

**United States
Olympic Committee and
USA Luge**



**TEAM STAFF
SELECTION PROCEDURE FORM**

for the

2012 YOUTH OLYMPIC GAMES

As of June 2011

**Approved by USA Luge's National Team Committee
Approved by the USOC's Team Selection Working Group
and authorized for public dissemination
Approved by the USOC's Chief Executive Officer**

UNITED STATES LUGE ASSOCIATION
TEAM STAFF SELECTION PROCEDURES
2012 YOUTH OLYMPIC GAMES
January, 2011

These procedures provide for selection of the NGB's Team Staff (Team Leader/Coach) for the 2012 Youth Olympic Games, accreditation allocation is not guaranteed and will be based on final USOC credential allocation and overall team size.

1. What are the NGB's criteria for Team Leader/Coach position (attach a job description, if any)?

Job Descriptions are attached below. Our nominee is the current Head Coach of the Junior Team, who is also a full time member of the staff of USA Luge and understands that he must also fulfill the role of Team Leader for this event, something he has done from time to time in the past.

Team Leaders must:

- i. Successfully pass a USOC approved background check.
- ii. Possess a valid passport that does not expire until at least six months after the conclusion of the Games.
- iii. Have the ability to work effectively with the USOC.
- iv. Have strong administrative, communication and organizational capabilities/skills.
- v. Be responsible for Team's adherence to all rules regarding discipline at the Games.
- vi. Fulfill all duties and requirements of the USOC including attendance at USOC Games related meetings.
- vii. Attend for the entire duration of the Games.
- viii. Have the NGB's approval to make financial decisions regarding the Team.
- ix. Be in good health and able to withstand the physical rigors of traveling with and working with the Team.
- x. Participate in the cultural and education program, as requested.
- xi. Be a USA Luge Staff member.
- xii. Perform other duties as determined by the NGB.

Coaches must:

- i. Successfully pass a USOC approved background check.
- ii. Possess a valid passport that does not expire until at least six months after the conclusion of the Games.
- iii. Attend for the entire duration of the Games.
- iv. Be in good health and able to withstand the physical rigors of traveling with and working with the Team.

- v. Participate in the cultural and education program, as requested.
- vi. Be a USA Luge Staff member.
- vii. Perform other duties as determined by the NGB.

2. How will the NGB make known the Team Leader/Coach position and/or application process?

Per the USOC's 2012 Youth Games Team Staff Overview, Submission Requirements, Timeline, & Instructions document, the choice for this nominee will be a staff person as selected by USA Luge's Sports Program Director, Mark Grimmette.

Since the person intended for this position is already on staff (Miro Zayonc) as the Junior National Team Head Coach, the position / application process will not be made known publicly as the role is seen as a continuation of his normal day-to-day duties with the team.

3. Describe the intended method of:

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

Not applicable - see question 2 above.

B. Selecting the candidate(s) who best fits the job description for Team Leader/Coach (please include the individual(s) and/or committee that makes the selection):

Not applicable - see question 2 above.

4. Describe the removal of Team Staff:

An individual who is to be nominated as Team Staff by the NGB may be removed as a nominee for any of the following reasons, as determined by the NGB.

- Voluntary withdrawal. Team Staff nominee must submit a written letter to the NGB CEO/Executive Director.
- Injury or illness as certified by an approved NGB physician (or medical staff). If the individual refuses verification of his/her illness or injury by an approved NGB physician (or medical staff), his/her injury will be assumed to be disabling and he/she may be removed.
- Violation of the NGB's Code of Conduct.

Once a Team Staff nomination is accepted by the USOC, the individual is subject to the USOC Code of Conduct and Grievance Procedures.

5. Describe the replacement of Team Staff:

In the event that the Nominated Team Staff member is unable to perform their duties, 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 positions criteria listed above.

A replacement selection will be made by USA Luge's Sports Program Director, Mark Grimmette, from amongst other members of the sports staff, based on who best meets the criteria.

6. Conflict of Interest:



An individual who is being considered for a Team Staff position and who is involved in the selection process shall recuse him or herself from any discussion or decision involving selection of the applicable Team Staff position.

7. 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. Web site: www.usaluge.org

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
NGB CEO/Executive Director	Ronald Rossi		January 17, 2011
USOC Athletes' Advisory Council Representative*	Brenna Margol Payne		January 17, 2011

*If 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.

RESPONSIBILITIES OF THE
JUNIOR NATIONAL TEAM COACH
OF THE UNITED STATES LUGE ASSOCIATION

- I. **JOB RESPONSIBILITY:** The Junior National Team Head Coach will work closely with, but have authority over, the Junior National Team Manager on all Junior National Team activities, under the general supervision of the Executive Director, and the specific direction of the Sports Program Director or his designate.
- II. **PRIMARY JOB FUNCTION:** The Junior National Team Head Coach will be responsible for establishing and administering the training programs and practice schedules for all Junior National Team athletes and those specific Junior National Team Candidate athletes selected to travel with the Junior National Team throughout the year. This will include, but not be limited to, advising and coaching the athletes in the techniques, tactics, and strategies of the sport of luge; assisting/being responsible for sled maintenance and construction; and assisting in the conditioning of the athletes. This individual must additionally recognize the responsibility for personal development needed in athletes and must strive to increase this development. This person shall have as his/her ultimate goal the attainment of medals on the international racing level on a regular basis.

All Team staff are expected to work in a mutually cooperative and respectful atmosphere at all times. In those instances where there may be a disagreement as to procedure, the Manager will be the ultimate authority in those areas normally associated with managerial duties; the Head Coach will be the ultimate authority in those areas normally associated with coaching duties; and the Medical Personnel will be the ultimate authority in those areas normally associated with medical duties.

III. SPECIFIC JOB DUTIES:

1. Maintain a high level of spirit, morale, and intra-team communications between all athletes and staff on a regular basis. Communication is meant to mean all aspects of athletic performance feedback, including positive and negative criticism, as well as explaining to athletes why they didn't make a particular team.
2. Assist athletes in setting and attaining long and short term personal and team performance goals.
3. Implement training functions for the group of athletes under your supervision in conjunction with the Junior National Team Manager.

Junior National Team Coach

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4. Advise and assist athletes in proper maintenance and preparation of the luge sled and related equipment. Undertake a program whereby athletes are taught how to do their own routine maintenance (sanding, waxing, pasting, removing "nicks" in edges, repairing cracked fiberglass, et al.).
5. Advise and coach athletes in the proper technique, tactics, and strategy of luge racing.
6. Pursue all leads in an effort to find and secure the best training techniques available subject to budgetary limitations and the appropriate staff person's approval. All staff are expected to work in a coordinated environment fostering team work and harmony with one another.
7. Be fully conversant in the FIL rules, and be at least a Nationally Certified Official as soon as feasible, but preferably prior to any assignment as an official team coach. Recertification is necessary as soon as possible after any reevaluation of the rules by the FIL.
8. Be a certified coach of the USLA as soon as feasible but preferably prior to any assignment with the USLA.
9. Pursue whenever possible, subject to budgetary availability and approval, a conversational ability of German, especially in its relationship to luge terminology and knowledge.
10. Be responsible for implementing an in-season and out-of-season physical training program for the athletes, to be coordinated in conjunction with their existing training schedule, as established by the USLA. This program will be administered by the USLA's Strength and Conditioning Coach.
11. Maintain complete communications with any appropriate staff personnel and fulfill other duties as may be assigned from time to time in line with the needs and purposes of the USLA. These additional duties may be assigned by the Executive Director.

**RESPONSIBILITIES OF THE
JUNIOR NATIONAL TEAM LEADER
OF THE UNITED STATES LUGE ASSOCIATION**

I. **JOB RESPONSIBILITY:** This individual will report to the Executive Director and work closely with the Junior National Team Head Team Coach on all related team activity. This individual, in tandem with the Junior National Team Head Coach, will be responsible for implementing the National Team Committee's goals and guidelines with respect to the athletes assigned to him/her.

II. **PRIMARY JOB FUNCTION:** This person shall represent the Junior National Team and its members in all functions and competitions, and shall be responsible for the interests and general welfare of the members of the team including, but not limited to; housing, food, transportation, training, racing, equipment and recreation. He/She shall also enforce and abide by the rules of the United States Olympic Committee and the National Team Committee of the USLA. This person shall only represent the Junior National Team in its business between the individual team members and the United States Olympic Committee, the FIL, the USLA, and/or any outside entity. The Manager of International Programs and the Senior National Team Head Coach have authority over any other team in those instances where the training or racing of one team will be affected by the plans of another team. This individual must additionally recognize the responsibility for personal development needed in athletes and must strive to increase this development either on his/her own or through the coaching staff. For a racing team, this person shall have as his/her ultimate goal, the attainment of medals on the international racing level on a regular basis. Additionally, for all teams except the Olympic Team, an added goal will be the preparation of athletes to move up to the next highest team or level of competition.

All team staff are expected to work in a mutually cooperative and respectful atmosphere at all times. In those instances where there may be a disagreement as to procedure, the Manager will be the ultimate authority in those areas normally associated with managerial duties; the Head Coach will be the ultimate authority in those areas normally associated with coaching duties; and the Medical Personnel will be the ultimate authority in those areas normally associated with medical duties.

III. **SECONDARY JOB FUNCTION:** Assist the Manager of Recruitment and Sport Development with his/her duties as requested and approved by the Executive Director.

IV. **SPECIFIC JOB DUTIES:**

1. Adhere to the responsibilities stated in the National Team Operations manual.

2. Maintain a high level of spirit, morale, and intra-team communications between all athletes and staff on a year round basis. Communication is meant to mean all aspects of athletic performance feedback including both positive and negative criticism, as well as explaining to athletes why they may not have made a particular team. Provide an off-season newsletter to the athletes on the team under your supervision.
3. Assist athletes in setting and attaining long and short term personal and team performance goals.
4. Under the guidance of the Executive Director, be accountable for all aspects of team finances. Maintain organized and clear records at all times on a daily basis. A financial accounting is expected to be filed promptly (within one week) at the completion of each trip.
5. Under the direction of the Manager of International Programs, be responsible for all travel arrangements of the team.
6. Organize and implement all team functions with the assistance of the Junior National Team Head Coach. Pursue all leads in an effort to find and secure the best training techniques available subject to budgetary limitations and the appropriate staff persons approval. All staff are expected to work in a coordinated environment fostering team work and harmony with one another.
7. Specifically, supply the Head Coach with the means of implementing out-of-season and in-season training programs. This includes, but is not limited to, clinics, ice starts, physical evaluations, wheel training, and educational seminars. Programs have already been designed and established with continuity between teams in mind and they should be used unless unusual circumstances warrant a different course of action.

Where and when affordable, enlist the aid of experts in various but specific sports related fields to improve the levels of expertise of our athletes (i.e. sports psychology, physiology, nutrition, biomechanics, etc.). This effort must be coordinated with all teams.

8. Be fully conversant in the FIL rules, and be at least a Nationally Certified Official by the completion of the first year on the job, but preferably prior to any assignment with the team. Recertification is necessary as soon as possible after any reevaluation of the rules by the FIL.
9. Be a certified coach of the USLA as soon as feasible but preferably prior to any assignment with the USLA.

10. Pursue whenever possible, subject to budgetary availability and approval, a conversational ability of German, especially in its relationship to luge terminology and knowledge.
11. Serve as a staff liaison on all committees assigned by the Executive Board or Executive Director. Maintain complete communications with any appropriate personnel at all times and fulfill other duties as may be assigned from time to time in line with the needs and purposes of the USLA. These additional duties may be assigned by the Executive Director