



SUBJECT: SELECTION OF TEAM USA POLICIES AND PROCEDURES

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PREFACE

The purpose of this policy document is to provide an effective and equitable framework for determining the composition of Team USA that will represent the United States in international bowls competitions as an invited country.

Care has been taken to preserve the fundamental process established over the years and this policy reflects the gender-specific history of this selection process. The Council, in their adoption of this **Selection of Team USA Policies and Procedures**, recognizes that specifics may be added or deleted by gender-specific vote (i.e., women or men only) by the Bowls USA Council.

OVERVIEW

1. The pervading spirit of these policies and procedures is rooted in the premise that Team USA (TUSA) composition begins with the individual bowler applying as a candidate for the honor of competing as a national representative.
2. The Selectors shall review the candidates' applications, records, qualifications, and, when available, Camp performance. They shall then select TUSA for the upcoming calendar year.
3. The Selectors shall advertise for, screen, and choose a Team Manager and Coach based on listed criteria.
4. Selectors shall organize and coordinate Camp(s).
5. Selectors shall meet annually at a minimum.
6. Whenever possible, the Men's and Women's Selection Committees will collaborate to present a unified message and maximize resources.
7. Selectors are responsible to and report to Bowls USA President or to the next highest officer who is not a TUSA member/applicant.
8. Openings for Selectors will be announced in the spring.

SELECTORS

Election

1. Openings for Selector will be advertised through Bowls USA publications.
 - a. Applications will be received by the Councilor chairing the Selection Committee (who may not apply to either TUSA or as a Selector). The Councilor will organize the applications and forward them to the Council for voting.
 - b. If no applications are submitted, the Bowls USA President will form a nominating committee to solicit applicants.
2. Bowls USA Council shall elect two (2) committees of TUSA Selectors (Selectors) from a slate of applicants. The female members of the National Council shall elect the women's Selectors and the male members shall elect the men's Selectors.
3. A gender-specific Selection Chair will conduct all meetings and establish rules of procedures, subject only to the general procedures which are outlined below.



4. Each committee shall consist of a minimum of three (3), up to five (5), women, and a minimum of three (3), up to five (5), men from different divisions. Selection of more than one person from the same Division is not prohibited.
5. A Selector's term of office is three (3) years and begins with the Bowls USA Council Meeting during which they were elected and ends with the Bowls USA Council Meeting three (3) years later.
 - a. The turnover of Selectors will occur yearly on a staggered basis if possible. If a Selector resigns or otherwise ceases to hold the office prior to the expiration of the term of the office, the Bowls USA President shall appoint a successor to serve until the next regularly scheduled meeting of Bowls USA Council.
6. Removal of a Selector based on an allegation/complaint that has been formally filed and will follow the ***Bowls USA Revised Disciplinary Policies & Procedures***.
 - a. A selector will be temporarily relieved of their duties once an allegation is formally filed and until the Disciplinary Process is complete. During that time the Bowls USA President may choose to appoint an interim Selector.
7. A TUSA Selector is prohibited from being a candidate for TUSA during their term and may apply to TUSA no sooner than three (3) years from their initial appointment.
8. Selectors may participate as Team Manager for TUSA.

Qualifications

1. Each Selector must have gained considerable stature within the Bowls USA community.
2. Each Selector will be widely known for embodying such character traits as impeccable integrity, honesty, a thorough knowledge of bowling and the competitive bowling community, conscientiousness, forthrightness, and strength of character. This position requires each Selector to have strong interpersonal skills, a cooperative spirit, and ability to handle matters in confidence.
3. A Selector must be a US citizen, a permanent resident of the US, and a current member of Bowls USA.
4. The Selector must be familiar with the rules, regulations and general format for international events, as well as the physical and psychological demands of international competition.
5. The Selector must be willing to serve the full term of three (3) years. A previously elected Selector may serve an additional term with Council approval.

Job Description

1. Be conversant with and fully understand the **Selection of Team USA Policies and Procedures**
 - a. When appropriate, make recommendations to Bowls USA Council for changes to the **Selection of Team USA Policies and Procedures**.



2. Select TUSA to represent the United States in each Bowls USA sanctioned international tournament with one (1) alternate for teams of five (5) and two (2) alternates for teams of ten (10).
 - a. Determine primary playing positions for each Team member.
 - b. Upon recommendations of Team Members, playing positions can be changed to strengthen the side.
3. Select a Manager and/or Coach for international competition with priority given to having the same gender as the members of the team. If TUSA's total representation of male and female players for the World Bowls Championships is six or less, the Selectors could decide that one Manager will serve in that capacity for both men and women.
4. Facilitate bowler development programs at the national and international level with input from a variety of sources.
5. Attend Camp to evaluate applicants. Attend at least two (2) of the following tournaments in a calendar year: the US Open, a major event of a Division, the National Championships.
6. Participate in all Selectors meetings and keep open communications among themselves on all topics related to TUSA.

SELECTORS CHAIR

Description

1. Ensure the selection of teams for international competition is in accordance with this policy document as approved and adopted by Bowls USA Council.
 - a. Provide each Selector with a copy of the current and approved **Selection of Team USA Policies and Procedures**, providing updates as available.
 - b. Preside over all meetings of the Selectors. Request and record Selectors' votes on all matters of policy, rules and procedures under their jurisdiction using the following media: US mail, electronic mail and/or telephone votes.
 - c. Maintain Selection Committee records during their term as chair.
3. Disseminate to Selectors all information pertaining to TUSA and related topics.
4. Manage and coordinate all aspects of the selection process.
 - a. Publicize Team selection opportunities, including an explanation of the process, requirements, and deadlines.
 - b. Collect applicants' documents and distribute them to Selectors.
 - c. Plan and organize (and delegate if necessary) Camp(s).
 - d. Inform simultaneously both 'accepted' and 'declined' applicants of their status once Team selection is complete and before the end of the year in which Camp is held.
 - i. The Chair will later send to the unsuccessful applicants a thank-you note with specific areas of improvement (if applicable) to encourage them to reapply.
 - ii. Successful applicants must sign and return a written commitment via the **Code of Conduct Agreement for Players and Officials** prior to participating in any events.
 - iii. Successful applicants will be notified of Team assignments of events separately by the Selectors before the end of the year in which Camp is held.



5. Function as liaison between Selectors and Bowls USA Executive Committee regarding
 - a. Selection of a Coach
 - b. Any violations of the **Code of Conduct**
 - c. A general summary of TUSA's performance at each event with their assessment of that performance
6. Inform all applicants for Team Manager and/or Coach of their status once selection is complete.
7. The Chair may change annually as determined among the Selectors.

NATIONAL TEAM COACH

Suitability

International Coaches must provide evidence of active coaching and professional development.

Selection

1. Made by the Selectors with input from Bowls USA.
2. Selector Chair will act as liaison between the Coach and Bowls USA.
3. TUSA members may recommend coaches.

Job Description

1. Attend Camp, if possible.
 - a. Provide Selectors with an outline of assessment criteria and planned training activities.
 - b. Provide an objective assessment of the TUSA applicants and confer with Selectors on applicants' performances.
 - c. Identify TUSA players' training needs and address these during Camp with the approval of the Selectors.
2. Attend an international event, if possible.
 - a. Provide leadership and facilitate team dynamics.
 - b. Develop game plans, leading to a tournament plan to achieve the highest outcome possible.
 - c. Adjust player positions as needed to determine the best possible outcome.
 - d. Manage practice sessions at the venue.
 - e. Supply post-tournament analysis to Team Manager.
3. Prior to departure, the Coach may provide practice drills to team members and/or arrange team practices as is reasonable for players to attend.
4. Collaborate closely with the Team Manager. Any disagreements are to be brought to the attention of the Selectors Chair as expeditiously as possible.
5. If no Team Manager is assigned to an event, the Coach may assume the duties of a Team Manager.

Expenses



1. Coaches may be given a current team uniform for conformity with the team.
2. Coaches are financially responsible for their expenses; however, they may apply for a stipend through Bowls USA.

TEAM MANAGER

Selection

1. The Selectors shall advertise and provide information on the criteria for applying as Team Manager through a Bowls USA announcement. A Selector seeking the Team Manager position will follow the application process the same as the general membership.
2. All Selectors will review Manager applications and screen applicants as appropriate based on their qualifications. Choosing a Team Manager will be by vote of all Selectors, gender-specific if applicable. A Selector seeking the Manager position will recuse themselves from this process.
3. If the search does not yield a viable candidate for Team Manager, the Selectors can reopen the position or approach an individual to assume the role.
4. If several international events occur within the same calendar year, the Selectors may choose the same or different Managers for each event.

Qualifications

1. The Team Manager must be a US citizen, a permanent resident of the US, and a current member of Bowls USA.
2. The Team Manager selected should have, among other qualities, the following desirable traits:
 - a. Ability to ensure that all selected bowlers understand and adhere to the ***Code of Conduct Agreement for Players and Officials.***
 - b. A history as a competitive bowler.
 - c. Demonstrated leadership and coaching ability.
 - d. Commitment to the fair and equitable treatment of all players and possess the strength of character to make and enforce decisions.
 - e. Have the team-building skills to develop camaraderie and cohesiveness among Team members.
 - f. Have personal integrity and character that will earn the respect and cooperation of members of the Team and be impartial and fair in the treatment of all players.
 - g. Be well versed in all aspects of the game of bowls.
 - i. Be well informed of all rules and laws of the game.
 - ii. Be familiar with international competition, their rules, both written and understood, and Conditions of Play for each international event.
 - iii. Be familiar with international drug testing requirements (WADA).
 - h. Ability to comport themselves well, speak easily at meetings, banquets, and invited functions.



3. The Team Manager should be capable of paying most of the costs associated with an international event.
4. The Team Manager must hold a US Passport with an expiration date a minimum of six (6) months following the international event.

Authority

1. The Team Manager has the authority to make whatever decisions are required to ensure that protocol, team conduct, player behavior, and team performance are maintained at the highest possible level.
2. The Team Manager shall take disciplinary action when required. If disciplinary action is taken, the Manager will prepare an incident report and send it to the Selectors as expeditiously as practicable.
 - a. The report shall include both a description of the incident, i.e., behavior, competitiveness, unbecoming conduct, and the disciplinary action taken, i.e., game or tournament suspension, reprimand, etc.

Job Description

1. Responsible to, and reports to, Selectors.
2. Communicate with all Team members about individual and team responsibilities, expectations on and off the green, deadlines, finances, and WADA regulations and compliance, providing updates as available.
3. Manage and direct the activities of their respective TUSA members in **preparation for** international competition.
 - a. Ensure that all Team members have their passports, visas, medical insurance, airline tickets and all other documents in order well in advance of departure.
 - b. Maintain a record for each Team member of:
 - i. passport numbers with expiration dates
 - ii. extra pictures
 - iii. list of medications
 - iv. list of the next of kin with telephone numbers and email addresses
4. Communicate and coordinate arrangements for lodging and practice dates preceding the start of the tournament.
5. Coordinate the Team effort in making decisions regarding the uniform to be worn, player photos/bowling biographies/resumes, gifts for other countries (optional), etc.
6. Manage and direct the activities of their respective TUSA members **during** international competition.
 - a. Serve as liaison between TUSA with local hosts, tournament organizers and officials.
 - b. Ensure that the Team members have complete and accurate schedules of all activities.
 - c. Provide Team members with precise information concerning the date and place of meetings in the host country and assist with travel plans as needed.
 - d. Reassign player positions if necessary and ensure that all players are in the appropriate place at the designated time.



- e. Select a substitute for a player should the situation arise following Bowls USA and/or international guidelines. If possible, the order of substitution should be:
 - i. TUSA Alternate
 - ii. Player from available pool
 - iii. TUSA Manager
 - f. Be responsible for monitoring the proper behavior of all Team members and administer discipline if necessary.
 - g. Hold Team meetings for evaluating and critiquing team performance the same day as the event whenever possible.
 - h. If possible, have someone at each rink on which the Team is playing to assist with personal needs.
7. Manage **administrative duties during** the tournament.
- a. Provide a US flag and a CD of the National Anthem to the host country prior to opening ceremonies.
 - b. Attend meetings as requested by the host country.
 - c. Make decisions on behalf of TUSA when required.
 - d. Have access to social media, if possible, and keep the membership informed about the event.
8. Provide the Selectors an evaluation of Team performance based on confidential reports submitted to the Manager by each player.

Assistant Team Manager

1. An Assistant Team Manager may be appointed by the Team Manager with the approval of the Selectors.
2. Should the Team Manager become incapacitated, the Assistant Manager and Team Captain will work together to assume those responsibilities.

TEAM USA

Overview

1. Open communication between all participants of TUSA is of utmost importance. That chain begins with the players and progresses as follows: player(s) to Team Captain to Coach to Manager to Selector/Head Selector to Bowls USA President.
2. Selection to TUSA is based on both objective and subjective criteria with the intent to field a strong and balanced team.
3. Selected players will participate on TUSA for the remainder of the selection year and the next full calendar year.
4. In some cases, the Selectors reserve the right to introduce overriding selection criteria. In such a case, the Selectors Chair will present their case with supporting criteria to the



Selection Committee Chair (from the Council) or a member of the BUSA Executive Committee for support or denial of this decision.

5. Decisions made by the Selectors and judgments rendered during deliberations shall be final, confidential, and are not subject to appeal by the applicant.
 - a. Selector Chair will inform each applicant in writing of the final disposition of their application before the end of the year in which Camp is held.
 - b. Successful applicants will be provided with the ***Code of Conduct Agreement for Players and Officials*** to sign.
 - c. Unsuccessful applicants will be encouraged to keep playing and improving their skills for future consideration.

Eligibility Requirements

1. Be a US citizen and a current Bowls USA member.
2. Meet the following conditions:
 - a. Be deemed in good standing by Bowls USA and its affiliated divisions and clubs.
 - b. Demonstrate a positive attitude toward the competitive bowling community and those associated with events.
 - c. Have and maintain good physical condition and emotional health.
3. Feel capable of paying most of the costs associated with an international event.
4. Be prepared to sign a letter of commitment to TUSA and fulfill its participation criteria and sign the ***Code of Conduct Agreement for Players and Officials***.
5. Hold a US Passport with an expiration date a minimum of six (6) months following the international event(s).
 - a. Have at least three (3) years participation and success in bowling tournaments at the division, national, and/or international level. (See Team USA Overview #4)

Application

1. Application materials will include eligibility requirements, selection criteria, and requirements after selection.
2. Application materials will be published and available for download on the Bowls USA website along with contact information for the Selector Chair.
3. The Selector Chair will determine the date by which all applications must be received.
4. An application fee may be charged by the Selection Committee as directed by the gender-specific vote of Bowls USA Council.
5. Applications must be received on or before the published deadline.

Process

1. Councilors, both male and female, may be polled by Selectors for potential Team applicants. Selectors will communicate with these recommended individuals and provide them a TUSA application.
2. The TUSA application will be advertised annually to the membership and players will submit their applications to the Selectors by the published deadline.



3. Selectors will review applications considering the Selection Criteria listed below.
4. No more than 16 players per gender will be invited to Camp for further evaluation.
5. Selectors will draft bowlers to meet that year's needs for international events, plus alternates.
6. Selectors may name 10 members to TUSA in year's where there are few international events.
7. The Selectors will advise applicants of the disposition of their application as expeditiously as possible after all review processes have been completed. (See Selector Chair: Job Description, #4.)
 - d. Only after applicants have been notified will the Selector Chair ask the Bowls USA President to announce publicly the composition of TUSA.

Requirements After Selection

1. Continue to meet the selection eligibility criteria.
 - a. Comply with eligibility requirements documented by the governing bodies responsible for the international event.
2. Sign and submit a **Code of Conduct Agreement for Players & Officials**. Signing the Agreement...
 - a. obligates participation unless they are excused for good cause.
 - b. obligates Team Alternates to remain available until TUSA departs for the international event.
 - i. should a Team alternate sustain additional travel expenses to attend a TUSA event (airfare, expedited visa, etc.), Bowls USA will reimburse the player for costs greater than the average cost of the expected travel expense.
 - c. indicates knowledge and compliance with WADA regulations.
3. Sign and submit a **Waiver of Liability Form**.
4. Commit to a training program.
5. Be willing, **if able**, to participate in events when selected to represent the US.
6. Understand that Team Members may be asked to play together at the US Open and Division Open events but **meeting that request is not a requirement for selection and/or participation on TUSA**.
7. Meet the **Code of Conduct Agreement for Players & Officials** while assembled, traveling, training, or competing as part of the Team.
8. Immediately inform the Selector Chair of any illness or injury that could reasonably impact the athlete's ability to perform at the scheduled event.
9. Participate in team events, activities, and meetings as requested.
10. Submit an individual, confidential report on TUSA's performance to the Team Manager following the event.

Removal from Team USA

1. Any bowler may be removed from TUSA who:



- a. Breaches ***Bowls USA Bylaws and Constitution***.
- b. Becomes ill or injured and is unable to perform to the required standard, in the opinion of the Selectors, after having received advice from a physician.
- c. Breaches the ***Code of Conduct Agreement for Players and Officials***.
- d. Fails to sustain their performance and/or attitude to a satisfactory level. The bowler will be notified of the pending action and given an opportunity to the level demonstrated.
- e. Fails any drug test, they will not be eligible to apply for four (4) years. This criterium complies with World Bowls guidelines.

TEAM REPRESENTATIVES

Overview

The Team Representatives act on behalf of the players in how they represent Bowls USA. A member of Men's TUSA and Women's TUSA will work with the Selection Committee Chair (from the Council) and/or a member of the BUSA Executive Committee to ensure all needed materials and documentation are available and provided for international events. Those team members speak and make decisions on behalf of their respective teams.

Assignment of Representatives

Selectors may ask for volunteers for this role or appoint a player to assume the role. At the discretion of the Selectors, a Team Manager may fulfill this role.

Representatives Responsibilities

1. Participate in uniform design, style, materials, and pieces for full kit.
2. Procure and distribute the appropriate uniform kits to the players.
3. Coordinate teams on gifts.
4. Ensure flags and anthems are available, as needed, for each event.

CAMP

Overview

Camp provides the opportunity for Selectors and Coaches to observe all invited applicants in the same place, at the same time, and under the same conditions.

General

When possible, Camp will occur for 1-2 days before or after the US Open. The Selectors Chair will provide applicants adequate advance notice of the scheduling of Camp so they can plan accordingly. The purpose is to evaluate selected applicants and provide opportunities for training and Team building.

Players

1. Selectors will invite not more than 16 applicants per gender to Camp based on their applications.



2. Selectors may make Camp attendance mandatory for selection. At the discretion of the Selectors, an allowance may be made for players with a valid excuse.
3. Applicants attending Camp are responsible for fees, as well as their own meals, accommodations, and travel expenses.
4. Applicants may be asked to designate which international events they wish to be considered for.
 - a. Selectors may ask players to participate in international events beyond what the player designated but **meeting that request is not a requirement for selection and/or participation on TUSA.**

FULFILLING INVITATIONS TO INTERNATIONAL EVENTS NOT SPECIFIC TO NATIONAL TEAMS (Team USA)

Overview

Bowls USA, specifically the Secretary, receives invitations for events other than World Bowls specified events. These events provide an opportunity for international bowling experience. Some invitations are for a specific number of entries. Often invitations are time sensitive.

Upon receiving an invitation for an international event, the BUSA Secretary will forward the information to the Selection Committee to be managed as follows:

Response to a Limited Invitation to International Events

1. Selectors will notify TUSA members of the event
 - a. A team comprised fully of TUSA members will function under the existing TUSA ***Code of Conduct.***
2. If TUSA response provides less than a full team *within 1 week of notification*, Selectors will eblast the invitation to all Bowls USA members.
 - a. Members may assemble a team comprised of current Bowls USA members who are US citizens.
 - b. Applications will be sent to a named Selector by the date specified.
 - c. If more than one team is applying, a Councilor will conduct a blind drawing to choose a BUSA Representative Team.

Responsibilities for a BUSA Representative Team(s) (non-Team USA)

1. Bowls USA shall supply a team hat, American flag, a name tag with player's name and the name of the event.
2. Teams shall assemble matching uniforms excluding current TUSA gear.
3. All costs of the event are at the expense of team members except where a Bowls USA check may be issued for expediency in paying an entry fee. Team members shall repay Bowls USA immediately.



4. Selectors would appreciate hearing back from players regarding their experience. However, no written report is required.

Response to an Open Invitation to International Events

1. Selectors will notify TUSA members of the event to submit at least one women's and one men's team.
2. Selectors will announce this event to all Bowls USA members so other non-Team USA players can have an opportunity to enter their own teams (independent teams).
 - a. Independent teams will pursue the invitation and all subsequent event activities on their own without input or support from Bowls USA.