USA Surfing
Staff Selection Procedures
2026 ISA World Surfing Games

- Publication Date: November 3, 2026

SECTION 1: OVERVIEW

These procedures provide the Event Staff qualification requirements for nomination to 2026 ISA World Surfing Games for USA Surfing (NGB). However, accreditation allocation is not guaranteed and will be based on final ISA credential allocation and overall Team size.

SECTION 2: EVENTSTAFF REQUIREMENTS

2.1 MINIMUM REQUIREMENTS FOR ALL EVENTSTAFF

1. Undergo a background screen in accordance with the current NGB Background Check Policy link prior to nomination.
    - Should a nominee experience an event between the time the background check is conducted and the relevant Event that may change their background check status, the nominee must inform the USA Surfing NGB.
2. Have a valid passport at the time of nomination that does not expire for six months after the conclusion of the Event, if applicable.
3. Be familiar with and abide by USA Surfing NGB SafeSport Policy link and the SafeSport Code for the Olympic & Paralympic Movements.
4. Be available for the entire duration of the Event (if requested).
5. Demonstrate ability to work effectively with USA Surfing NGB, athletes and other Team personnel.
6. Have strong administrative, communication and organizational capabilities needed for Event Staff role.
7. Have NGB approval prior to making any financial decisions regarding the Team.
8. Be responsible for the Team's adherence to all rules regarding discipline at the Event.
9. Fulfill all duties and requirements of the NGB including attendance at Event related meetings.
10. Be in good health and able to withstand the physical rigors of traveling and working with the Team.
11. Be in good standing with ISA, USA Surfing NGB, U.S. Center for SafeSport, and USADA.
12. Successfully complete all Event Registration requirements) by the stated deadline.
13. Meet all health and safety protocols, to include vaccine and/or testing requirements, set forth by the government, ISA, and/or the Local Organizing Committee (LOC).

2.2 ADDITIONAL REQUIREMENTS FOR ALL SPORTS MEDICINE PROVIDERS (INCLUDING LICENSED MENTAL HEALTH PROVIDERS)

1. Possess appropriate certifications and experience relative to the position/field of practice for which they are being nominated.

2. Fulfill all requests and meet deadlines for any required information or documentation such as the submission of a temporary licensing application (to practice medicine at the Event and medical equipment submission requirements.
3. Complete all mandatory Event training by the stated deadline.

SECTION 3: EVENT STAFF ROLES THAT WILL BE FILLED BY NGB EMPLOYEES OR CONTRACTORS

Roles filled by NGB Employees	Responsibility
Team Leader	Provides overall leadership and coordinate for USA Surfing team on the ground at ISA event, ensuring athlete welfare, team operations, communications, and compliance with ISA event protocol.
Head Coach	Lead the team's competitive strategy and coaching staff, overseeing heat strategy and technical decision making. Ensuring all athletes are supported by all coaching staff.

Roles filled by Contractors	Responsibility
Assistant Coach	Under the direction of the Head Coach, implement heat strategy and technical decision making. Ensure all athletes have a game plan for heat readiness.
Sports Medicine- Athletic Trainer/Physical Therapist/Chiropractor	Provides on-site athlete health care, injury prevention, assessment, treatment, and coordination of medical services throughout event.
Technical Filmer	Provide technical filming of practices and competition for coaching film review.
Press Officer	Ensure real time marketing, press, and social media obligations are fulfilled.
Athlete Personal Coach/Support	Provide individual athlete specialized support during ISA event.
Social Media Manager	Provides real time event story-telling and digital story telling, capturing athlete, team, and competition content while ensuring consistent messaging throughout the ISA event.

A) TEAM LEADER

1. Have relevant experience with NGB, professional, national, and/or international sporting leagues or competitions within the last six (6) years.
2. Have active involvement with a national team program within the last 24 months.
3. Have relevant Games Staff experience from a previous Delegation Event, ISA World Championship event within the last four (4) years.

B) COACH/ASSISTANT COACH

1. Possess a high level of competency regarding ISA rules and regulations governing the sport.
2. Have extensive experience working with elite level athletes in Olympic Shortboard.
3. Have active involvement with a national team program within the last 24 months.

4. Have relevant Games Staff experience from a previous Delegation Event, ISA World Championship, or World Surf League Championship Tour event within the last four (4) years.

C) PERSONAL COACH

1. Possess a high level of competency regarding ISA rules and regulations governing the sport.
2. Have active involvement working with elite level athletes on the World Surfing League Championship Tour within the last 24 months.
3. Has a current positive working relationship with all athletes on team.

D) TECHNICAL PERSONNEL/TECHNICAL FILMER

1. Have active involvement working with elite level athletes on the World Surfing League Championship Tour within the last 24 months.
2. Has a current positive working relationship with all athletes on team.
3. Have relevant experience with NGB, professional, national, and/or international leagues or competitions within the last six (6) years.

1. SPORTS MEDICINE PROVIDERS (INCLUDING LICENSED MENTAL HEALTH PROVIDERS)

1. Have relevant experience with NGB, professional, national and/or international leagues or competitions within the last six (6) year.
2. Have active involvement with a national team program within the last 24 months.

SECTION 4: EVENT STAFF ROLES THAT WILL BE FILLED BY VOLUNTEERS

Roles filled by Volunteers	Responsibility
N/A	

4.1 MINIMUM REQUIREMENTS FOR ALL VOLUNTEERS

1. Have a signed NGB Volunteer Agreement on file by the stated deadline.
2. Comply with all criteria stated in Section 2.

4.2 MINIMUM REQUIREMENTS FOR SPECIFIC EVENT STAFF ROLE

~~*[NGB to revise any Volunteer Games Staff role requirements relocated from Section 3 (A-H). Roles*~~

1. Not applicable

SECTION 5: METHOD USED TO IDENTIFY AND NOMINATE VOLUNTEER EVENT STAFF

Not applicable

VOLUNTEER EVENT STAFF

Not applicable

SECTION 6: APPROVAL OF EVENT STAFF NOMINATIONS

6.1 NGB EMPLOYEE AND CONTRACTOR EVENT STAFF

It is anticipated that the Team Leader position will be filled by the current, Director of High Performance. All other USA Surfing employees and contractor staff will be recommended for Games Staff positions by the Director of High Performance. Final approval of these Games Staff nominations will be provided by the Chief Executive Officer, USA Surfing.

6.2 VOLUNTEER EVENT STAFF

Not applicable

SECTION 7: REMOVAL OF EVENT STAFF

7.1 NGB JURISDICTION

a. An individual who is nominated for an Event Staff role by the NGB may be removed as a nominee for any of the following reasons, as determined by the NGB:

i. Voluntary withdrawal. Event Staff nominee submits a written letter to the NGB CEO or High Performance Director.

ii. Injury or illness. A physician (or medical staff) approved by NGB provides certification that the individual has a debilitating condition. If an individual refuses to provide verification of their illness or injury by a physician (or medical staff), their injury will be assumed to be debilitating, and they may be removed from the Event Staff.

iii. Inability to meet Event Staff requirements and/or perform required duties.

iv. Code of Conduct violation. Individual violates the NGB Code of Conduct link

v. SafeSport Policy violation. Individual violates the NGB SafeSport Policy link

vi. Anti-doping violation. Individual violates NGB and/or USADA anti-doping protocol, policies, and procedures.

vii. Removal of employment. Individual is removed from their position as an NGB contractor or employee.

7.2 REPLACEMENT OF EVENT STAFF

a. If a nominated Event Staff member is unable to perform their duties due to injury, illness, Code of Conduct or SafeSport Policy violation or other unforeseen circumstances that would result in the need to replace them, the replacement candidate must meet all applicable Event Staff requirements listed in Sections 2-4.

b. All replacement candidates must be nominated using the same process outlined in these selection procedures.

SECTION 8: CONFLICT OF INTEREST

8.1 EVENT STAFF CANDIDATES

Prior to nomination, all Event Staff candidates must comply with the NGB Conflict of Interest Policy link and must submit a conflict of interest disclosure form for review by the NGB Ethics Committee.

8.2 EVENT STAFF SELECTION COMMITTEE

All individuals involved in recommending/approving Games Staff (Section 6) and all individuals who developed these selection procedures (Section 14) must comply with the NGB Conflict of Interest Policy link to include completing and submitting a disclosure form consistent with the NGB Conflict of Interest Policy before convening the committee.

A conflict of interest exists when a personal, family, financial, professional, club, team or business relationship interferes with, or may be perceived to interfere with a committee member's ability to be impartial and participate in the selection process in a fair and impartial manner. Any member of the Selection Committee who has an actual, possible, or perceived conflict of interest must disclose it to the NGB Ethics Committee prior to the start of the selection process and may be required to recuse themself from the Selection Committee discussions and/or voting.

If a conflict exists, the NGB Ethics Committee shall review the conflict and determine the committee member's level of involvement (e.g., whether that committee member must recuse themself from participating in discussions and/or voting).

During its review, the NGB Ethics Committee may ask a Selection Committee member or an affected person for more information at its discretion. For example, if a Selection Committee member is required to recuse themself from voting, the NGB Ethics Committee may still determine that a Selection Committee member who has relevant and necessary information related to athlete performance, such as a national team coach or high performance director, may, if requested by the Selection Committee, provide that information to the Selection Committee if the information is provided in a fair and unbiased manner and if the Selection Committee member with the conflict of interest does not vote toward the final decision.

Additionally, any person with a good faith belief that a committee member has a conflict of interest may report the alleged conflict of interest to the NGB Ethics Committee. Reports may also be made anonymously through the USOPC's Integrity Portal. No committee member shall retaliate in any way against a person who, in good faith, reports an alleged conflict of interest.

Any recused individual shall be replaced in accordance with the NGB's selection committee appointment process.

SECTION 9: DATE OF EVENTSTAFF NOMINATION

The Event Staff including the names of both the nominees and replacements (if applicable), will be submitted to the LOC on or before the dates below.

- Medical staff: October 15, 2026
- Non-Medical staff independent of athlete selection: October 15, 2026
- Non-Medical staff dependent on athlete selection: October 15, 2026

SECTION 10: REQUIRED DOCUMENTS

The following documents are required to be signed by all Event Staff as a condition of nomination to the ISA World Surfing Games:

[NGB to edit documents listed below as needed]

- NGB Code of Conduct link
- NGB Conflict of Interest Disclosure Form link
- NGB Independent Contractor Agreement

SECTION 11: QUESTIONS REGARDING SELECTION PROCEDURES

Individuals may contact the NGB staff member listed below for information about these selection procedures.

Name: Tracy Axel
Position: Director of High Performance
Email: Tracy@usasurfing.org
Phone: 410-971-7336

SECTION 12: GRIEVANCES

The NGB Grievance Procedures can be found here link here

Section 9 of the USOPC Bylaws provides a process for an individual to file a complaint with the USOPC against an NGB alleging that they have been denied, or threatened to be denied, with the opportunity to participate in a Protected Competition, as defined in the USOPC Bylaws. Additional information on how to file a complaint can be found here: https://www.usopc.org/governance/dispute-resolution

SECTION 13: NON-RETALIATION

NGB has zero tolerance for retaliation against people who make good faith reports of potential ethical, policy, or legal violations, or who cooperate with investigations of those reports. That means no NGB staff, Board or Committee member, or volunteer may threaten, harass, discriminate against, or take any negative employment or related action (e.g., discharge, demotion, suspension, negative review) on that basis.

- Individuals may report concerns to the NGB by following the NGB's Whistleblower Policy link
- Individuals may report concerns to the USOPC confidentially, or anonymously, online using the USOPC Integrity Portal or individuals may call the USOPC Integrity Hotline at 1-877-404-9935.
- Additional information can be found in the USOPC's Speak Up Policy.

SECTION 14: DEVELOPMENT OF SELECTION PROCEDURES

The following committee of individuals developed these selection procedures.

NAME	ROLE
Tracy Axel	Director of High Performance
Ryan Simmons	Junior National Head Coach
Candice Appleby	10 Year Athlete Representative

SECTION 15: CERTIFICATION OF SELECTION PROCEDURES

The following individual approved these selection procedures and through their signature, certifies that the procedures were developed by a group meeting the NGB's standards for Selection Committees. The following individual further certifies that these selection procedures represent the method approved by [NGB] and that they will be posted on the [NGB] website.

POSITION	NAME	SIGNATURE	DATE
USA Surfing Chief Executive Officer	Greg Hulsizer	Gregory L Hulsizer	11 / 02 / 2026

The following individual affirms that they read and understand the selection procedures.

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POSITION	NAME	SIGNATURE	DATE
Team USA Athletes Commission Representative*	Candice Appleby		11 / 02 / 2026

* If the Team USA Athletes' Commission Representative has delegated authority to the Alternate Representative to sign the Selection Procedures, attach a letter from the Team USA AC Representative indicating the reason they have delegated authority.

* If, for some reason, a sport does not have an elected Team USA AC Representative, the NGB must designate an athlete from that sport to review and sign the Selection Procedures.

Revision History

Date	Revisions
November 3, 2026	Original document published

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APPENDIX A – COMMONLY USED ACRONYMS

AAC – Athletes' Advisory Council

AC – Athletes' Commission

Act or TSOASA – Ted Stevens Olympic and Amateur Sports Act

APC – Americas Paralympic Committee

CAS – Court of Arbitration for Sport

Center or CSS – U.S. Center for SafeSport

CF – Continental Federation

IMS – Internally Managed Sport (sport managed by the USOPC)

IOC – International Olympic Committee

IPC – International Paralympic Committee

IF – International Federation

LOC – Local Organizing Committee

NGB – National Governing Body

NOC – National Olympic Committee

NPC – National Paralympic Committee

OCOG – Organizing Committee of the Olympic Games. The OCOG refers to the Organizing Committee of the Paralympic Games as well.

PAG – Pan American Games

Panam Sports or PASO – Pan American Sports Organization

PPAG – Parapan American Games

PSO – Paralympic Sport Organization

TEAM USA AC – Team USA Athletes' Commission (formerly USOPC AAC)

USADA – United States Anti-Doping Agency

WADA – World Anti-Doping Agency

APPENDIX B – GLOSSARY

Contingency means a future event or circumstance which is possible but cannot be predicted with certainty.

Delegation Event means the Olympic Games, the Olympic Winter Games, the Paralympic Games, the Paralympic Winter Games, the Pan American Games, and the Parapan American Games.

Force Majeure means an event or effect that cannot be reasonably anticipated or controlled (e.g., hurricane, tornado, etc.).

Grievance Procedures means the process that enables an athlete to file a complaint with the NGB or USOPC.

Jurisdiction means the power or authority to make decisions and judgments.

Nominated means an athlete, coach or staff member whose name has been submitted by the Selection Committee to the NGB.

Protected Competition means a Delegation Event or a Qualifying Competition.

Qualifying Competition means either of the following:

i. **NGB Qualifying Competition:** Any competition or activity organized or approved by the NGB where the athlete's performance or results are considered in the published selection criteria to represent the United States in a Delegation Event.

ii. **International Qualifying Competition**: Any international sport competition where (i) athletes represent the United States against athletes representing other nations, (ii) the NGB officially designates entrants, as required by the competition organizers, and (iii) athlete results or performance are included in the published criteria to qualify, or be selected, to represent the United States in a Delegation Event.

Selected means an athlete, coach or staff member whose name has been submitted by the NGB to the LOC at the final submission date, as determined by the LOC.

APPENDIX C – STAFF RESOURCES

RAINN HOTLINE (*Formerly SAFESPORT HELPLINE*)

RAINN, the National Sexual Assault Hotline, provides crisis intervention, referrals, and emotional support specifically designed for athletes, staff, and other SafeSport participants affected by sexual violence. Through this service, support specialists provide live, confidential, one-on-one support that is available 24/7. Individuals can call the Hotline at 1-800-656-4673 or visit https://rainn.org/.

USOPC DISPUTE RESOLUTION UNIT (DRU)

For Protected Competitions, USOPC's DRU oversees the administration of dispute resolution services to athletes and other members of NGBs for grievances under the USOPC's jurisdiction to ensure the complaints are heard in a timely and fair manner. For more information about this process, please visit the dispute resolution website.

USOPC ETHICS AND COMPLIANCE

USOPC's Ethics and Compliance team is responsible for ensuring the USOPC and NGBs comply with the Ted Stevens Olympic and Amateur Sports Act, their own bylaws and policies, and any other applicable laws or regulations. Any individual may report concerns confidentially, or anonymously, online using the USOPC Integrity Portal or individuals may call the USOPC Integrity Hotline at 1-877-404-9935 to report their concern over the phone.

USOPC ATHLETE SAFETY REPORTING

Individuals can report an incident of emotional abuse, physical abuse, a violation of the Minor Athlete Abuse Prevention Polices (MAAPP), or a violation of the Athlete Safety components (Section 4) of the Supporting Athletes with an Intellectual Impairment Policy online through the Athlete Safety Reporting Portal found on the Athlete Safety Page. Individuals may also report to the USOPC by phone at 877-404-9935.

Dropbox Sign

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