

**USA Artistic Swimming
GAMES STAFF SELECTION PROCEDURES
2023 Pan Am Games
July 21, 2022**

These procedures provide for selection of USAAS's Games Staff for the 2023 Pan Am Games and 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 USA Artistic Swimming.

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

Games Staff Role	Responsibility
Team Leader	Serve as primary point of contact and liaison between the USOPC and USAAS before, during and after the Games.
Head Coach	Prepare athletes/teams for success on the field of play.
Assistant Coach	Prepare athletes/teams for success on the field of play.
Assistant Team Manager	Provide support to the Team Leader as well as the athletes/teams.
Medical Personnel	Provide appropriate medical care to the athletes.

2. USA Artistic 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 Artistic 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 Artistic 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 Artistic Swimming.
- 2.14. Be listed on USA Artistic 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, Team Leader must:

- 2.18. Possess appropriate experience relative to the position/area of expertise for which they may be nominated.
- 2.19. Have experience and proven ability leading teams at the national and international level – candidates with previous experience as Team Leaders for USAAS at Pan American Games or World Championships will be given higher consideration.
- 2.20. Have a comprehensive knowledge and understanding of USAAS's Athlete Selection Procedures for the Games.
- 2.21. Have an understanding of the applicable Qualification System and Technical Manual for the Games.
- 2.22. Serve as the primary USAAS contact for the team's planning and participation in the Games, to include working with various USOPC divisions.
- 2.23. Attend all technical meetings at the Games.
- 2.24. Be available to the USOPC, USAAS's athletes, and coaches and staff in the months leading up to and through the conclusion of the Games.
- 2.25. If needed, arrive at Team Processing at least one day before the Team. Must also be available until the departure of the last athlete on the Team from the Games site unless other arrangements are approved by the USOPC in advance.
- 2.26. Live in the Athlete Village or wherever the team resides.
- 2.27. Be responsible for the Games wrap up (at the site) and must complete post-Games submission of reports and accounting information to the USOPC.

In addition, Head Coach and Assistant Coach must:

- 2.28. Possess a high level of specific technical and tactical knowledge of the sport.
- 2.29. Have previous skill coaching at international championships such as World Championships, Pan American Games and/or previous Olympic Games.
- 2.30. Be the currently employed or contracted coach for the USAAS National Team and have traveled with and coached the team during the past year at international and/or domestic competitions.

In addition, Assistant Team Manager must:

- 2.31. Possess appropriate experience relative to the position/area of expertise for which they may be nominated.
- 2.32. Have experience in team management at international competitions such as World Championships, Pan American Games or even previous Olympic Games.

In addition, Medical Personnel must:

- 2.33. Meet the minimum criteria defined in the [USOPC Sports Medicine Provider Credentialing Policy](#).
 - 2.34. Possess the appropriate professional certifications.
 - 2.35. 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).
 - 2.36. Meet the required experience and proficiency levels as determined by USOPC Sports Medicine. (www.teamusa.org/medicalvolunteer)
 - 2.37. Complete the mandatory Games training prior to the Games.
 - 2.38. Be approved for nomination through the USOPC's Sports Medicine Division.
 - 2.39. 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):

USAAS will not solicit applications for the Games Staff position(s). The Games Staff position(s) will be filled by current USAAS employees and/or contractors.

The number of available Staff accreditations will be allocated based on the number of athletes qualified to compete at the Games. USAAS will utilize accreditations and fill Games Staff positions accordingly, with the team's safety and performance support as top priorities.

USAAS reserves the right to consider the practicality of combining two Games Staff roles (Team Leader, Coach, Manager and/or Medical Personnel) to be strategic in its use of available accreditations, while also maintaining focus on high performance. If it is the decision of USAAS to combine roles, then the candidate must meet all applicable criteria for the relevant positions as listed in Section 2.

4. Removal of Games Staff:

An individual who is nominated to an above-listed Games Staff position(s) by USAAS may be removed as a nominee for any of the following reasons, as determined by USAAS.

- 4.1. Voluntary withdrawal. Games Staff nominee must submit a written letter to the USAAS CEO and/or President.
- 4.2. Injury or illness as certified by a physician (or medical staff) approved by the USAAS. If the individual refuses verification of his/her illness or injury by a physician (or medical staff)

approved by the USAAS, 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 USAAS's Code of Conduct <https://www.teamusa.org/usa-artistic-swimming/resources/usa-artistic-swimming-rulebook>
- 4.5. No longer able to meet the required criteria in Section 2 at the time of the Games.

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 USAAS's 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):

USAAS's CEO will make the final approval.

7. Conflict of Interest:

Any individuals involved in the selection process are required to sign and are subject to Appendix U of the [USAAS Rulebook](#).

8. Date of Nomination:

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


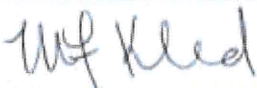
August 11, 2023

9. Publicity/Distribution of Procedures:

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

- 9.1. Web site: <https://www.teamusa.org/USA-Artistic-Swimming/Team-USA/Staff-Selection-Procedures>

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 Artistic Swimming President or CEO/Executive Director	Adam Andrasko		8/17/22
USOPC Athletes' Advisory Council Representative*	Morgan Fuller Kolsrud		8/8/22

* If the USOPC 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 Artistic 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 USOPC AAC Representative, USA Artistic Swimming must designate an athlete from that sport.