

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

These procedures provide for selection of USA Swimming **Games Staff** [see following table for a list of positions] for the 2024 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 the NGB/PSO.

1. List of specific Games Staff position(s) that the NGB/PSO 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.
Medical Personnel (Certified Athletic Trainer)	Provide appropriate medical care for the team.
Technical Personnel (Technical Analysts) (3)	Provide pre- and post-race analysis to athletes and coaches.
Media Officer	Support team with media requests.

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 their 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 or contractor of USA Swimming.
- 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.

In addition, Medical Personnel must:

- 2.18. Meet the minimum criteria defined in the USOPC Healthcare Provider Credentialing Policy.
 - 2.19. Possess the appropriate professional certifications.
 - 2.20. 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).
 - 2.21. Meet the required experience and proficiency levels as determined by USOPC Sports Medicine. (www.teamusa.org/medicalvolunteer)
 - 2.22. Complete the mandatory Games training prior to the Games.
 - 2.23. Be approved for nomination through the USOPC's Sports Medicine Division.
 - 2.24. 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. It is the intent that the below positions will be filled accordingly:

Team Leader – USA Swimming's Managing Director, National Team

Assistant Team Leader – USA Swimming's Director, International Games Operations

Medical Personnel (Certified Athletic Trainer) – USA Swimming's Director, Sports Medicine and Science

Technical Personnel (Technical Analysts) – USA Swimming’s Director, Performance and/or USA Swimming’s Specialist, National Team High Performance
Media Officer- USA Swimming’s Director, Communications

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’s 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 their illness or injury by a physician (or medical staff) approved by USA Swimming, their injury will be assumed to be disabling and they 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. No longer able to meet the required criteria in Section 2 at the time of the Games.
- 4.6. Adhere to all USA Swimming National Team and Olympic 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:

If 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 them, the replacement candidate must meet all of the applicable criteria listed in Section 2 above.

For the Managing Director, National Team, the replacement will be the USA Swimming Director, International Games Operations. For the Director, International Games Operations, the replacement will be either the USA Swimming Director, Athlete Support and Services, or the USA Swimming Program Manager, National Team Operations. For the USA Swimming Director, Performance the replacement will be the USA Swimming Consultant, National Team High Performance. There will be no replacement for the USA Swimming Director, Sports Medicine and Science

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

USA Swimming’s Managing Director, National Team and CEO will make the final approval for all positions except the Team Leader position. USA Swimming’s CEO and Secretary & General Counsel will make the final approval for the Team Leader position.

7. Conflict of Interest:

All individuals involved in the selection process (see Section 6) must comply with the NGB/PSO’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 they must recuse themselves from the review process and/or voting).

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

8. Date of Nomination:


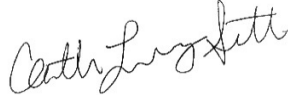
Nominations of Games Staff, including the names of any replacements, will be submitted to the USOPC on or before: February 29, 2024

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):

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.

Position	Print Name	Signature	Date
USA Swimming President & CEO	Tim Hinchey		2/28/2024
USA Swimming Athletes’ Advisory Council Chair	Caitlin L. Smith		2/28/20024

* Signature by the Athlete Representative constitutes that they have read and understand the Selection Procedures. If the Athlete Representative reads and does not agree with the Selection Procedures being submitted by USA Swimming, they may submit those reasons in writing to their Sport Performance Team.