

**USA Swimming**  
**GAMES STAFF SELECTION PROCEDURES**  
**2019 Pan American Games**  
**Pool**  
~~July 17, 2017~~  
**Amended: January 19, 2018**

These procedures provide for selection of USA Swimming’s **Games Staff** [Team Leader and Technical Personnel] for the 2019 Pan American Games. However, accreditation allocation is not guaranteed and will be based on final USOC credential allocation and overall team size. Responsibility of payment for allocated accreditations will be determined by the USOC and the USA Swimming.

1. Describe the specific Games Staff position(s) that USA Swimming is requesting.

<b>USOC Role Name - (Games Function)</b>	<b>Responsibility</b>
Team Leader	Serve as primary point of contact and liaison between the USOC and USA Swimming before, during and after the Games.
Technical Personnel	Provide pre and post race analysis to athletes and coaches.

2. What are USA Swimming’s criteria for the above Games Staff position(s)

USA Swimming’s Games Staff must:

- 2.1. Successfully pass the National Center for Safety Initiatives’ (NCSI) background screen in accordance with the current USOC Games Background Check Policy prior to nomination.
  - 2.1.1. Should a nominee experience any event between the time the background check is conducted and the relevant Games that may change his/her background check status, the nominee must inform USA Swimming and/or USOC.
- 2.2. Possess a valid passport that does not expire until at least six months after the conclusion of the Games.
- 2.3. Have the ability to work effectively with the USOC.
- 2.4. Have strong administrative, communication and organizational capabilities/skills.
- 2.5. Be responsible for Team’s adherence to all rules regarding discipline at the Games.
- 2.6. Fulfill all duties and requirements of the USOC including attendance at USOC Games related meetings (*if applicable*).
- 2.7. Be available for entire duration of the Games (*if applicable*).

- 2.8. Have USA Swimming's approval to make financial decisions regarding the Team *(if applicable)*.
- 2.9. Possess high level, specific technical and tactical knowledge of the sport *(if applicable)*.
- 2.10. Have thorough knowledge and understanding of the IF rules and regulations governing the sport *(if applicable)*.
- 2.11. Demonstrate ability to establish harmonious relationships with athletes and other Team personnel.
- 2.12. Be in good health and able to withstand the physical rigors of traveling with and working with the Team.
- 2.13. Be a currently employed staff member or contractor of USA Swimming and consent to all applicable background checks and athlete protection training.
- 2.14. Be listed on USA Swimming's Long List and must successfully complete all Games Registration requirements by stated deadlines.
- 2.15. Participate in USADA training as required for position *(if applicable)*.
- 2.16. Successfully complete the USOC's Safe Sport awareness training and education program.
- 2.17. Have previous experience in an international competition setting.

In addition, Technical Personnel Must:

- 2.18. Possess appropriate experience relative to the position/area of expertise for which they may be nominated.

3. Describe the intended method of identifying the pool and selecting the candidates to be considered for the Games Staff position(s):

USA Swimming will not solicit applications for the Games Staff position(s). The Games Staff position(s) will be filled by current USA Swimming employees and/or contractors.

In addition, the Technical Personnel will be selected based on the candidate(s) who meet the criteria outlined in Section 2 and who will best meet the needs of the Team.

4. Describe the removal of Games Staff:

An individual who is to be nominated to the above-listed Games Staff position(s) by USA Swimming may be removed as a nominee for any of the following reasons, as determined by the USA Swimming.

- 4.1. Voluntary withdrawal. Games Staff nominee must submit a written letter to USA Swimming CEO/President/ ~~National Team Director~~ **National Team Managing Director**.
- 4.2. Injury or illness as certified by a physician (or medical staff) approved by USA Swimming. If the individual refuses verification of his/her illness or injury by a

physician (or medical staff) approved by the USA Swimming, his/her injury will be assumed to be disabling and he/she may be removed.

- 4.3. Inability to perform the duties required.
- 4.4. Violation of USA Swimming's Honor Code (Attachment A).

Once the Games Staff nomination(s) is accepted by the USOC, the USOC has jurisdiction over the Games Staff, at which time, in addition to any applicable USA Swimming Code of Conduct/Honor Code, the USOC's Games Forms apply. The USOC's Games forms are available as part of Games Registration prior to the respective Games.

5. Describe the replacement of Games Staff:

In the event that the Nominated Games Staff member is unable to perform the duties of the position(s) for injury, illness, Code of Conduct violation or any other unforeseen circumstances that would result in the need to replace him/her, the replacement candidate must meet all of the applicable criteria listed in #2 above.

6. Which group/committee will make the final approval of the Games Staff position(s)?

USA Swimming's ~~National Team Director~~ **National Team Managing Director, COO** and CEO will make the final approval.

7. Conflict of Interest:

An individual involved in the selection process who has a conflict of interest must disclose this information, and recuse him or herself and not influence others regarding the discussions, meetings or decisions involving the selection of the Games Staff position(s). If there is an issue concerning whether a conflict of interest exists, USA Swimming's Board or Ethics Committee, as appropriate, shall determine if a conflict exists.

8. Date of Nomination:

The Games Staff Nomination Form with the Staff nominee's name, including the name of a replacement (if applicable), will be submitted to the USOC on or before:

May 6, 2019

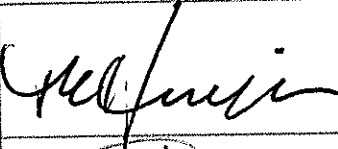

9. Publicity/Distribution of Procedures:

The USOC approved selection procedures (complete and unaltered) will be posted/published by USA Swimming in the following locations:

- 9.1. Web site: [www.usaswimming.org](http://www.usaswimming.org)

These procedures will be posted as soon as possible, but not more than five days following notice of approval by the USOC.

9.2. Other (if any): N/A

Position	Print Name	Signature	Date
USA Swimming President or CEO/Executive Director	Tim Hinchee III		1/23/18
USOC Athletes' Advisory Council Representative*	Natalie C. Hall		Jan 22 2018

\* If the USOC AAC Representative has delegated authority to the Alternate AAC Representative to sign the Selection Procedures, attach a letter from the AAC Representative indicating the reason he/she has delegated authority.

\* Signature by the Athlete Representative constitutes that he/she has read and understands the Selection Procedures. If the Athlete Representative reads and does not agree with the Selection Procedures being submitted by the USA Swimming, he/she may submit those reasons in writing to his/her Sport Performance Team.

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

## Attachment A

### USA Swimming National Team Honor code

*Representing USA Swimming and Team USA is a very special and powerful honor which brings with it high expectations and responsibilities. Your representation is a reflection on you, your family, coach, team, community, and country. Please do not take this responsibility lightly but rather embrace the role you have been given because of your athletic abilities. The purpose of the Honor Code is to honor the USA Swimming National Team culture. It is important for all team members to understand that their actions in an international setting reflect on their teammates, the sport of swimming, and the United States. The culture of the USA Swimming National Team sets us apart from every other swimming nation in the world and is an important factor in our success.*

As a member of the \_\_\_\_\_ (the "Event") Dates \_\_\_\_\_ for which I am selected by USA Swimming to attend, I understand and will comply with the following guidelines as set forth by USA Swimming and the National Team Athletes Committee at all times during the Event. I understand in failing to comply with these rules I may face disciplinary actions as described below. Signature of this document constitutes unconditional agreement to comply with Honor Code and, as a member of USA Swimming, the Code of Conduct of USA Swimming (Article 304 in the USA Swimming Rulebook). At each competition expectations will be set regarding the Honor Code at a designated team meeting prior to the start of competition. Disciplinary actions will be evaluated by the two head coaches, elected team captains, the ~~National Team Director~~, **National Team Managing Director** or their designee. The final disciplinary action will be decided by the ~~National Team Director~~, **National Team Managing Director**. Any appeal following any disciplinary action shall be in accordance with Part Four of the USA Swimming Rulebook.

#### Personal Conduct Rules:

- Prohibited actions by staff and athletes throughout the duration of the trip may result in immediate dismissal from the team, loss of prize money, bonus money and/or monthly stipend. Personal conduct violations put the status of athletes and/or staff in jeopardy for future national team or international trips.
  - Illegal U.S. or host country activity
  - There will be no males in female rooms, and no females in male rooms
  - The possession or use of alcohol, tobacco products or non-prescribed controlled substances
  - Abuse and or distribution of any personal prescribed medication
  - Betting or gambling on swimming or influencing the outcomes and results of an event or competition
- Team members will refrain from any behavior that would detract from a positive image of USA Swimming or be detrimental to its performance objectives.

#### Team Rules:

- Team members, athletes, coaches and staff, are expected to follow the team rules below and any additional rules set during the competition. Failure to comply with these rules may result in loss of prize money, bonus money, and/ or loss of monthly stipend or community service requirements
  - Team members will display proper respect and sportsmanship toward teammates, coaches, officials, administrators, fellow competitors, the host nation and the public.
  - Team members should display proper respect for the American Flag and the flag of other nations.
  - USA Swimming issued apparel must be worn at all times on deck and awards stand, in the stands or during official team functions unless otherwise specified.
  - Shoes must be worn on the awards stand
  - Hats or any head gear may not be worn on the awards stand
  - All swimmers are required to attend each finals session through the last awards ceremony, unless excused by the Head Coach or ~~National Team Director~~, **National Team Managing Director** or their designee
  - When not preparing for their own events, swimmers are expected to remain in the team area to support their teammates.
  - After a swimmer has swum his/her last event, attendance at all remaining sessions (including preliminaries) and team meetings are required
  - Team members are required to adhere to team curfew

Any additional guidelines for the participants in the Event will be established as needed by the ~~National Team Director~~, **National Team Managing Director** or other person designated by USA Swimming in writing prior to the Event. Athletes will have the option to remove themselves from the Honor Code at the end of the Event at a date and time determined by the ~~National Team Director~~, **National Team Managing Director** or other person designated by USA Swimming, however, team members will still be subject to the USA Swimming Code of Conduct and are still

expected to represent USA Swimming in a manner that is not detrimental to the reputation of USA Swimming, or the sport of swimming.