



Explanation of National Coach Selection Process

To produce the most competitive nationally representative TEAM USA in all racing classes the USDBF Board would like to further strengthen the emphasis on national selection with TEAM USA coaches who will work in a collegial manner with one another, the paddlers, the USDBF Board of Directors and the IDBF representatives to ensure successful representation of the USA at IDBF World Championships. The selection of these coaches is a function of the High-Performance Committee (HPC) whose mission is to create a USDBF TEAM USA whose staff and members represent the most highly skilled coaches and respective crews reflective of the diversity of the members of the USDBF and its regions.

The Appointment of a Divisional Head Coach, an Open Coach and a Women's Coach for each Division is planned. Please note on your application if you are seeking the Divisional Head Coach position in addition to either the Open or Women's position. The Divisional Head Coach will also be responsible for the Mixed crew. Assistant Coaches can be chosen by Team USA Coaches after appointments are made.

Other Team USA staff, such as the team manager, or any other staff deemed necessary will be selected using the same procedures and processes as the selection of coaches.

This document outlines the expectations of the National Team Coaches of the United States National Dragon Boat Team which are a condition of participation in the program. The National Team represents the United States both off and, on the water, and, as such, members are expected to conduct themselves in a manner becoming of an ambassador for the United States Dragon Boat Federation, our sport, and our country.

Please read all documents carefully and, if in agreement, complete the application process and submit all documentation electronically.

Purpose of TEAM USA Coaches

To identify, select and train individuals who possess and have demonstrated the skills required to represent the United States Dragon Boat Federation at IDBF Championship World Championships.

Goals

The primary goal is to select the best candidates who can lead, unify, manage and direct a National Team representing the United States on behalf of the USDBF and produce a coaching program where coaches work together to locate and develop athletes that are reflective of the diversity of the members of the USDBF and its regions with the goal of creating a strong pool in each age division. Another goal is to create the best National Team possible by assembling the best racers from across the United States through an equitable and accessible selection process.

Guiding Principles

- ❖ The USDBF strives to foster excellence among TEAM USA athletes and coaches to represent the United States Dragon Boat Federation and the USDBF at IDBF World Championships.
- ❖ The USDBF wants to ensure that all qualified applicants can try out or apply and be provided with a comprehensive and logical set of application and trial criteria made available to all parties prior to the selection process.
- ❖ Each person involved in TEAM USA and representing both the United States Dragon Boat Federation and the United States, be it as an athlete, coach, administrator, or supporter, must conduct themselves with integrity and respect for all.

Objectives

- ❖ To provide opportunity for athletes and coaches to develop their skills and potential to the highest degree possible in a supported and dynamic environment.
- ❖ To have the sport of dragon boat racing in the United States be regarded as a high-performance athletic endeavor that is recognized nationally and internationally.
- ❖ To ensure the most open, unbiased, and equal opportunity for all applicants from across the United States.
- ❖ To abide by the principles and standards of the United States Dragon Boat Federation and the International Dragon Boat Federation.

Team USA High Performance Committee

The USDBF Board of Directors will appoint a High-Performance Committee (HPC) that will be accountable to the Board of Directors. The HPC shall consist of 12 members from the four regions selected as detailed below:

USDBF Vice President 1 (VP1) (or designee appointed by the USDBF President) will serve as a member of the Committee

Two voting members from each USDBF region to be appointed to the committee by the region plus two potential members to the committee. Four additional members of the HPC will be selected by the initial eight members from the pool of eight potential candidates submitted by the regions.

- a) One paddler or helm or drummer of each racing gender who has been a member of Team USA in one of the past 3 cycles.
- b) One coach not standing for a TEAM USA coach or Assistant coach position in the current cycle, (in order of preference)
 - 1) Team USA coaching experience since 2011. If no volunteer candidate exists in the regions then,
 - i. TEAM USA coach prior to the last 4 cycles
 - ii. TEAM USA Assistant coach during one of the last 3 cycles
 - iii. Club Crew World Championship (CCWC) coach in the one of the last 3 cycles
 - iv. CCWC coach prior the last 3 cycles
- c) A volunteer committee chair shall be selected by the committee.

- d) The HPC is authorized to designate a secretary to assist the committee chair with record keeping or administrative assignments.

Committee members shall serve a minimum of one TEAM USA cycle, and can be nominated to the HPC by the region for more than one cycle.

HPC shall meet monthly, or weekly if required to support the overall schedule, during document creation and editing, and as indicated during TEAM USA staff and crew selection. If concerns arise, the HPC can be reactivated by the USDBF President or their designee throughout the term of the TEAM USA coaches.

Once the event is complete, TEAM USA Coaches will provide summary reports to the Board of Directors, and the term of coaches is complete.

Typically, applicants for TEAM USA staff positions shall be solicited nationally and regionally no less than 45 days prior to the application submission deadline. Solicitation document shall include:

- Staff selection timeline

- Application

- Crew member selection support docs outlining TEAM USA standard selection timeline and criteria

Candidates selected by the HPC will be subject to a criminal background check (including child abuse) by a professional third party before a final offer is made to a candidate.

Candidates selected by the HPC will be given 48 hours to either accept or decline the position. Candidates not selected for a Team USA position shall be informed no more than 48 hours following the preferred candidate acceptance.

The USDBF HPC will accept applications for a designated period from coach applicants. The USDBF HPC will review the applications for a designated period. That group will then interview if necessary or desired and make recommendations to the USDBF Officers and Board of Directors on the appointment of TEAM USA Coaches. The Officers and the USDBF Board of Directors also reserve the right to interview any candidates. The HPC will present the proposed USDBF TEAM USA coaching staff for appointment. The USDBF Board of Directors holds final authority on the appointment of all Coaches for TEAM USA.

Eligibility Requirements of Team USA Coaches

- Desired, but not required, that they are a member in good standing one of the U.S. regional dragon boat associations
- Must hold a valid passport
- Non-US Citizens can apply and will be considered based on their expertise. However, if there are two equal candidates, the US Citizen will be given priority.

Code of Ethics for Team USA Coaches

The following list sets out some, but not necessarily all, expected standards of conduct for all coaches. Thus, all coaches shall:

- Hold paramount the safety, health and welfare of all persons involved in USDBF activities.
- Act in such a manner as to uphold and enhance personal and professional honor, integrity and the dignity of the USDBF.
- Treat all persons, including fellow age division coaches, assistant coaches, Team USA Team Manager, and crew managers fairly and with dignity and respect.
- Treat with respect and consideration all persons, without regard to characteristics such as race, color, national origin, religion, gender, age, marital status, disability, veteran status, citizenship status, sexual orientation or gender identity.
- Accept as a personal duty the responsibility to keep up to date on emerging issues involving the sport and to conduct themselves with competence, fairness, impartiality, efficiency, and effectiveness.
- Conduct their actions with positive leadership exemplified by open communication, creativity, dedication, and compassion.
- Demonstrate the highest standards of personal integrity, truthfulness, honesty, transparency and fortitude in all activities in order to inspire confidence and trust in such activities.
- Respect and protect privileged information to which they have access in the course of their duties.
- Comply with all current standards involving performance enhancing substances.
- Accept the rules of the sport and aim to compete fairly

- Abide by all the laws of the host nation as well as US laws
- Accept, respect and support the role of the Officials to ensure that competition is conducted fairly and in accordance with the established rules
- Act with integrity when performing all duties with the athletes, other coaches, administrative staff, family members and officials
- Select crews using an equitable, accessible, and transparent process that is available to all athletes
- Communicate with **ALL** candidates all aspects of tryout schedules, criteria and expectations for consideration for inclusion on Team USA.

All TEAM USA coaches and athletes will be required to sign and abide by the USDBF Code of Ethics.

All TEAM USA coaches, and assistant coaches will be required to successfully complete the USDBF online ethics training (course availability to be notified).

Desired Skills, Attributes and Background

- Previous international competition experience
- Ability to foster relationships with athletes, other coaches, support staff and officials
- Ability to handle crises and resolve disputes
- Flexibility to travel to conduct try-outs and training
- Ability to retain and develop athletes
- Promote core values that include transparency, fairness, accountability, teamwork, integrity, and respect
- Extraordinary technical knowledge
- Excellent communication skills
- Commitment to assisting in the development of future TEAM USA coaches from all USDBF regions.

Expectations of TEAM USA CREW Coaches

TEAM USA Coaches will be expected to select, coach and train a National crew in a racing class.

TEAM USA coaches will:

- Accept both the letter and spirit of the rules of the sport. Aim to compete fairly, using talent and ability to perform and win; refuse to win by illegal means or by cheating
- Maintain the highest standards of personal conduct
- Accept and support the role of the Officials to ensure the competition is conducted fairly and in accordance with the established rules
- Act with integrity in performing all duties with the athletes, other coaches, family members, and officials
- Be well prepared so duties are carried out with competence
- Act in the best interest of the development of the athlete as a whole person at all times
- Be well prepared and ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all athletes
- Keep up to date with the latest coaching practices
- Develop the best team possible through active recruitment, selection and training
- Afford equal opportunity for participation in the selection process by wide advertising of try-outs at multiple sites across the country. Select athletes using an equitable, accessible, and transparent process that is available to all eligible athletes in advance of any tryouts. Transparency is defined as publication to all athletes trying out of all objective test data, including; time trials, strength tests, erg test scores, or other tests determined by the coach to be important selection criteria at the most appropriate time following the test within the coach's overall schedule, but not to exceed five days from the date of the test.
- Commitment to work with and be supportive of athlete's "home club" and "home coach," which includes not discouraging or forbidding practicing or racing with home clubs as criteria for crew selection
- Coaches are encouraged to conduct cooperative training opportunities with other class coaches. The training opportunities to be determined jointly by the coaches working together.
- Coaches are expected to communicate with all other Team USA division coaches as to the expected date of their final team selection, and the names of athletes that may be available for consideration on other age division teams.

- Use excellent verbal and written communication skills throughout the try out process and the training cycle and the world championships to effectively inform individual athletes and the team of the status of the tryout process or progress of the team toward its goals.
- Demonstrate ability to develop and monitor high performance training programs
- Motivate and encourage team building
- Work to develop the crew program and crew candidates beyond the current cycle for future World Championships.
- Have knowledge of the various techniques in dragon boating and the ability to adapt styles as necessary to develop a cohesive team
- Be knowledgeable about the IDBF rules of racing and other information pertaining to successful world championships
- Have passion for the sport of Dragon Boat and commitment to the success of Team USA
- Uphold the USDBF Code of Ethics and IDBF Codes of Conduct, and all policies and procedures set forth by the HPC

Each National Coach Shall:

- ❖ Provide an email address to be used by athletes to contact coaches throughout the tryout process. A crew manager should be named upon acceptance of a coaching position and that individual is expected to function as a contact person for athletes in addition to the coach.
- ❖ Provide the USDBF HPC with preferred selection criteria to be implemented for each and all stages of the selection process. The selection criteria to be provided includes objective criteria, such as OC-1 time trials or strength tests, and subjective evaluation data points such as fit in the boat, attitude, team work or other criteria to be defined by the coach.
- ❖ Provide the USDBF HPC with all selection documentation on a regular basis throughout the tryout process up to the date of final selection for the team (e.g. ergometer testing results, outrigger canoe results, etc.). The USDBF will make appropriate information available to all athletes across all race divisions through postings on the USDBF or alternate website.
- ❖ Provide a comprehensive training plan based on the outline submitted with the coach application and consistent with the rules and guidelines of the HPC. within 45 days of acceptance of the award

- ❖ Share paddler selection criteria by racing class with the USDBF dragon boat community within 30 days of the receipt of a position consistent with the HPC recommendations. The selection criteria will be developed in coordination with all coaches in each division. This shall be communicated nationally through email and the United States Dragon Boat Federation website and Facebook posting and regional communications.
- ❖ Accept National Team selection interest from any age eligible USDBF member. All interested athletes will register online. Athletes may apply for more than one division; for example, a Senior A paddler may also apply for Premier and coaches should be prepared to work collegially to create the strongest crews in every class.
- ❖ Submit required reports (on a frequency and schedule to be determined by the HPC).
- ❖ Maintain complete records of revenue and expenses related to tryout camps and camps following selection of the teams, and all team fundraising efforts and distribution of funds. If requested these records will be required to be submitted to the HPC for review.

Application Procedure for TEAM USA Coaches

An individual coach who meets the criteria listed above may apply to be part of the TEAM USA coaching staff representing the USDBF. An individual coach may apply for Divisional Class Coach, Open Coach or Women's Coach in each division.

Racing classes are:

Jr. Open, Jr. Women & Jr. Mixed (We are including both Jr A (U18) & Jr B (U16) for coaching positions)

U24 Open, U24 Women & U24 Mixed (U24 is 18-24)

Premier Open, Premier Women, Premier Mixed (over the age of 12)

Senior A Open, Senior A Women, Senior A Mixed (over 40)

Senior B Open, Senior B Women, Senior B Mixed (over 50)

Senior C Open, Senior C Women, Senior C Mixed (over 60)

Potential TEAM USA coaches should complete the application form presented here to the USDBF High Performance Committee for consideration. Coaches are required to sign a Code of Ethics Agreement and Anti-Doping Statement as well and submit these as follow up documentation.

Upon receipt of the Application Form with accompanying documents, the USDBF will distribute the materials for review to the HPC. Former paddlers and other coaches included in letters of support will be contacted if necessary and a standard interview will be conducted of all coaching applicants with questions provided to the applicant by the HPC in advance of the interview.

- If there is only one application by the due date, the HPC reserves the right to seek additional candidates for that racing class if they deem it necessary.
- If more than one application is received by the due date, the HPC will make a recommendation to the USDBF Officers and Board of Directors based on all materials presented including contact with paddlers and other coaches included in supporting documentation.
- **Feb. 1, 2022**, Coach application posted to the USDBF website and notifications posted on USDBF and regional association social media sites.
- **Feb. 21, 2022**, Deadline for electronic submission of National Coach applications is 5pm EST.
- In the event there are no applicants for a specific position the United States Dragon Boat Federation may choose to either re-post the opportunity or appoint an individual at their discretion.
- **March 30, 2022**, (or earlier), Coach Award information will be released to applicants.
- National Coach agreement is due no later than 48 hours from notification of award as a National Coach. National Coach assignments are not confirmed until receipt of National Coach agreement. The United States Dragon Boat Federation may appoint an alternate National Coach if agreement is not received by the deadline. The alternate coach then has 48 hours to confirm their appointment.
- **March 30, 2022** (or earlier) National Coaches will be announced to community (via email and website as well as communication to the regions).
- **June 30, 2022** (or earlier if available) Comprehensive training plans and paddler selection criteria for each class will be announced via the USDBF website as well as communicated to the regions. The Recommendations of the HPC will be followed.
- Regular interim progress reports and roster reports will be required on a schedule to be determined by the HPC. Progress reports must include a prospective crew list. Level of

athlete involvement in process is to be noted (e.g. attended camps, contact made with potential athlete, etc.)

Revocation of Rights

USDBF may refuse to confer rights to a TEAM USA coach or revoke rights if:

- USDBF affiliation status is not maintained as required
- The TEAM USA coach fails to comply with the USDBF Code of Ethics, policies, rules, regulations or Codes of Conduct issued by USDBF/IDBF
- The TEAM USA coach fails to comply with the registration requirements and rules for World events or requirements established by the TEAM USA Coordinator
- The TEAM USA coach fails to adhere to their published tryout procedures in a completely fair and transparent manner
- If the TEAM USA coach should coach a dragon boat team to participate in a “World Championship” other than an IDBF World Championship during their tenure on the Team USA coaching staff

If a TEAM USA coach’s rights are revoked, the right to select, coach and train a National crew may be given to another TEAM USA coach or an appointee by the USDBF Board.

While regional representation is not required in the development of TEAM USA crews, TEAM USA coaches have an obligation to consider potential athletes from across the country.

This document must be reviewed bi-annually and updated as needed.

(revised 12/12/2013); (revised 12/17/15); (revised 6/23/16); (revised 4/09/18), (revised June 11, 2020, revised Jan. 30, 2022)



2022 – 2023 TEAM USA COACHING APPLICATION

2022-2023 United States Dragon Boat Federation National Team

Coach Application and Selection Requirements

The United States Dragon Boat Federation is seeking Coaches for the 2023 USDBF National Team. Successful applicants will exhibit extraordinary technical expertise, experience, optimism, professionalism, honesty and integrity.

All applications are due by 5pm EST, Feb. 21, 2022. Please be sure to attach this cover sheet with your application. Only complete applications containing all required documents will be considered.

Division & Class (i.e. Premier Open, SR A Women, SR C Mixed) Please note if you are applying for the Divisional Coach () Open () Women ()	
Name	Email Address
Telephone No. ()	Mailing Address

Coach Application Requirements

The USDBF will be selecting individual Class Coaches for each division (i.e. Premier Open, Senior A Women, JR Women, etc.) as well as Divisional Coaches. For example, the Senior A Open Coach can also apply for the Divisional Coach. After selection, Team USA coaches will be able to appoint Assistant Coaches with approval of the HPC.

1. Applications to be a USDBF TEAM USA Coach are due **Feb. 21, 2022**.

2. Successful applicants will be notified no later than **March 30, 2022** (or earlier).
3. Successful applicants will accept or decline the opportunity to within 48 hours or the offer will be withdrawn
4. Coaches will be announced by the USDBF as of **March 30, 2022** (or earlier).

Coach Applicants are to include the following three sections in their Application,

1

Cover Letter

Please include the following in your letter:

- a. Goal for the program
- b. Team Philosophy
- c. How you would work with any additional coaches
- d. Team USA staff/coach development - succession plan

2

Brief outline of program. Please include the following:

- a. Proposed Athlete Selection criteria, process, recruiting strategy and timeline.
- b. Proposed schedule (testing, camps, races etc.) – subject to input from the HPC overall plan of coordination
- c. Proposed outline for training, describe your plans to ensure the team is competitive at world level.
- d. Describe your leadership style and give examples of your approach to achieving world-class performance.

3**Personal Information.**

- a. Candidates resume with specific attention to:
 - 1) Coaching experience include levels of competition from local festivals through world championships.
 - 2) Coaching success at all levels of competition.
 - 3) Paddling experience at all levels of competition.
- b. Two athlete & coaches letters of support
- c. Potential conflicts of interest (perceived/real) regarding business interests or work with other organizations.

The information listed above and the TEAM USA National Coach Agreement Form are to be submitted electronically as one package and emailed to President@USDBF.org by 5pm EST, Feb. 21, 2022



2022-2023 Team USA National Coach Agreement Form

Submission of this form confirms the commitment of the National Coach and Coach Coordinator to the 2022- 2023 United States National Dragon Boat Team.

To: United States Dragon Boat Federation

I, _____
Full Name

Am confirming my desire to be a Coach for the 2022-2023 USDBF National Dragon Boat Team for the following division & class:

I agree to the following terms:

1. I agree to abide by the United States Dragon Boat Federation National Dragon Boat Team Guidelines and Requirements.
2. I acknowledge that the United States Dragon Boat Federation may take disciplinary action against me, if I fail to adhere to any portion of these Guidelines and Requirements, or those of the International Dragon Boat Federation.
3. I acknowledge that disciplinary action against me may include my removal from the 2022-2023 United States National Dragon Boat Team.

Signature

Date