### **As a Member of the Team, I promise and agree to:**

- Act in a sportsmanlike manner consistent with the spirit of fair play and responsible conduct;
- Maintain a level of fitness and competitive readiness which will permit my performance to be at a maximum level of my abilities;
- Avoid criminal behavior and acts including the mischievous damaging and vandalizing of personal, private and public facilities or property on and away from the venue;
- 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 Pan American Sport Organization (PASO), World Bowling or the USOC;
- 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. Purchasing or providing alcoholic beverages to persons under the age of 21 is prohibited at all times.
- Not exhibit drunkenness and not use recreational drugs;
- Refrain from conduct detracting from my ability or that of my teammates to attain peak performance;
- Refrain from loaning my identification credentials to any athlete;
- Not participate or assist in any gambling or betting activities associated with any event related to my sport or my participation;
- Not use or authorize the use of photographs, films or videos of myself in my USBC Team USA apparel or equipment or the use of the USBC logo for the purpose of trade, without the prior written consent of USBC;
- 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 reasons I require the services of an attorney, I will be personally responsible for payment of such legal fees and expenses;
- Respect the members of my Team, other teams, spectators and officials, and engage in no form of verbal, physical or sexual harassment or abuse;
- Use my best efforts to assist other members of my Team, the Team Manager(s), Team Coaches and Team Staff Members in achieving the goals and objectives of the Team;
- Follow my individual Team rules, including by way of example: those specified in the Athlete Agreement, Code of Conduct, USBC SafeSport Policy and U.S. Team Staff Handbook, rules regarding curfew or attendance at Team meetings or functions as may be specified in writing or by the Team Manager, Team Coach, Team Staff Member or their designee;
- Act in a way that will bring respect and honor to my Team, USA Bowling, the sport and myself and remember that I am an ambassador for my sport and my country.

## **USBC AND SAFESPORT**

**USBC SafeSport Violations** SafeSport Code outlines prohibited conduct and applies without regard to age, race or ethnicity, gender identity, sexual orientation, disability or competitive level. Team USA Athletes and persons involved with athletes as defined in USBC Bylaws and Policy Manuals, must complete education, training and background checks as required by the United States Olympic Committee. USBC's SafeSport Policy can be found in Article XI of the USBC Bylaws and Section N of the USBC Association Policy Manual. Links to additional SafeSport resources, including the code, can be found at [BOWL.com/SafeSport](http://BOWL.com/SafeSport).

Reporting procedures are below, along with contact information:

Reporting Procedures: Any alleged violation of the USBC SafeSport Code may be reported: i. Directly to the Center – <https://safesport.org/response-resolution/report> or call 720-524-5640 ii. To the Director of High Performance at USBC Headquarters – Stephen Padilla at [Stephen.Padilla@bowl.com](mailto:Stephen.Padilla@bowl.com) or call 817-385-8286 There are no time limits on reporting possible USBC SafeSport Code Violations.

In consideration of the above, the following list illustrates conduct which is inconsistent with Team USA Bowling values, and the responsibilities associated with being affiliated with the Team. This list does not establish a complete set of rules prescribing every aspect of inappropriate behavior and is intended to illustrate a sampling of unacceptable behaviors, their relative level of severity, examples of possible penalties/repercussions of such behavior, and the specific individuals or organization with authority to impose said penalties. Team USA Bowling shall provide individuals with the right to a hearing before being denied the opportunity to participate in accordance with Team USA Bowling, Article X (Grievance and Due Process Procedures).

### **LEVEL 1 INFRACTIONS**

- Verbally abusive, disrespectful or offensive behavior.
  - Being late for curfew or being late or absent from an official event activity (camp, seminar, meeting, competition).
  - Unsportsmanlike conduct.
  - Inappropriate public comments (including social media) about USBC, Team USA, USOC or World Bowling
  - Failure to follow the dress code as designated by the Team Manager, at an official event or activity.
- Authority and Penalties/Repercussions: Following a majority vote of the Executive Director, High Performance Director, and Head Coach, the following penalties may be imposed for a Level 1 infraction.
- Earlier curfew.
  - Verbal or written reprimand.
  - Performance of specified task(s), such as formal written and/or verbal apology or restitution.
  - Denial of the privilege to participate in any or all remaining team activity(s) at the event.
  - Confinement to room or other controlled area(s).

### **LEVEL 2 INFRACTIONS**

- Second offense of Level 1 Infraction.
  - Drunkenness [if 21 or over].
  - Fighting, public disturbance or nuisance
  - Inappropriate pranks, jokes, or other activities, which may endanger the safety of others.
- Authority and Penalties/Repercussions: Following a majority vote of the Executive Director, High Performance Director, and Head Coach, the following penalties may be imposed for a Level 2 infraction.
- Any of the penalties described under Level 1 infractions.
  - Being sent back to travel point of origin or home base.
  - Probation for one (1) year.
  - Suspension from all Team USA Bowling (trials, training camps, etc.) for one (1) year.
  - Expulsion from the Team.

## **ZERO TOLERANCE INFRACTIONS**

- Second offense of Level 2 Infraction.
- Using recreational drugs.
- Using performance enhancing substances.
- Engaging in any conduct that is criminal under any laws applicable
- Purchasing, possessing or drinking alcoholic beverages, if under 21 years old.
- Drunkenness at an official competition, event or activity.
- Possession of/or taking/using illegal, banned drugs or controlled substances (includes performance enhancing substances).
- Purchasing or providing alcoholic beverages to persons under the age of 21 years.
- Sexual Harassment

Authority and Penalties/Repercussions: Following a majority vote of the Executive Director, High Performance Director, and Head Coach, the following penalties may be imposed for a Zero Tolerance infraction.

- Immediate suspension from official competition, event or activity.
- Being sent back to travel point of origin or home base.
- If infraction occurs before departure, privileges to travel with the Team and participate in an official competition, event or activity may be revoked.

Authority and Penalties/Repercussions Following a majority vote of the Executive Director, High Performance Director, Team Coach, and the following penalties may be imposed as additional penalties for any Zero Tolerance infraction:

- Any of the items described under Level 2 infractions.
- Revoking of uniform or other Team supplied items.
- Expulsion from the Team.
- Probation for two (2) or more years.
- Suspension from all Team USA Bowling (trials, training camps, etc.) for (2) or more years.
- Any other penalty that may be deemed appropriate for the particular violation.

## **Grievance and Due Process Procedures – Protected Competitions**

### **Section 1. Grievances Related to Opportunities to Participate**

- a. A grievance may be filed by any athlete, coach, trainer, manager, administrator and official regarding his/her opportunity to participate in or attempt to qualify for selection to participate in any protected competition.
- b. A grievance must be made in writing over the signatures of the person or persons presenting the same and must state the full name(s) and address(es) against whom the grievance is made, and must with specificity a complete statement of the acts which constitute such grievance, including the requested relief sought. The individual(s) must be prepared to substantiate the grievance at a hearing if requested.
- c. Grievances should be addressed to the USBC Executive Director (ED) as soon as practicable following the events that are the subject of the grievance.
- d. Upon receipt of a grievance, the elements of due process outlined in the *USBC Bylaws and National Policy Manual* will be followed.
- e. These grievance procedures are given to athletes, coaches, trainers, manager, administrator, or other official seeking to participate in any national or international bowling competition.

### **Section 2. Due Process**

Due process will be provided any athlete, coach, trainer, manager, administrator or official filing a grievance regarding his/her opportunity to participate in or attempt to qualify for selection to participate in a protected competition.

- a. **Deny Opportunity to Compete.** Any athlete who alleges that he/she has been denied an opportunity to compete in any national or international bowling competition shall notify the USBC ED in writing. Upon notification, procedures will be followed according to this chapter. The rights granted under this section shall



equally apply to any coach, trainer, manager, administrator, or other official seeking to participate in any national or international bowling competition.

**b. Athlete.** For use in this chapter an athlete will be defined as individuals who are participating in a protected competition.

**c. Protected Competition.** "Protected competition" means any amateur athletic competition between any athlete or athletes officially designated by the appropriate Olympic, Pan American or Paralympic Sports Organization member as representing the United States, either individually or as part of a team, and any athlete or athletes representing any foreign country where: (1) The terms of such competition require that the entrants therein be teams or individuals representing the respective nations; and (2) The athlete or group of athletes representing the United States are organized and sponsored by the appropriate Olympic, Pan American or Paralympic Sports Organization member in accordance with a defined selection or tryout procedure that is open to all and publicly announced in advance, except for domestic amateur athletic competition, which, by its terms, requires that entrants therein be expressly restricted to members of a specific class of amateur athletes such as those referred to in Article VII, Section 4 of the USOC Constitution.

The term "protected competition" shall also include any domestic amateur athletic competition or event organized and conducted by an Olympic, Pan American or Paralympic Sports Organization member in its selection procedure and publicly announced in advance as a competition or event directly qualifying each successful competitor therein as an athlete representing the United States in a protected competition as defined in the immediately preceding sentence of this Section.

### **Section 3. Due Process - Procedure**

When an athlete, coach, trainer, manager or administrator is charged with a violation, which does not require an immediate decision or a decision in less than twenty (20) days, the following elements of due process will be provided:

a. The competition will provide written notice identifying the action and inform the individual they have the right to appeal the decision within ten (10) days of the postmarked date. The notice will be served personally to the individual or sent certified mail, return receipt requested. If an appeal is not postmarked within the time limit above, the decision stands.

b. If an appeal is filed, a hearing must be conducted within thirty (30) days of the request and the following procedures must be followed:

(1) USBC will provide written notice to the athlete(s) at their last known address of:

(a) The date, time and place of the hearing.

(b) Their right to attend.

(c) Their right to have counsel and to produce witnesses in their behalf.

(2) The notice must be sent not less than ten (10) days prior to the date of the hearing, by certified mail (return receipt requested).

c. The hearing will be conducted by a review committee appointed by the USBC ED, consisting of at least three (3) people with at least 20% athlete representation.

d. A written decision will be sent to all concerned parties, including the complainant, within ten (10) days.

### **Section 4. Due Process – Expedited Procedure**

When an athlete, coach, trainer, manager or administrator is charged with a violation, which requires an immediate decision or a decision in less than twenty (20) days, the following elements of due process will be provided:

- a. The competition will provide written notice identifying the action taken and inform the individual they have the right to appeal.
- b. If an appeal is filed in writing, a hearing must be conducted.
- c. USBC will provide written notification to the athlete of the date, time and place of the hearing. Notice may be verbal if time constraints prohibit written notification.
- d. A hearing will be conducted by a review committee appointed by the USBC ED consisting of at least three (3) people, with at least 20% athlete representation. The hearing will be scheduled immediately, if necessary, or with as much notice as may be reasonable given the actual circumstances.
- e. An immediate decision will be rendered, if necessary, or within time constraints required by the actual circumstances. At a minimum, the decision will be explained verbally to all concerned parties. A written decision will be sent to all concerned parties within ten (10) days.

#### **Section 5. Appeal**

Written notice of the appeal procedures will be included with the written decision. Appeals must be filed within ten (10) days of the written decision date. Appeals will be heard and decided by a USBC Appeals Committee (Legal and Legislative Committee), which has at least 20% athlete representation, within thirty (30) days.

#### **Section 6. Further Appeal**

A final order of the Legal and Legislative Committee of a Right to Participate Grievance may be appealed to the United States Olympic Committee pursuant to Section 9 of the Bylaws of the United States Olympic Committee and may be further appealed to arbitration in accordance with the Bylaws of the United States Olympic Committee.

#### **ATHLETE OMBUDSMAN**

I may contact the USOC Athlete Ombudsman,  
Kacie.Wallace@usoc.org  
for further information regarding my rights under this Code  
that are not answered by USBC.  
Shannon Pluhowsky, AAC/USOC representative- [bowling@usathlete.org](mailto:bowling@usathlete.org)

#### **PARTICIPANT'S AFFIRMATION**

I have read, understand and accept this Code of Conduct Disciplinary Procedures and the Appeals and/or Grievance Procedures document. I agree to the rules, guidelines, jurisdiction and procedures stated in these documents as a condition of being named and remaining a Team Member or Team Staff Member of a U.S. Team.