

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 the USA SWIMMING is requesting:

Games Staff Role	Responsibility
Head Coach (1)	Prepare athletes for success on the field of play. Lead the assistant coaches.
Medical Personnel (ATC, Physical Therapist, Massage Therapist, Chiro) (3)	Provide appropriate medical care for the team.
Assistant Coach (5)	Prepare athletes for success on the field of play. Support the Head Coach.
Medical Personnel (Physician) (1)	Provide appropriate medical care for the team.
Team Manager (1)	Assist all Games Staff and Athlete members in preparing the Team before and during the Games. Assist the Team Leader during the Games.

2. NGB’s/PSO’s criteria for the above-listed Games Staff position(s) (attach a job description, if any):

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 specific 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. Possess high level, specific technical and tactical knowledge of the sport as needed for the specific role.
 - 2.9. Have thorough knowledge and understanding of the IF rules and regulations governing the sport as needed for the specific role.
 - 2.10. Demonstrate ability to establish harmonious relationships with athletes and other Team personnel.
 - 2.11. Be in good health and able to withstand the physical rigors of traveling with and working with the Team.
 - 2.12. Be listed on USA Swimming's Long List.
 - 2.13. Successfully complete all Games Registration requirements by stated deadlines.
 - 2.14. Participate in the appropriate anti-doping training as required for the Games Staff position by stated deadline.
 - 2.15. Successfully complete the appropriate U.S. Center for SafeSport's online training module(s) by stated deadline.
 - 2.16. Agree to abide by the rules established by USA Swimming Managing Director, National Team for all staff and all team members.
- In addition, All Coach(es) must:
- 2.17. Be a U.S. Citizen.
 - 2.18. Be a coach member in good standing of USA Swimming, including all coaching requirements.
 - 2.19. Be at least 25 years old.
 - 2.20. Successfully complete the required USA Swimming background check.
 - 2.21. Not be registered with USA Swimming as an official.
 - 2.22. Respond to administrative requests from USA Swimming in a timely manner and report any changes to information on file.
 - 2.23. For the Head Coach: must have been a coach, Head or Assistant**, on a 2018, 2019, 2021, 2022, or 2023 USA Swimming International Team or Junior Team trip, or be a primary coach or coach of record* of an athlete member of the 2023 Pan American Games Team.
 - 2.24. For the Assistant Coach, must have been a primary coach* or assistant coach** of an athlete member of the 2018 Pan Pacific Championship Team, 2019, 2022, or 2023 World Championship Team (LCM), 2019 World University Games Team, 2019 or 2023 World Junior Championships Team, 2020 Olympic Games Team, or 2018, 2021, or 2022 World Championships Team (SCM).

*Primary Coach: the coach of the athlete at the time the athlete qualifies for the Pan American Games Team. The coach must have been coaching the

athlete for at least 90 consecutive days within a 12-month period prior to the performance.

** Assistant Coach: The Head Coach of a program may designate one assistant coach who coached the athlete to the qualifying performance to receive an opportunity to be nominated to the Pan American Games

In addition, Medical Personnel must:

- 2.25 Meet the minimum criteria defined in the USOPC Healthcare Provider Credentialing Policy.
- 2.26 Possess the appropriate professional certifications.
- 2.27 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).
- 2.28 Meet the required experience and proficiency levels as determined by USOPC Sports Medicine. (www.teamusa.org/medicalvolunteer)
- 2.29 Complete the mandatory Games training prior to the Games.
- 2.30 Be approved for nomination through the USOPC's Sports Medicine Division.
- 2.31 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.
- 2.32 Have been eligible to work at a USA Swimming 2019-2020, 2021-2022, 2022-2023 Pro Swim Series, National Championships, or U.S. Open for USA Swimming.
- 2.33 Or have previous international competition experience with USA Swimming

In addition, Administrative Personnel must:

- 2.34 Possess appropriate experience relative to the position/area of expertise for which they may be nominated.
 - 2.35 Have been a team manager, on a 2018, 2019, 2021, 2022, or 2023 USA Swimming International National Team trip or worked at a USA Swimming Sport Development camp during this time.
3. Process that candidates shall follow to express interest in being considered for a Games Staff position, in each category below:

Coach(es):

USA Swimming's Managing Director, National Team will contact coaches who are eligible and meet the criteria outlined in Section 2 on or before May 1, 2023, to fill out an applicable application for the coaching positions on the 2023 Pan American Games team staff. Coaches who are interested in a position on the 2023 Pan American Games must submit a 2023 Pan American Games Coach application by June 1, 2023.

Medical Personnel:

Medical personnel who are eligible and meet the criteria outlined in Section 2 will be sent an interest application on or around May 1, 2023. Interested candidates should return their interest application by June 1, to be considered. Medical personnel who are interested and return their interest application by the deadline will be added to the 2023 Pan American Games medical personnel pool.

Administrative Personnel:

Team managers who are eligible and meet the criteria outlined in Section 2 will be sent an interest application on January 1, 2023. Interested candidates should return their interest application by February 14, 2023, to be considered. Team managers who return their interest application by the deadline will be added to the 2023 Pan American Games team manager pool.

4. Method of identifying the pool and selecting the candidates to be considered for the Games Staff position(s):

From the process outlined in section 3 above, those individuals who expressed interest for a specific role will be forwarded to the below groups who will make the Games Staff recommendations.

Head Coach:

- USA Swimming Managing Director, National Team
- USA Swimming Director, Performance
- USA Swimming Athletes' Advisory Council ("AAC") Chair and Co-Chair

Assistant Coaches:

- 2023 Pan American Games Head Coach
- USA Swimming Managing Director, National Team
- USA Swimming Director, Performance
- USA Swimming AAC Chair and co- Chair, or designee

Medical Personnel:

Sport Science and Medicine Committee

- 8 Sport USA Swimming Sports Medicine Committee Members (volunteers which includes 1/3 athletes)
- USA Swimming Director of Sports Medicine and Science

Team Managers:

- USA Swimming Director, International Games Operations
- USA Swimming Managing Director, National Team
- USA Swimming AAC Chair and Co- Chair, or designee

5. Describe the 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.

- 5.1 Voluntary withdrawal. Games Staff nominee must submit a written letter to the USA Swimming CEO/President.
- 5.2 Injury or illness as certified by a physician (or medical staff) approved by the NGB/PSO. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by the NGB/PSO, 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 Code of Conduct
https://www.usaswimming.org/docs/default-source/governance/governance-lsc-website/rules_policies/2022-code-of-conduct.pdf.
- 5.5 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
- 5.6 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.
- 5.7 No longer able to meet the required criteria in Section 2 at the time of the Games.
- 5.8 If USA Swimming's Team Rules (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.

6. Replacement of Games Staff:

In the event a 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 and be selected through the same process as outlined in Sections 3 and 4.

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

Final approval of the Games Staff positions will be made by USA Swimming’s CEO, Managing Director National Team, and appointed USA Swimming Board of Director’s Athlete member.

8. Conflict of Interest:

All individuals involved in the selection process (see Section 6) must comply with the USA Swimming’s 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).

9. Date of Nomination:

Nominations of Games Staff, including the names of any replacements (if applicable), will be submitted to the USOPC on or before:

Team Leader and Medical Personnel: May 31, 2023

Head Coach and Assistant Coaches: August 1, 2023


10. Publicity/Distribution of Procedures:


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

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		5/8/2023

USA Swimming Athletes' Advisory Council Chair	Caitlin L. Smith		5.8.2023
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* 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 NGB/PSO, he/she may submit those reasons in writing to his/her Sport Performance Team.