

USA Swimming
GAMES STAFF SELECTION PROCEDURES
2024 Olympic Games
 Pool Swimming
 2.27.23

These procedures provide for selection of USA Swimming **Games Staff** (see following table for a list of positions) for the 2024 Olympic 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 per women’s team and men’s team)	Prepare athletes/teams for success on the field of play.

2. USA Swimming’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 World Aquatics 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.

In addition, the Head Coach must,

- 2.16. Be a U.S. Citizen.
 - 2.17. Be a coach member in good standing of USA Swimming, including all coaching requirements.
 - 2.18. Be at least 25 years old.
 - 2.19. Successfully complete the required USA Swimming background check.
 - 2.20. Not be registered with USA Swimming as an official.
 - 2.21. Agree to and sign the guidelines established by the Managing Director, National Team for all staff and all Team members.
 - 2.22. Respond to administrative requests from USA Swimming in a timely manner and report any changes to information on file.
 - 2.23. Have been a Head Coach for the pool competition at the 2018 Pan Pacific Championships, 2019 World Championships (50m), 2019 World University Games, 2019 Pan American Games, 2020 Olympic Games, 2022 World Championships (50m), 2023 Pan American Games, 2023 World Championships (50m), or 2023 LEN 19-23U Championships.
3. 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 Managing Director, National Team will contact coaches (based on the method described in Section 4) who are eligible and meet the criteria outlined in Section 2 by August 1, 2023, to gauge their interest in a Head Coach position for the Games. Coaches who are interested must submit a 2024 Olympic Coach Application by September 1, 2023.

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

Head Coaches:

From those coaches who expressed interest and have filled out an application, as described in Section 3 above, Head Coach candidates will be reviewed by USA Swimming's Head Coach Selection Committee (described below in Section 7) and recommended to the USA Swimming Managing Director, National Team and Director, High Performance.

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 the USA Swimming.

- 5.1 Voluntary withdrawal. Games Staff nominee must submit a written letter to USA Swimming's President & CEO.
- 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 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 Violation of USA Swimming's Team Rules for the 2024 Olympic Games. Team Rules to be provided prior to the 2024 Olympic Games.

Once the Games Staff nominations are 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 rules, 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, any other reason in Section 5, 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 nominated 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):

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 Managing Director, National Team Managing Director and Director, High Performance.

Head Coach Selection Committee

- USA Swimming National Team Steering Committee Chair or designee
- USA Swimming's Athletes' Advisory Council Chair or designee
- A 2023-2024 National Team Coach

USA Swimming's Managing Director, National Team and Director, High Performance will review the proposed individuals and make a recommendation to USA Swimming's President & CEO.

USA Swimming's President & CEO and an athlete member of the USA Swimming Board of Directors will review the recommendations and make the final approval of the Head Coach position nominees.

8. 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).

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: December 31, 2023.


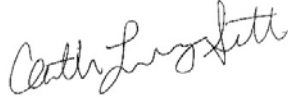
10. Publicity/Distribution of Procedures:

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

Website: www.usawimming.org

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

10.1. Other (if any): N/A

Position	Print Name	Signature	Date
USA Swimming President & CEO	Tim Hinchey		5/8/2023
USA Swimming Athletes' Advisory Council Chair			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 the NGB/PSO, he/she may submit those reasons in writing to his/her Sport Performance Team.