

**USA SWIMMING**  
**GAMES STAFF SELECTION PROCEDURES**  
**2020 Olympic Games**  
**Pool**  
**April 11, 2018**

These procedures provide for selection of USA Swimming **Games Staff** [Coaches] for the 2020 Olympic 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.

USOC Role Name - (Games Function)	Responsibility
Head Coaches (2 – one Head Coach per gender)	Prepare athletes for success on the field of play. Lead the assistant coaches. Make final relay determinations.

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

USA Swimming's Head Coaches 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 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 Olympic 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 Olympic 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 International Federation 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 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, Head Coaches must:

- 2.22 Possess a high level of specific technical and tactical knowledge of the sport.
- 2.23 Be a U.S. citizen.
- 2.24 Be a coach member of USA Swimming.
- 2.25 Be actively coaching at the National level.
- 2.26 Have been a Head Coach for the pool competition at the 2014 Pan Pacific Championships, 2015 World Championships, 2015 World University Games, 2015 Pan American Games, 2016 Olympic Games, 2017 World Championships, 2017 World University Games or the 2018 Pan Pacific Championships.

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

Head Coaches:

USA Swimming's National Team Managing Director will contact coaches who are eligible and meet the criteria outlined in Section 2 by May 6, 2018 to gauge their interest in the Head Coach position on the 2020 Olympic Games. Coaches who are interested will be added to the 2020 Olympic Games coaching 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 to the USA Swimming National Team Managing Director and Chief Operating Officer.

5. Describe the removal of Games Staff:

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

- 5.1 Voluntary withdrawal. Head Coach nominee must submit a written letter to USA Swimming's CEO and 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 (2020 Honor Code will be made available prior to selection) or Code of Conduct (found here: <https://www.usaswimming.org/docs/default-source/governance/lsc-managementdocuments/interpretations-legislation-bylaws/code-of-conduct-expert-2018.pdf>)

Once the Head Coach nomination(s) is accepted by the USOC, the USOC has jurisdiction over the Head Coach, 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 the Head Coach:

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 Head Coach position(s)?

USA Swimming's Head Coach Selection Committee (committee members listed below) will review candidates from the coaching pool, select the individuals and propose them to USA Swimming's National Team Managing Director and Chief Operating Officer.

Head Coach Selection Committee

- National Team Technical Advisor, or designee
- Steering Committee Chair
- Athlete Advisory Council Representative
- 2017-18 National Team Coach

USA Swimming's National Team Managing Director and Chief Operating Officer will review the proposed individuals and make a recommendation to USA Swimming's CEO.

USA Swimming's CEO will review the recommendations and make the final approval of the Head Coach positions.

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 Head Coach 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 Head Coach 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:

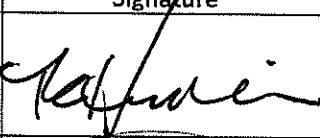
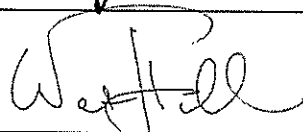
The USOC approved selection procedures (complete and unaltered) will be posted/published by USA Swimming in the following locations:

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 K. Hinchey		4-18-18
USOC Athletes' Advisory Council Representative*	Natalie C. Hall		April 18 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.