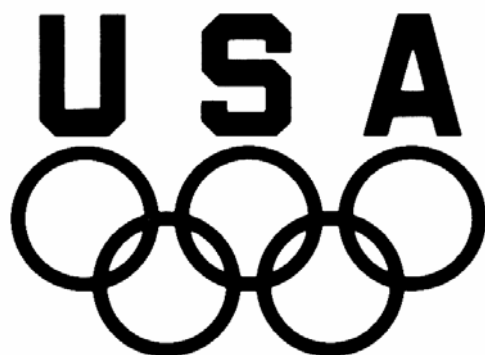


**United States Olympic  
Committee**



**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 routine administrative 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.

## 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 Table Tennis**  
**TEAM LEADER SELECTION PROCEDURES**  
**2007 PAN AM Games**  
**April 13, 2006**

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

- i. Ability to work effectively with the USOC.
- ii. Fulfills all duties and requirements of the USOC.
- iii. Available for entire duration of the Games.
- iv. Proven competence as a Team Leader with international USATT, ITTF and/or Olympic competition
- v. Related experience:
  - Administrative and athlete relations, previous Pan Am or Worlds Team Leader experience is preferred but not required
  - Ability to understand and manage athlete issues
  - Willingness and ability to work and dedicate time to planning, administration and crisis management issues.

2. Describe the intended method of:

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

- Those that have worked in the past as team leaders or have experience working with athletes and coaches during major international events.

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

Candidates will be selected based on the criteria listed in #1 above. The best qualified candidate will be recommended by the Elite Athlete Committee and then will be submitted to USOC for final approval.

3. 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.

4. 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.

5. Which NGB group/committee will make final:

A. Recommendation of the Team Leader?  
The Elite Athlete Committee

B. Approval for the Team Leader?  
The Elite Athlete Committee

6. 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.

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:

NGB website: [www.usatt.org](http://www.usatt.org)

The website information will be posted as soon as possible, but not more than 5 days following notice of approval by the USOC.

NGB Official Publication (if any):

USATT Magazine

Other

N/A