



## **PERSONAL COACH POLICY**

### **UPDATED – DECEMBER 2024**

The Personal Coach Policy outlines standards for how a Personal Coach can gain access to the field of play at USA Archery outdoor events or be requested by an athlete who is selected by USA Archery for an international team.

#### **Outdoor National Events – Personal Coaches**

A Personal Coach credential will be available for pre-purchase prior to Outdoor USA Archery National Events, Outdoor USAT Events, and Outdoor U.S. Team Trials Events. All athletes will be limited to one Personal Coach of their choice per event. Personal Coaches will be required to register for a Personal Coach credential, pay the applicable registration fee, and will be provided a wrist band which they must always wear during the event to maintain access to the field of play.

#### **National Events – Eligibility Guidelines**

Personal Coaches will be required to:

- Be a current USA Archery Level 3 Coach or higher.
- Be a current USA Archery member.
- Have a current approved USA Archery background screen with no disqualifying criteria through the duration of the event. From the time a Personal Coach registers for their background screen, through the conclusion of their association with USA Archery, they have the affirmative duty to disclose their criminal history to USA Archery. Failing to disclose or intentionally misrepresenting an arrest, plea, or conviction is grounds for disciplinary action, regardless of when the offense is discovered or occurred.
- Have a current U.S. Center for SafeSport training through the duration of the event.
- Must not be listed on USA Archery's organizational exclusion lists.
- Agree and adhere to the Personal Coach Field of Play Access Terms and Conditions.
- Pay the Personal Coach registration fee (pre-purchase only).
  - \* The USA Archery National Head Coach, Assistant Coach, and Paralympic Head Coach will not be required to purchase Personal Coach credentials to access the field of play unless coaching in a non-USA Archery assigned role.
- Understand and adhere to USA Archery and World Archery rules.

## **Exceptions**

**Competing Athletes** - Athletes registered for and participating in a national event may also pre-register for a Personal Coach Credential and must meet the following requirements:

- Be a current USA Archery member.
- Have a current approved USA Archery background screen with no disqualifying criteria through the duration of the event. From the time a Personal Coach registers for their background screen, through the conclusion of their association with USA Archery, they have the affirmative duty to disclose their criminal history to USA Archery. Failing to disclose or intentionally misrepresenting an arrest, plea, or conviction is grounds for disciplinary action, regardless of when the offense is discovered or occurred.
- Have a current U.S. Center for SafeSport training through the duration of the event.
- Must not be listed on USA Archery's organizational exclusion lists.
- Agree and adhere to the Personal Coach Field of Play Access Terms and Conditions.
- Pre-register as a Personal Coach (pre-registration only).
  - \* Athletes age 18+ may pre-register as a personal coach for free. However, athletes may only utilize the Personal Coach credential once they have been eliminated from competition beginning with the ¼ Elimination Round.
- Understand and adhere to USA Archery and World Archery rules.

**Non-Resident Personal Coaches** – Personal coaches who are not residents of the U.S. must meet the following requirements to be eligible to purchase Non-Resident - Personal Coach Credential for a national event:

- Submit a current World Archery Level 3 Coach certificate or a letter from the National Archery Federation stating the Personal Coach is qualified to access the field of play and act as a personal coach at the time of registration.
- Have a current approved USA Archery International Background Screen with no disqualifying criteria through the duration of the event. From the time a Personal Coach registers for their international background screen, through the conclusion of the event, they have the affirmative duty to disclose their criminal history to USA Archery. Failing to disclose or intentionally misrepresenting an arrest, plea, or conviction is grounds for disciplinary action, regardless of when the offense is discovered or occurred.
- Have a current U.S. Center for SafeSport training through the duration of the event.
- Must not be listed on USA Archery's organizational exclusion lists.
- Agree to adhere to the Personal Coach Policy Field of Play Access Terms and Conditions.
- Pre-Register and pay for a Non-Resident Personal Coach (pre-registration only).
- Understand and adhere to the USA Archery and World Archery Rules.

**Collegiate Stand-Alone National Events:** For "collegiate stand-alone national events" Personal Coaches must meet the following requirements:

- Be a current USA Archery Level 2 Instructor or higher
- Have a current approved USA Archery background screen with no disqualifying criteria through the duration of the event. From the time a Personal Coach registers for their background check, through the conclusion of their association with USA Archery, they have the affirmative duty to disclose their criminal history to USA Archery. Failing to disclose or intentionally misrepresenting an arrest, plea, or conviction is grounds for disciplinary action, regardless of when the offense is discovered or occurred.

- Have a current U.S. Center for SafeSport training through the duration of the event.
- Must not be listed on USA Archery's organizational exclusion lists.
- Agree and adhere to the Personal Coach Field of Play Access Terms and Conditions.
- Pre-register as a Personal Coach (pre-registration only).
- Understand and adhere to USA Archery and World Archery rules.

### **National Events - Personal Coach Terms and Conditions**

- Personal Coaches must have a credential to access the field of play. The field of play is the part of the field that is officially marked as the place where only archers and accredited personnel are allowed. Spectators are not allowed on the field of play.
- Personal coaches must always wear a wrist band to gain access to the field of play.
- Personal coaches are allowed up to the shooting line during official practice (not including official practice ends prior to competition scoring ends starting). At all other times, personal coaches must always stay behind the waiting line. Exceptions will be made for personal coaches assisting a Para athlete who remains on the line between ends.
- Personal coaches are only allowed to sit in the back row of athlete field of play seating. All other seats are reserved for athletes. Under no circumstances should a coach sit in a seat an athlete has been using or needs. The coach area may or may not have shade depending on the event and tenting space available.
- Personal coaches must always provide archers priority access to seating, water, equipment areas, and the shooting line.
- When coaching on the field of play, personal coaches may only use binoculars or a monopod. Tripods are prohibited.
- Personal coaches may only coach their athlete unless approached by a different athlete for help.
- Personal coaches must adhere to all current USA Archery policies, procedures and rules to include the Dress Code policy and the USA Archery Minor Athlete Abuse and Prevention Policy (MAAPP).
- Personal coaches must be courteous to staff, judges, coaches, spectators and athletes and avoid blocking the views of the spectators when not actively coaching.
- Please note, Personal Coaches who also wish to serve in the capacity of an Agent must register for an Agent Credential with the event organizer and adhere to the Adaptive Equipment, Agent and Service Animal Policy.

### **National Events - Revocation of Personal Coach Credential**

- Access is a privilege. Coaches will lose their coach credential and be ejected from the field of play by USA Archery or event staff for:
  - Removing, sharing, and/or swapping wrist bands
  - Unsportsmanlike conduct
  - Disruptive behavior
  - U.S. Center for SafeSport violations
  - Failure to follow established Personal Coach terms and conditions.
  - Repeatedly denying athlete's seats by sitting in chairs designated for athletes.
  - Careless behavior resulting in equipment damage.
  - Failure to comply with USA Archery policies, procedures or rules to include USA Archery Dress Code violations.
- Any coach ejected from the field of play, will be banned from purchasing a Coach Credential for the remainder of the calendar year.

### **International Events - Personal Coaches**

A Personal Coach may include an athlete's personal coach, para shooting assistant, para personal care assistant, family member or friend (i.e. guest) hereafter, Personal Coach. All athletes will be limited to one Personal Coach request per event and a non-refundable application fee of \$200 will be required for each request. If all athlete personal coach requests are fulfilled and credentials remain available, an athlete may request a second personal coach. To begin, the athlete will be required to submit the Personal Coach Request Form to [international\\_events@usarchery.org](mailto:international_events@usarchery.org). **This form must be fully completed and returned to USA Archery by the athlete attending the event no later than the accept/decline invitation deadline provided to the athlete by USA Archery.**

### **International Events – Eligibility Guidelines**

All Personal Coaches will be required to:

- Be 18+ years of age
- Pay all fees associated with the event, which includes but is not limited to the non-refundable personal coach application fee of \$200, accreditation, hotel accommodations, meals, ground transportation and non-refundable travel insurance prior to the event. Please note, spectator ticketing is not provided by USA Archery. The Personal Coach will also be required to book and pay for their own airfare.
- Be a current USA Archery member through the duration of the event.
- Have a current approved USA Archery background screen with no disqualifying criteria through the duration of the event. From the time a Personal Coach registers for their background check, through the conclusion of their association with USA Archery, they have the affirmative duty to disclose their criminal history to USA Archery. Failing to disclose or intentionally misrepresenting an arrest, plea, or conviction is grounds for disciplinary action, regardless of when the offense is discovered or occurred. Additionally, an individual will be ineligible to be a Personal Coach if they have:
  - a) Served a period of ineligibility for an Anti-Doping Rule Violation (ADRV) as determined by the World Anti-Doping Code; or
  - b) Served a period of ineligibility for a SafeSport Code violation as defined by the U.S. Center for SafeSport or are listed on the organizational exclusion list;
- Have a current U.S. Center for SafeSport course training through the duration of the event.
- Have a valid Passport (current until 6 months from the end date of the event). If Passport is not issued by the U.S., the Personal Coach will be responsible for obtaining a relevant visa, when required.
- Sign, return and adhere to the following USA Archery forms and policies: Personal Coach Policy, Participant Waiver and Release Form and the Honor Code.
- Adhere to the USA Archery Minor Athlete Abuse and Prevention Policy (MAAPP).
- Conform to all USA Archery and World Archery uniform requirements, including purchasing non-refundable team uniforms at personal expense.
- Understand and adhere to World Archery rules.
- Adhere to the International Event Personal Coach Terms and Conditions
- Attend pre-event team meeting, if applicable.

### **Accreditation and Payment**

USA Archery will issue international event accreditations to Personal Coaches up to the maximum number of accreditations allowed and available to USA Archery. Requests for personal coaches will be accommodated on a first come first serve basis until the number of available accreditations has been exhausted.

## **Delegation Event Exceptions:**

OLYMPIC GAMES: Personal Coach requests for access to the Olympic Games High Performance Training Center will be prioritized and offered to athletes by order of their individual U.S. Olympic Trials final ranking placement. If an odd number of credentials are available, gender parity will be prioritized followed by the athlete with the highest total cumulative points in the U.S. Olympic Trials regardless of gender.

PARALYMPIC GAMES: Personal Coach requests for access to the Paralympic Games High Performance Training Center will be prioritized and offered to athletes who have a Shooting Assistant designated on their Para Classification Card, followed by W1 athletes who require a Personal Care Assistant.

All Personal Coaches will be required to follow the guidelines set forth in this policy. If accreditations are available and the Personal Coach meets eligibility requirements, the Personal Coach will be contacted by USA Archery and asked to accept or decline the request within five business days. USA Archery will provide the personal coach with a non-refundable invoice for all applicable event costs (excluding airfare). This invoice must be paid in full prior to the event or your event registration will be canceled and by default your associated event accreditation, hotel reservation, ground transportation and meal plan. Personal Coaches will be fully responsible for any cancellation fees USA Archery accrues.

## **International Event Personal Coach Terms and Conditions**

1. Athlete travel and training schedules will be set by the USA Archery Coaching Staff and/or Team Leader for the duration of the event. This includes but is not limited to travel itineraries, ground transportation, hotel accommodations, mealtimes and locations, team meeting times and locations, sport performance services, training schedules and team activities. All athletes and personal coaches will be required to abide by the schedules and rules set forth by USA Archery at all times.
2. The selected USA Archery team coaching staff will serve as the primary coaching staff. Athletes can request a Personal Coach by voicing their request to the Head Coach, Assistant Head Coach and/or Team Leader. The Head Coach, Assistant Head Coach and/or Team Leader will appoint a Personal Coach and communicate this decision to the athlete and the Personal Coach. In all instances, the Personal Coach selected must be accredited. USA Archery may at its discretion, upgrade an athlete's credential to a coach credential onsite at the request of an athlete if credentials are available.
3. At the event the Personal Coach will serve only to assist the individual athlete who requested them and will not engage in unsolicited coaching, coaching negotiations with other athletes, or otherwise disrupt the USA Archery training schedule, event or other athletes in any way. **If the behavior of the Personal Coach creates any issues for one or more athletes or USA Archery selected International Team Staff, the Head Coach, Assistant Head Coach and/or Team Leader will counsel the Personal Coach. The Head Coach, Assistant Head Coach and/or Team Leader may deny the Personal Coach access to the field of play or remove their credentials at any time for behavior perceived to be detrimental to team performance and/or violations of World Archery or USA Archery policies, procedures or rules. USA Archery will not be responsible for any costs the personal coach may accrue due to loss of a credential to include but not limited to event access, ground transportation and/or meals.**
4. All Personal Coaches who have accreditation will generally be allowed on the field of play for unofficial practice. Personal Coaches will only be allowed on the field of play for official practice, qualification, elimination rounds, mixed and/or team rounds, or medal matches if

the Personal Coach is accredited, requested by the athlete and approved by the Head Coach, Assistant Head Coach and/or Team Leader. If there are not enough open positions on the field of play at any given time for all accredited Personal Coaches, the Head Coach, Assistant Head Coach and/or Team Leader will decide which accredited Personal Coaches will be allowed on the field of play. The Head Coach, Assistant Head Coach and/or Team Leader will attempt to find equal time for all Personal Coaches to work with their athlete based on the competition schedule. In situations where there are fewer open positions than accredited Personal Coaches, the Head Coach, Assistant Head Coach and/or Team Leader will select the accredited Personal Coach(s) who may access the field of play until the maximum number of allowed staff members is reached.

### **ACCESS WHEN THERE IS ONLY A TEAM LEADER PROVIDED**

All policies listed above are still in effect. All approvals will come from the Team Leader instead of the Head Coach.

### **CANCELLATION POLICY**

Please see the USA Archery [International Event Participation Guidelines](#) for more information.

### **APPLICATION PROCESS**

#### **USA Archery Sponsored Events:**

You will be provided an online survey link to complete the Personal Coach Application Form following the athlete's accept/decline process and per the athlete's direction.

#### **Non-USA Archery Sponsored Events:**

Please review the [International Event Participation Guidelines](#) for information and complete the online International Event Participation Form.

**INTERNATIONAL EVENTS - PERSONAL COACH REQUEST FORM**

**Please fill out the following information regarding the event for which you are requesting the Personal Coach (submit one form for each coach requested):**

Athlete Name: \_\_\_\_\_

Are you a Minor (Under 18 Years of Age):

Yes

No

**Please select the role your personal coach will play at the event (select one only):**

Personal Coach

Para Shooting Assistant

Personal Care Assistant

Family/Friend (Guest) – No Access to the Field of Play Permitted

**Please provide the event information for which you are requesting a personal coach:**

Event Name: \_\_\_\_\_

Event Location: \_\_\_\_\_

Please provide the date(s) your personal coach will attend: \_\_\_\_\_

**Please provide the following information for the personal coach you are requesting:**

First and Last Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

USA Archery Member Number: \_\_\_\_\_

USA Archery Membership Expiration Date: \_\_\_\_\_

USA Archery Background Screening Expiration Date: \_\_\_\_\_

U.S. Center for SafeSport Training Expiration Date: \_\_\_\_\_

Passport Number: \_\_\_\_\_ Passport Expiration Date: \_\_\_\_\_ Country of Issuance: \_\_\_\_\_

**Please indicate the type of access you are requesting for your personal coach on the field of play (select all that apply):**

No Access to the field of play will be required – Family/Friend (i.e. Guest)

Unofficial Practice

Official Practice

Qualification Rounds

Elimination Rounds

Team Rounds

Mixed Rounds

Medal Matches

Arrow Retrieval – Para

**Terms and Conditions**

By signing below, I hereby agree that I have read and understand the Personal Coach Policy and agree to adhere to the terms and conditions set forth within the policy.

Print Name of Athlete: \_\_\_\_\_

Signature of Athlete: \_\_\_\_\_

Date: \_\_\_\_\_

**Parental Consent (If Athlete is Under Age 18)**

Print Name of Parent or Legal Guardian: \_\_\_\_\_

Signature of Parent or Legal Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

**This form must be fully completed and returned to USA Archery at international\_teams@usarchery.org by the athlete attending the event no later than the accept/decline invitation deadline provided to the athlete by USA Archery. NO EXCEPTIONS.**