

USA Swimming
GAMES STAFF SELECTION PROCEDURES
2023 Pan American Games
Pool Swimming
May 2023

These procedures provide for selection of USA Swimming Games Staff (see following table for a list of positions) for the 2023 Pan American Games (the “Games”). However, accreditation allocation is not guaranteed and will be based on final U.S. Olympic & Paralympic Committee (“USOPC”) credential allocation and overall team size. Responsibility for payment for allocated accreditations will be determined by the USOPC and USA Swimming.

1. List of specific Games Staff position(s) that USA SWIMMING is requesting:

Games Staff Role	Responsibility
Team Leader	Serve as primary point of contact and liaison between the USOPC and USA Swimming before, during and after the Games.
Assistant Team Leader	Assist the Team Leader as point of contact and liaison between the USOPC and USA Swimming before, during and after the Games.
Technical Personnel (Technical Analysts) (2)	Provide pre and post-race analysis to athletes and coaches.
Technical Director (1)	Lead the team in all Technical aspects of the competition.
Medical Personnel (1)	Provide appropriate medical care to the athletes, assist with recovery and preparation.

2. USA Swimming’s criteria for the above-listed Games Staff position(s):

All Games Staff must:

- 2.1. Undergo a background screen in accordance with the current USOPC Games Background Check Policy & Procedures 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 the 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 as applicable for the Games Staff role.

- 2.5. Be responsible for Team's adherence to all rules regarding personal conduct at the Games.
- 2.6. Fulfill all duties and requirements of the USOPC including attendance at USOPC Games related meetings, as applicable.
- 2.7. Be available for entire duration of the Games, if requested.
- 2.8. Have USA Swimming's approval prior to making any financial decisions regarding the Team.
- 2.9. Possess high level, specific technical and tactical knowledge of the sport as needed for the Games Staff role.
- 2.10. Have thorough knowledge and understanding of the IF rules and regulations governing the sport as needed for the specific role.
- 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
- 2.14. Be listed on USA Swimming's Long List.
- 2.15. Successfully complete all Games Registration requirements by stated deadlines.
- 2.16. Participate in the appropriate anti-doping training as required for the Games Staff role by stated deadline.
- 2.17. Successfully complete the appropriate U.S. Center for SafeSport's online training module(s) by stated deadline.
- 2.18. Agree to abide by the rules established by USA Swimming Managing Director, National Team for all staff and all team members.
- 2.19. Possess appropriate experience relative to the position/area of expertise for which they may be nominated.

In addition, Medical Personnel must:

- 2.20. Meet the minimum criteria defined in the USOPC Healthcare Provider Credentialing Policy.
 - 2.21. Possess the appropriate professional certifications.
 - 2.22. Pass a medical credential review in addition to the approved USOPC Games Background Check, which will be a combined check managed through USOPC Sports Medicine (separately arranged background checks will not be considered).
 - 2.23. Meet the required experience and proficiency levels as determined by USOPC Sports Medicine. (www.teamusa.org/medicalvolunteer)
 - 2.24. Complete the mandatory Games training prior to the Games.
 - 2.25. Be approved for nomination through the USOPC's Sports Medicine Division.
 - 2.26. Fulfill all requests and meet deadlines for any required information or documentation such as the submission of a temporary licensing application (to practice medicine at the Games) and medical equipment submission requirements.
3. 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) listed above as they will be filled by current USA Swimming employees and/or contractors.

It is the intent the below positions will be filled accordingly:

Team Leader - USA Swimming's Director, International Games Operations

Assistant Team Leader - USA Swimming Director, Athlete Support and Services

Technical Director - USA Swimming Program Director, National Junior Team

Technical Personnel - USA Swimming's Specialist, High-Performance

Medical Personnel - USA Swimming's Director, Sports Medicine and Science

4. Removal of Games Staff:

An individual who is 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.

- 4.1. Voluntary withdrawal. Games Staff nominee must submit a written letter to USA Swimming CEO/President.
- 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 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 the USA Swimming's Code of Conduct
https://www.usaswimming.org/docs/default-source/governance/governance-lsc-website/rules_policies/2022-code-of-conduct.pdf
- 4.5. If a nominee is alleged to have committed a violation of the SafeSport Code for the U.S. Olympic and Paralympic Movements (the "SafeSport Code"), that nominee shall remain a nominee until: (i) the nominee is provisionally suspended or declared ineligible after a hearing conducted pursuant to the SafeSport Code; (ii) the nominee voluntarily accepts a provisional suspension or sanction of ineligibility; or (iii) the nominee voluntarily withdraws
- 4.6. If a nominee is alleged to have committed an anti-doping rule violation, that nominee shall remain a nominee until: (i) the nominee is provisionally suspended or declared ineligible after a hearing conducted pursuant to the U.S. Anti-Doping Agency Protocol for Olympic Movement Testing or by World Aquatics; (ii) the nominee voluntarily accepts a provisional suspension or sanction of ineligibility; or (iii) the nominee voluntarily withdraws.
- 4.7. No longer able to meet the required criteria in Section 2 at the time of the Games.
- 4.8. Adhere to all USA Swimming National Team, Team Rules and applicable policies (to be provided prior to nomination).

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, the USOPC's Games Forms apply. The USOPC's Games Forms are available as part of Games Registration prior to the respective Games.

5. 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 Section 2 above.

6. Group/committee that will make the final approval of the Games Staff position(s):

USA Swimming's National Team Managing Director and CEO will make the final approval for all positions.

7. Conflict of Interest:

All individuals involved in the selection process (see Section 6) must comply with the USA Swimming's Statement of Ethics & Conflict of Interest Policy, to include completing and submitting a disclosure form for review by USA Swimming's Ethics Committee prior to beginning the selection process.

An individual involved in the selection process who has an actual, possible, or perceived conflict of interest must disclose it to USA Swimming's Ethics Committee prior to the start of the selection process. USA Swimming's Ethics Committee shall review the disclosure and determine the individual's level of involvement (e.g., whether he/she must recuse him or herself from the review process and/or voting).

Any recused individual shall be replaced in accordance with USA Swimming committee appointment process.

8. Date of Nomination:

Nominations of Games Staff, including the names of any replacements, will be submitted to the USOPC on or before: April 1, 2023


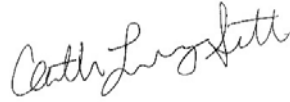
9. Publicity/Distribution of Procedures:

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

- 9.1. 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.

- 9.2. Other (if any): N/A

Position	Print Name	Signature	Date
USA SWIMMING President or CEO/Executive Director	Tim Hinchey		5/8/2023
USA Swimming's Athletes' Advisory Council Chair or designee	Caitlin L. Smith		5.8.2023

* 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.