

## **SELECTION POLICIES AND PROCEDURES**

### **PREFACE**

The purpose of this policy 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 policy, recognizes that specifics may be added or deleted by gender-specific vote (i.e. women or men only) by the Bowls USA National Council.

### **OVERVIEW**

1. The pervading spirit of these policies and procedures is rooted in the premise that Team USA composition begins with the individual bowler applying as a candidate for the honor of competing as a national representative.
2. Winners of divisional playdowns will receive individual notice of the Team USA application
3. Councilors will be polled for potential applicants who will receive individual notice of the Team USA application
4. The Selectors shall review the candidates' application, records, qualifications, and, when available, camp performance. They shall then select Team USA for the upcoming calendar year
5. The Selectors shall choose a Team Manager and Coach, and coordinate Training Camp(s)
6. Selectors shall meet annually at a minimum
7. Whenever possible, the Men's and Women's Selection Committees will collaborate, in an effort to present a unified message and maximize resources

### **SELECTORS**

#### **Election**

1. Openings for Selector will be advertised through Bowls USA publications
  - a. Applications will be received by a Councilor who will not be applying to either Team USA 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 National Council shall elect two (2) committees of Team USA Selectors (Selectors) from a slate comprised 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. Each gender specific Selection committee shall elect a Chairperson to 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 although this rule does not prohibit selecting more than one person from the same division
5. A Selector's term of office is three (3) years and begins with the Bowls USA Annual General Meeting during which they were elected and ends with the Bowls USA Annual General Meeting three years

later. Turnover of Selectors will occur on a staggered basis and coordinated among themselves, if they cannot commit to the maximum 3-year term.

6. 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.
7. Removal of a Selector is 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.
8. A Team USA Selector is prohibited from being a candidate for Team USA during their term and may apply to Team USA no sooner than 3 years from their initial appointment
9. Selectors are encouraged to participate as Team Manager for Team USA

### **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 Policies and Procedures for Selection
  - a. When appropriate, make recommendations to Bowls USA Council for changes to the Policies and Procedures for Selection
2. Select Team USA 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
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 Team USA'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 Training Camp to evaluate applicants
6. Attend at least two (2) of the following tournaments in a calendar year: the US Open, a major Division Open, the National Championships
7. Participate in all Selectors meetings and keep open communications among themselves on all topics related to Team USA.

## **SELECTORS CHAIRPERSON**

### **Job Description**

1. Ensure the selection of teams for international competition is in accordance with the Policies and Procedures for Selection as approved and adopted by Bowls USA Council.
  - a. Provide each Selector with a copy of the current and approved Selection Policies and Procedures, providing updates as available
2. Preside over all meetings of the Selectors
  - a. Request and record Selectors' votes on all matters of policy, rules and procedures under their jurisdiction using the following media: U.S. mail, electronic mail and/or telephone votes
  - b. Maintains Selection Committee records during their term as chair
3. Disseminate to Selectors all information pertaining to Team USA 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 applicant's documents and distribute to Selectors
  - c. Plan, organize, and delegate if needed, training camp(s)
  - d. Inform successful applicants of their status once Team selection is complete and secure a written commitment (Players and Officials Agreement) from each team member
  - e. Send unsuccessful applicants a thank you note and encourage them to keep playing and improving their skills for future consideration
5. Act as liaison between Selectors and Bowls USA Executive Committee regarding selection for Coach
6. Inform all applicants for Team Manager and/or Coach of their status once selection is complete
7. A Chairperson may be re-elected with a majority vote of the Selectors.

## **NATIONAL TEAM COACH**

This section refers to International Coaches only

### **Suitability**

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

### **Selection**

1. Made by the Selectors with input from Bowls USA regarding financial considerations
2. Selector Chairperson will act as liaison between the Coach and Bowls USA

### **Job Description**

1. Attend Training Camp, if possible
  - a. Provide Selectors with an outline of assessment criteria and planned training activities
  - b. Provide an objective assessment of the Team USA applicants and confer with Selectors on applicants' performances
  - c. Identify Team USA players' training needs and address these during Camp with the approval of the Selectors
2. Attend international event, if possible
  - a. Provide leadership and facilitate team dynamics
  - b. Develop game plans, leading to a tournament plan to achieve highest outcome possible

- c. Supply post-tournament analysis to Team Manager
3. Work closely with the Team Manager, and any disagreements are to be brought to the attention of the Selectors Chairperson as expeditiously as possible

## **TEAM MANAGER**

### **Selection**

1. Selectors are encouraged to act as Team Manager and their appointment will take precedence over other applicants
2. If needed, information about applying for Team Manager will appear in Bowls USA publications and Selectors will review all applications
3. If the search does not yield a viable candidate for Team Manager, the Selectors can repost 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 Team Managers for each event

### **Qualifications**

1. The Team Manager must be a U.S. 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 assure that all selected bowlers understand and adhere to the "Code of Conduct" as outlined in this document
  - 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 the 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 lawn 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 for play for each international event
    - iii. Be familiar with international drug testing requirements
  - h. Ability to comport themselves well, speak easily at meetings, banquets, and invited functions

### **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, gamesmanship, unbecoming conduct, and the disciplinary action taken i.e. game or tournament suspension, reprimand, etc.

### **Job Description**

1. Responsible to and reports to Team USA 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 Team USA 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
  - c. Communicate and coordinate arrangements for lodging and practice dates preceding the start of the tournament.
  - d. Coordinate the Team effort in making decisions regarding the uniform to be worn, photos, resumes, gifts for other countries, etc.
4. Manage and direct the activities of their respective Team USA members **during** international competition
  - a. Serve as liaison between Team USA with local hosts, tournament organizers and officials
  - b. Make certain that the Team members have complete and accurate schedules of all activities
  - c. Provide Team members with precise information concerning date and place of meetings in the host country and assist with travel plans as needed
  - d. Reassign player positions if necessary and assure 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 selection should be
    - i. Team USA Alternate
    - ii. Player from available pool
    - iii. Team USA Manager
  - f. Be responsible for monitoring the proper behavior of all Team members and administer discipline if necessary
  - g. Hold Team meetings for evaluation and critiquing team performance the same day as the event whenever possible
  - h. If possible, have someone at each rink the Team is playing to assist with personal needs
5. Manage **administrative duties during** with the tournament
  - a. Provide a U.S. 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 Team USA when required
6. Provide the Selectors an evaluation of Team performance based on the 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. Selection to Team USA is based on both objective and subjective criteria with the intent to field a strong and balanced team.
2. In some cases, the Selectors reserve the right to introduce overriding selection criteria which are customized to the type of event for which selection takes place, or which may be governed by associations other than Bowls USA
3. Decisions made by the Selectors and judgments rendered during deliberations shall be final, confidential, and are not subject to appeal by the applicant
  - a. The Selector Chairperson will inform each applicant in writing of the final disposition of their application
  - b. Successful applicants will be provided the Players and Officials Agreement
  - c. Unsuccessful applicants will be encouraged to keep playing and improving their skills for future consideration

### **Eligibility Requirements**

1. Be a U.S. 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 to pay most of costs associated with an international event
4. Be prepared to sign a letter of commitment (Players and Officials Agreement) to Team USA and fulfill its' participation criteria
5. Hold a U.S. Passport with an expiration date a minimum of six (6) months following the international event(s)

### **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 Chairperson
3. The Selector Chairperson 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. Players will submit their applications to the Selectors by the published deadline
2. Selectors will review applications considering the Selection Criteria listed below
3. Approximately 20 players will be invited to Training Camp for further evaluation
  - a. Participation in Camp is not a requirement to being selected
4. The Selectors will advise applicants of the disposition of their application after all review processes have been completed
5. Only after applicants have been notified will the Selector Chairperson ask the Bowls USA President to announce publicly the composition of Team USA

### **Selection Criteria**

1. Team Dynamics factors (see Form A)
2. Bowling record of participation from the previous three (3) years to assure consistency, experience and current form (see Form B)
3. Stamina for international competition
4. Desire and will to win
5. Adaptability to various positions (see Form C)
6. Adaptability to diverse greens and conditions

### **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 Players and Officials Agreement. Signing the Agreement
  - a. obligates participation unless they are excused for good cause
  - b. obligates Team Alternates to remain available until Team USA departs for the international event
  - c. Indicates knowledge and compliance with WADA regulations
3. Sign and submit a Waiver of Liability Form
4. Commit to a training program
5. Meet the Code of Conduct while assembled, traveling, training, or competing as part of the Team
6. Immediately inform the Selector Chairperson of any illness or injury that could reasonably impact the athlete's ability to perform at the scheduled event
7. Participate in team events, activities, and meetings as requested
8. Submit a report on Team USA's performance to the Team Manager following the event

### **Removal from Team USA**

1. Any bowler may be removed from Team USA 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 Players and Officials Agreement
- d. Has failed to sustain their performance and/or attitude to a satisfactory level, if this has first been discussed with the bowler, and the bowler has been given the opportunity to return to the level demonstrated at the time of selection

## **TRAINING CAMP**

### **Overview**

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

### **General**

1. When possible, Training Camp will occur for 1-2 days following the US Open
2. The purpose is to evaluate selected applicants and provide opportunities for training and team building

### **Players**

1. Selectors will invite approximately 20 applicants to Training Camp based on their applications
2. Attendance at Training Camp is not a requirement to being selected
3. Applicants attending Camp are responsible for fees, as well as their own meals, accommodations and travel expenses
4. Applicants will be asked to designate which International events they wish for consideration near the conclusion of Training Camp or by email if the player was invited to Camp but did not attend
5. Criteria assessed at the Camp will include but not be limited to:  
player performance, team dynamics, and technical skills (see Forms A, B, and C)



## Form A

### Team Dynamics

(form modified from Bowls Canada Boulingrin 2017-2018 National High-Performance Program Selection Criteria)

	Score
Athlete interacts respectfully with Coach, Manager, Officials	
Athlete contributes to a productive team environment (positive, team player, winning attitude)	
Athlete places the best interest of the team ahead of their own	
Athlete interacts equitably with other teammates	
Athlete shows confidence in self and team through positive verbal language, body language, appropriate risk taking	
Athlete demonstrates a positive attitude and good sportsmanlike behavior on and off the green during competition	
Athlete demonstrates leadership skills taking responsibility for their own actions and their own play	
Athlete contributes to team decision-making in a constructive manner	
Athlete shows willingness to play different positions as required	
Athlete behaves in a manner that encourages self and team to play to their best ability	
<b>Total</b>	

Each item will be scored on a scale of -5 to +5

**Rating Scale:** -5 = poor; 0 = Neutral; 5 = Excellent

**Form B**  
**Player Performance**

	2017		2016		2015	
	Division & Position	Flight & Place	Division & Position	Flight & Place	Division & Position	Flight & Place
US Open Singles						
Pairs						
Four						
Division Open - name division Singles						
Pairs						
Fours						
Division Open - name division Singles						
Pairs						
Fours						
Division Playdowns Singles						
Pairs						
National Championships Singles						
Pairs						
Artificial surface event(s)						

**Variety of tournaments** - indicator of willingness to travel and adaptability to varied greens and conditions

**Variety of disciplines** - indicator of stamina and ability to play various positions

## Form C

### Technical Assessment

(form modified from Bowls Canada Boulingrin 2017-2018 National High-Performance Program Selection Criteria)

	Lead	2 <sup>nd</sup>	Vice	Skip	Single	Score
Decision Making						
Managing Distractions						
Ability to read green						
Ability to focus/refocus						
Tactical Approach						

Each item will be scored on a scale of -5 to +5

**Rating Scale:** -5 = poor; 0 = Neutral; 5 = Excellent

#### Definitions for Technical Assessment

**Decision Making:** relative to position of player, refers to ability to make appropriate decision as a Skip/Singles player and/or execute Skip's decision as lead, second and/or vice

**Managing Distractions:** player's ability to manage conditions beyond their control such as weather, opponent's play, green conditions, publicity, etc.

**Ability to read Green:** ability to read the conditions of the green pace, line, irregularities, etc.

**Ability to Focus/Refocus:** player's ability to focus on the play and remain focused; ability to resume focus after a mistake, change in conditions or very good shot by opponent

**Tactical Approach:** player's ability to select shots that will build a winning head