

**USA SWIMMING
GAMES STAFF SELECTION PROCEDURES
2020 Olympic Games
Pool
May 25, 2018**

**IMPORTANT NOTICE DUE TO POSTPONEMENT OF THE 2020 OLYMPIC GAMES
AMENDED May 6, 2020**

Following the IOC’s announcement that the Tokyo 2020 Olympic Games have been rescheduled to take place July 23-August 8, 2021, this notice and the information below serve as an announcement of amendments to USA Swimming’s Staff Selection Procedures.

Section of Procedures	Page #	Amendment Description
2.1	Page 2	Added clarification: (or other USOPC-approved full-service screening organization)
2.27	Page 3	Changes indicated in blue: Worked at the 2018-2019 or 2019-2020 <u>or 2020-2021</u> Pro Swim Series or Winter/Summer Nationals <u>or U.S. Open</u> for USA Swimming.
2.41	Page 4	Added clarification: <u>or 2020</u>
2.42	Page 4	Changes indicated in blue: Be the primary coach of an athlete member of <u>any of the following teams (as applicable) during the 2018-2021 seasons:</u> 2018 Pan Pacific Championship Team, 2019 World Championship Team, 2019 World University Games Team, 2019 Pan American Games Team or the 2020 Olympic Games.
Section 5	Page 5	Removed “to be”
5.5	Page 5	Added: <u>No longer able to meet the required criteria in Section 2 at the time of the Games.</u>
Section 9: Date of Nomination	page 6	Nomination date for Assistant Coach(es) changed from June 30, 2020 to June 21, 2021
Throughout	All	Changed all references of “USOC” to “USOPC”

These procedures provide for selection of USA Swimming **Games Staff** [Assistant Coaches, Medical Personnel and Administrative Personnel] for the 2020 Olympic Games. However, accreditation allocation is not guaranteed and will be based on final USOPC credential allocation and overall team size. Responsibility of payment for allocated accreditations will be determined by the USOPC and USA Swimming.

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

USOPC Role Name - (Games Function)	Responsibility
Assistant Coaches	Prepare athletes for success on the field of play. Assist the Head Coach.
Medical Personnel	Provide appropriate medical care to athletes. Assist with athlete recovery and preparation.

(Certified Athletic Trainer, Physiotherapist, Physician, Massage Therapist, Chiropractor)	
Administrative Personnel (Team Managers)	Assist all Games Staff, including the Team Leader, in preparing the Team before the Games. Assist all Games Staff, including the Team Leader, in execution 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:

- 2.1 Successfully pass the National Center for Safety Initiatives’ (NCSI) [\(or other USOPC-approved full-service screening organization\)](#) background screen in accordance with the current USOPC 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 USOPC.
- 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 USOPC.
- 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 USOPC including attendance at USOPC 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 USOPC'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 USOPC background checks and athlete protection training, 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 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 USOPC Games Background Check, which will be a combined check managed through USOPC Sport Medicine (separately arranged background checks will not be considered).
- 2.24 Meet the required experience and proficiency levels as determined by USOPC 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 USOPC's Sports Medicine Division.
- 2.26 Be a member of USA Swimming's National Team Medical Pool.
- 2.27 Worked at the 2018-2019 or 2019-2020 or 2020-2021 Pro Swim Series or Winter/Summer Nationals or U.S. Open for USA Swimming.
- 2.28 Worked at a USA Swimming National Team Sponsored Training Camp
- 2.29 Completed a USOPC Sports Medicine Olympic Training Center rotation.
- 2.30 Submit initial and annual application/information verification.
- 2.31 Have previous international competition experience for USA Swimming.
- 2.32 Be familiar with the International Olympic Committee medical code.
- 2.33 Complete the USOPC's EMR training prior to assignment.
- 2.34 Hold malpractice insurance with a 1 million/3 million minimum policy (applicable to physicians).
- 2.35 Hold CCSP or DACBSP in good standing (applicable to chiropractors).

In addition, Chiropractor must:

- 2.36 Possess a CCSP credential from the American Chiropractic Board of Sport Physicians.

In addition, Assistant Coaches must:

- 2.37 Possess a high level of specific technical and tactical knowledge of the sport.
- 2.38 Be a U.S. citizen.
- 2.39 Be a coach member of USA Swimming.
- 2.40 Be actively coaching at the National level.
- 2.41 Have been a coach, head or assistant, on a 2014, 2015, 2016, 2017, 2018, 2019 [or 2020](#) USA Swimming International/National Team trip, or be a primary coach or coach or record of an athlete member of the 2020 Olympic Games Team.
- 2.42 Be the primary coach of an athlete member of [any of the following teams \(as applicable\) during the 2018-2021 seasons](#): ~~2018~~ Pan Pacific Championship Team, ~~2019~~ World Championship Team, ~~2019~~ World University Games Team, ~~2019~~ Pan American Games Team or the 2020 Olympic Games.

In addition, Administrative Personnel (Team Managers) must:

- 2.43 Possess appropriate experience and/or certifications relative to the position/area of expertise for which they may be nominated.
 - 2.44 Have been a team manager, head or assistant, on a 2015, 2016, 2017, 2018, 2019 USA Swimming International/National Team trip,
3. Describe the process that candidates shall follow to express interest in being considered for a Games Staff position, in each category below:

Assistant Coaches:

USA Swimming's National Team Managing Director will contact coaches who are eligible and meet the criteria outlined in Section 2 on or before September 1, 2019 to gauge their interest in the coaching positions on the 2020 Olympic Games team staff. Coaches who are interested will be added to the 2020 Olympic 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 1, 2019. Interested candidates should return their interest application by October 1, 2019 to be considered. Medical personnel who are interested and return their interest application by the deadline will be added to the 2020 Olympic Games medical personnel pool.

Team Manager(s):

Team managers who are eligible and meet the criteria outlined in Section 2 will be sent an interest application on September 1, 2019. The team manager interest application will also be posted on www.usaswimming.org. Interested candidates should return their interest application by October 1, 2019 to be considered. Team managers who are interested and

return their interest application by the deadline will be added to the 2020 Olympic 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:

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 recommended by the 2020 Olympic Head Coach (per gender), the National Team Managing Director, the National Team Technical Advisor, 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 recommended by USA Swimming's Sport Science and Medicine Committee.

Team Manager(s):

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 recommended by USA Swimming's National Team International Games Operations Manager, the National Team Managing Director, and a 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 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 (Available prior to nomination).
- 5.5 [No longer able to meet the required criteria in Section 2 at the time of the Games.](#)

Once the Games Staff nomination(s) is accepted by the USOPC, the USOPC has jurisdiction over the Games Staff, at which time, in addition to any applicable USA Swimming Code of

Conduct/Honor Code, the USOPC's Games Forms apply. The USOPC'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 recommendations to USA Swimming's CEO and COO.

Assistant Coaches:

- 2020 Olympic Head Coach (per gender)
- National Team Managing Director
- National Team Technical Advisor
- 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 Operations 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 USOPC on or before:

April 17, 2020 – All positions except Assistant Coaches

June 21, 2021 ~~June 30, 2020~~ – Assistant Coach positions

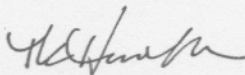
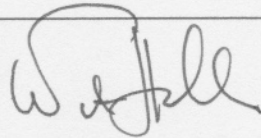
10. Publicity/Distribution of Procedures:

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

10.1 Web site: www.usaswimming.org

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

10.2 Other (if any): N/A

Position	Print Name	Signature	Date
USA Swimming President or CEO/Executive Director	Tim Hinchey		5/26/20
USOPC Athletes' Advisory Council Representative*	Natalie Coughlin/Hall		5/26/20

* If the USOPC 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 USOPC AAC Representative, USA Swimming must designate an athlete from that sport to review and sign the Selection Procedures.

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 USOPC on or before:

April 17, 2020 – All positions except Assistant Coaches

June 21, 2021 ~~June 30, 2020~~ – Assistant Coach positions

10. Publicity/Distribution of Procedures:

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

10.1 Web site: www.usaswimming.org

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

10.2 Other (if any): N/A

Position	Print Name	Signature	Date
USA Swimming President or CEO/Executive Director			
USOPC Athletes’ Advisory Council Representative*			

Required signatures for these amended procedures are shown on previous page. This page is included to show what was changed (blue text) and to provide working links.

* If the USOPC 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 USOPC AAC Representative, USA Swimming must designate an athlete from that sport to review and sign the Selection Procedures.

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 of Directors 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:

April 17, 2020 – All positions except Assistant Coaches

June 30, 2020 - Assistant Coach positions

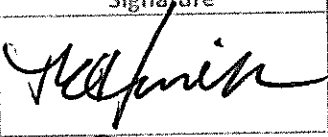

10. Publicity/Distribution of Procedures:

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

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 Hinchey		7-20-18
USOC Athletes' Advisory Council Representative*	Natalie C. Hall		July 19, 2018

Attachment A

USOPC Sports Medical Games Requirements

PURPOSE

The USOPC 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 USOPC 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 USOPC Managing Director of sports medicine who will then identify and communicate the level of support to be provided by USOPC Sports Medicine. Any changes to the requested sports medicine support should be immediately forwarded to USOPC Sports Medicine. In cases where medical services or materials are not identified, the USOPC 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 USOPC Volunteer Program Application for specific specialty (Attachments located at www.teamusa.org/medicalvolunteer). On occasion, specific supporting documentation will be requested at the discretion of USOPC Sports Medicine.
- 2) Successfully pass a medical credential review and criminal background check at or above USOPC standards with the National Center for Safety Initiatives (NCSI)
- 3) Review of the venue emergency action plan with USOPC 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
- Physical Therapist Qualification Criteria - located at www.teamusa.org/medicalvolunteer
- Doctor of Chiropractic Qualification Criteria - located at www.teamusa.org/medicalvolunteer
- Physician Qualification Criteria - located at www.teamusa.org/medicalvolunteer
- Massage Therapist Qualification Criteria - located at www.teamusa.org/medicalvolunteer