

**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 **Games Staff** [Coaches, Medical Personnel and Administrative 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 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>
Head Coaches	Prepare athletes for success on the field of play. Lead the assistant coaches. Make final relay determinations.
Assistant Coaches	Prepare athletes for success on the field of play.
Medical Personnel (ATC, Physio, Physician, Massage)	Provide appropriate medical care to the athletes. Assist with athlete recovery and preparation.
Administrative Personnel (Team Managers)	Assist all Games Staff and Athlete members in preparing the Team before and during the Games. Assist the Team Leader during the Games.

2. What are USA Swimming's criteria for the above Games Staff position(s) (attach a job description, if any)?

USA Swimming's Games Staff must:

- .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 the 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 *(if applicable)*.
- 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 listed on USA Swimming's Long List and must have successfully completed all Games Registration requirements by stated deadline.
- 2.14 Participate in USADA training as required for position *(if applicable)*.
- 2.15 Successfully complete the USOC's Safe Sport awareness training and education program.
- 2.16 Be a current member of USA Swimming.
- 2.17 Be at least 25 years old.
- 2.18 Pass the required USA Swimming and USOC background checks and hold CPR, first aid, coaching, and other certifications as required by the specific staff role.
- 2.19 Not be a USA Swimming official.
- 2.20 Agree to and sign the guidelines established by the ~~National Team Director~~ **National Team Managing Director** for all staff and all team members.
- 2.21 Respond to administrative requests from USA Swimming in a timely manner and report any changes to information on file.

In addition, Medical Personnel must:

- 2.22 Possess the appropriate certifications.
- 2.23 Pass a medical credential review in addition to the approved USOC Games Background Check, which will be a combined check managed through USOC Sport Medicine (separately arranged background checks will not be considered).
- 2.24 Meet the required experience and proficiency levels as determined by USOC Sports Medicine and outlined in Attachment A and the documents found at <http://www.teamusa.org/About-the-USOC/Athlete-Development/Sports-Medicine/Volunteer-Program.aspx>.
- 2.25 Be approved for nomination through the USOC's Sports Medicine Division.
- 2.26 Be a member of USA Swimming's National Team Medical Pool.

- 2.27 Have worked at the 2018-2019 Pro Swim Series or Winter/Summer Nationals for USA Swimming.
- 2.28 Have done a USOC Sports Medicine Olympic Training Center rotation.
- 2.29 Submit initial and annual application/information verification.
- 2.30 Have previous international competition experience for USA Swimming.
- 2.31 Be familiar with the International Olympic Committee medical code.
- 2.32 Complete the USOC's EMR training prior to assignment.
- 2.33 Hold malpractice insurance with a 1 million/3 million minimum policy (applicable to physicians).
- 2.34 Hold CCSP or DACBSP in good standing (applicable to chiropractors).

In addition, Head and Assistant Coaches must:

- 2.35 Possess a high level of specific technical and tactical knowledge of the sport.
- 2.36 Be a U.S. citizen.
- 2.37 Be a coach member of USA Swimming.
- 2.38 Be actively coaching at the National level.
- 2.39 Have been a coach on a 2016, 2017 or 2018 USA Swimming International/National Team trip, or be a primary coach or coach or record of an athlete member of the 2019 Pan American Games Team, 2019 World University Team or the 2019 World Championship Team (applicable to Head Coaches).
- 2.40 Be the primary coach of an athlete member of the 2018 Pan Pacific Championship Team, 2019 World Championship Team, 2017 or 2019 World University Games Team or the 2016 Olympic Games (applicable to Assistant Coaches).

In addition, Team Managers must:

- 2.41 Possess appropriate experience and/or certifications relative to the position/area of expertise for which they may be nominated.

3. Describe the process that candidates shall follow to express interest in being considered for a Games Staff position, in each category below:

Head and Assistant Coaches:

USA Swimming's ~~National Team Director~~ **National Team Managing Director** will contact coaches who are eligible and meet the criteria outlined in Section 2 by November 30, 2018 to gauge their interest in the coaching positions on the 2019 Pan American Games team staff. Coaches who are interested will be added to the 2019 Pan American Games coaching pool.

Medical Personnel:

Medical personnel who are eligible and meet the criteria outlined in Section 2 will be sent an interest application by September 15, 2018. Interested candidates should return their interest application by October 15, 2018 to be considered. Medical personnel who are interested and return their interest application by the deadline will be added to the 2019 Pan American Games medical personnel pool.

Team Managers:

Team managers who are eligible and meet the criteria outlined in Section 2 will be sent an interest application on September 1, 2018. The team manager interest application will also be posted on [www.usaswimming.org](http://www.usaswimming.org). Interested candidates should return their interest application by November 10, 2018 to be considered. Team managers who are interested and return their interest application by the deadline will be added to the 2019 Pan American Games team manager pool.

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

Head Coaches:

Candidates will be considered from the coaching pool provided they meet the requirements listed above in Section 2. Head Coach candidates will be reviewed and nominated by USA Swimming's Head Coach Selection Committee.

Assistant Coaches:

Candidates will be considered from the coaching pool provided they meet the requirements listed above in Section 2. Assistant coach candidates will be reviewed and nominated by the Head Coach, the ~~National Team Director~~ **National Team Managing Director** and a National Team Athlete Committee representative.

Medical Personnel:

Candidates will be considered from the medical personnel application pool provided they meet the requirements listed above in Section 2. Medical personnel candidates will be reviewed and nominated by USA Swimming's Sport Science and Medicine Committee.

Team Managers:

Candidates will be considered from the team manager application pool provided they meet the requirements listed above in Section 2. Team manager candidates will be reviewed and nominated by two USA Swimming's National Team Operations Staff and USA Swimming's National Team Athlete Committee representative.

5. 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 USA Swimming.

- 5.1 Voluntary withdrawal. Games Staff nominee must submit a written letter to USA Swimming's CEO/President/ ~~National Team Director~~ **National Team Managing Director**
- 5.2 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 USA Swimming, his/her injury will be assumed to be disabling and he/she may be removed.
- 5.3 Inability to perform the duties required.
- 5.4 Violation of USA Swimming's National Team Honor Code (Attachment B).

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.

6. 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 and be selected through the same process as outlined in Sections 3 and 4.

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

The various groups/committees outlined in Section 4 will make the Games Staff nominations to USA Swimming's CEO **and COO**.

Head Coaches:

Head Coach Selection Committee

- Steering Committee Chair
- Technical Vice President
- Athlete Advisory Council Representative
- National Team Coach

Assistant Coaches:

- Pan American Games Nominated Head Coach
- National Team Coach
- National Team Athlete Committee Representative

Medical Personnel:

Sport Science and Medicine Committee

- 8 Sport Science and Medicine Committee Members (volunteers)
- 2 Athlete Representatives
- 4 Non-Voting Members

Team Managers:

- National Team International Games Prep Manager
- National Team Managing Director
- National Team Athlete Committee Representative

Final approval of the Games Staff positions will be made by USA Swimming's CEO and COO.

8. 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.

9. 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


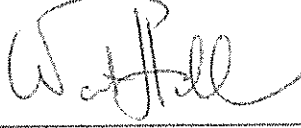
10. Publicity/Distribution of Procedures:

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

- 10.1 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.

10.2 Other (if any): N/A

Position	Print Name	Signature	Date
USA Swimming President or CEO/Executive Director	Tim Hinckley III		1-25-18
USOC Athletes' Advisory Council Representative*	W. 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 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

### USOC Sports Medical Games Requirements

#### PURPOSE

The USOC has developed medical requirements to ensure the safety of athletes during Games (Olympic, Paralympic, Pan American and Para Pan American, etc.). This policy addresses equipment requests and minimum standards for all NGBs/HPMOs/PSOs (NGBs from here forward) and medical providers attending games.

#### POLICY

##### 1. Requests

**NGBs must identify medical support requests to the USOC Sports Medicine department.** These requests must specify any supplies, equipment, and other medical support provided at the Games. Anti-doping concerns or comments should also be identified. Collected information will be reviewed by the USOC Managing Director of sports medicine who will then identify and communicate the level of support to be provided by USOC Sports Medicine. Any changes to the requested sports medicine support should be immediately forwarded to USOC Sports Medicine. In cases where medical services or materials are not identified, the USOC cannot guarantee support for additional or late requests because of time, budget and other factors.

##### 2. NGB Health Care Providers

NGBs must nominate and allocate Games credentials to NGB identified health care provider(s) to support the NGB sports medicine needs during the games. Any potential NGB medical provider who *could* be nominated to provide services must be identified by the NGB no later than the due date for the respective Games Long List. Additionally, all NGB medical providers must meet the criteria as identified in the NGB's approved Additional Officials Selection Procedures, along with the additional criteria outlined below.

The medical staffing list will include anyone who will potentially be credentialed by the NGB and/or use a day pass to provide services at an Olympic/Paralympic Village or a High Performance Training Center. Health care providers must meet minimum qualification standards which are identified below by their specialty without exception. NGBs must ensure their identified medical staff can meet these standards prior to advancing their nomination for a Games credential or day pass access. If the provider is not licensed in the United States, they may be ineligible to be credentialed. In order to meet expected standards of care and mitigate risk management issues, selected provider(s) **must** meet the below minimum qualifications in addition to the Selection Procedures criteria to provide medical services at games. These qualifications include:



- 1) Meet all criteria identified in the USOC Volunteer Program Application for specific specialty (Attachments located at [www.teamusa.org/medicalvolunteer](http://www.teamusa.org/medicalvolunteer)). On occasion, specific supporting documentation will be requested at the discretion of USOC Sports Medicine.
- 2) Successfully pass a medical credential review and criminal background check at or above USOC standards with the National Center for Safety Initiatives (NCSI)
- 3) Review of the venue emergency action plan with USOC Sports Medicine staff prior to the first scheduled practice or event.
- 4) Complete required Medical Team Education Modules addressing Anti-Doping, Safe Sport and/or other prerequisite training.

Appendix: Location of criteria:

- Athletic Trainer Qualification Criteria – located at [www.teamusa.org/medicalvolunteer](http://www.teamusa.org/medicalvolunteer)
- Physical Therapist Qualification Criteria - located at [www.teamusa.org/medicalvolunteer](http://www.teamusa.org/medicalvolunteer)
- Doctor of Chiropractic Qualification Criteria - located at [www.teamusa.org/medicalvolunteer](http://www.teamusa.org/medicalvolunteer)
- Physician Qualification Criteria - located at [www.teamusa.org/medicalvolunteer](http://www.teamusa.org/medicalvolunteer)
- Massage Therapist Qualification Criteria - located at [www.teamusa.org/medicalvolunteer](http://www.teamusa.org/medicalvolunteer)

## Attachment B

### 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 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.