

USA CURLING
TEAM LEADER SELECTION PROCEDURES
2006 PARALYMPIC WINTER GAMES
April 24, 2005

1. What are the NGB prerequisites for Team Leader:

Must have demonstrated ability to fulfill the qualifications and responsibilities outlined in the Team Leader job description below. The nominee will have demonstrated experience and superior ability in these areas.

Job Description for Team Leader

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 international level. For the Paralympic Games, candidates must have previous experience at the Paralympic and/or Olympic Games and/or the World or World Wheelchair Championships. Experience leading and/or coaching wheelchair curling athletes and knowledge of wheelchair athletes' particular needs will be helpful.
- 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 World Curling Federation rules and regulations governing the sport.
- E. U.S. residents will be preferred.
- F. Candidates must be able to correspond using email.

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

- A. Serve as the primary United States Curling Association 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 USCA 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 and USCA athletes and coaches from the time the team is nominated to the USOC through the conclusion of the Games.
- H. Prior to the team arriving at Team Processing or the Games site (whichever is first), the Team Leader must arrive 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, 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.

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

Candidates shall be solicited on the USCA web site, starting April 25, 2005. Also, a letter or email pointing out the posting/article will be sent to USCA World and Olympic Team Leaders since 2000 and USCA Level 4 Coaches (because of their international administrative experience, not their technical skills). The application deadline will be May 5, 2005. Candidates shall submit their names and credentials, including a letter describing why they are qualified for the position. Candidates shall submit all materials to the USCA Chief Operating Officer via email, david_garber@charter.net. The USCA office shall acknowledge submissions.

3. Describe the intended method of:

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

The targeted pool will include USCA World or World Wheelchair Curling and/or Olympic Team Leaders since 2000 as well as Level 4 Coaches (because of their international administrative experience, not their technical skills). All individuals will be able to apply and consideration will be given to all persons with applicable skills and experience.

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

Applicants' names and submitted materials will be transmitted by the USCA office by May 6, 2005 to the USCA Elite Programs Committee (EPC) for their consideration. By May 11, 2005, the EPC will select a finalist and an alternate, whose names and supporting materials will be immediately transmitted to the Executive Committee (EC) or USCA Board for approval by May 12, 2005. Concurrently, all materials shall also be sent to the USCA Athletes Advisory Council for both information purposes and to provide the AAC with the opportunity to provide comment to the EC. The EPC, EC and Board all have a minimum 20% athlete representation according to the operative USOC definition.

The USCA Elite Programs Committee includes 20%+ athlete representation. The members are:

Chris Moore, chair
Bob Fenson
Bill Todhunter (AAC)
Jack McNelly
Richard Maskel (AAC)
Allison Pottinger (AAC)
Melissa Keiser (AAC-Wheelchair)
Grayland Cousins
Ed Lukowich (staff, non-voting)

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 USCA group/committee will make final:

A. Selection of the Team Leader?

A finalist and alternate will be selected by the Elite Programs Committee (EPC) by majority vote.

B. Approval for the Team Leader?

The USCA Executive Committee (EC) will approve the Team Leader and an Alternate per the procedures in 3.B., above, selection by majority vote.

Position	Print Name	Signature	Date
NGB Executive Director			

USOC USE ONLY

Date Original Procedures Rec'd _____	Date of USOC Approval _____
Date Revision Submitted _____	