

**U.S. Paralympics Swimming  
GAMES STAFF SELECTION PROCEDURES  
2020 Tokyo Paralympic Games  
October 18, 2018**

These procedures provide for selection of the U.S. Paralympics Swimming **Games Staff** [Team Leader, Coach(es), and Additional Officials] for the 2020 Paralympic Games. However, accreditation allocation is not guaranteed and will be based on final USOC credential allocation and overall team size. Responsibility of payment for allocated accreditations will be determined by the USOC and U.S. Paralympics Swimming.

1. Describe the specific Games Staff position(s) that U.S. Paralympics Swimming is requesting.

<b>USOC Role Name - (Games Function)</b>	<b>Responsibility</b>
Team Leader (1)	Responsibility: Serve as primary point of contact and liaison between the USOC and U.S. Paralympics Swimming before, during and after the Games.
Assistant Team Leader (1)	Responsibility: Assist with all Team administration, paperwork, forms, and entries; assist the Team Leader with logistics, discipline, and Games requirements.
Coach (1 Head Coach, up to 8 Assistant Coaches)	Responsibility: Prepare athletes for success on the field of play
Medical: PT/ATC (up to 3)	Responsibility: Provide appropriate sport specific medical care to the athletes.
Personal Care Assistant (as needed depending on Team make up)	Responsibility: Assist athletes with daily personal care.
Sport Science Support (up to 2)	Responsibility: Manage all video and race analysis and athlete recovery station.
Sport Nutritionist (1)	Responsibility: Provide nutrition support leading up to and during competition and manage athlete recovery station.
Sport Psychologist (1)	Responsibilities: Work with individual athletes to develop and strengthen mental skills, work with the Team to build trust and cohesion and work with coaching staff to provide targeted resources for athletes, team and coaches.

2. What are U.S. Paralympics Swimming's criteria for the above Games Staff position(s) (attach a job description, if any)?

U.S. Paralympics Swimming Games Staff must:

- 2.1. Successfully pass the National Center for Safety Initiatives' (NCSI) background screen in accordance with the current USOC Games Background Check Policy 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 U.S. Paralympics Swimming and/or USOC.
- 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 USOC.
- 2.4. Be responsible for Team's adherence to all rules regarding discipline at the Games.
- 2.5. Be available for entire duration of the Games.
- 2.6. Demonstrate ability to establish harmonious relationships with athletes and other Team personnel.
- 2.7. Experience and proven ability working with teams at the national and international levels.
- 2.8. Be in good health and able to withstand the physical rigors of traveling with and working with the Team.
- 2.9. Be a currently employed staff member or contractor of U.S. Paralympics Swimming/USOC.
- 2.10. Be listed on U.S. Paralympics Swimming's Long List and must successfully complete all Games Registration requirements by stated deadlines.
- 2.11. Participate in USADA training as required for position.
- 2.12. Complete the USOC's Safe Sport training.
- 2.13. Have knowledge and understanding of the World Para Swimming rules and regulations governing the sport.

In addition to criteria 2.1 through 2.13 above, Team Leader and Assistant Team Leader must:

- 2.14. Fulfill all duties and requirements of the USOC including attendance at USOC Games related meetings.
- 2.15. Have strong administrative, communication and organizational capabilities/skills.
- 2.16. Have U.S. Paralympics Swimming's approval to make financial decisions regarding the Team.
- 2.17. Have previous administrative, international relations and/or Team Leader experience at an international competition.
- 2.18. Have previous experience at a major international swimming championship.
- 2.19. Have a thorough knowledge and understanding of:
  - 2.19.1. Swimming sport terminology;
  - 2.19.2. U.S. Paralympics Swimming Athlete and Sport Program Plan;
  - 2.19.3. Swimming Athlete selection procedures for the assigned team; and
  - 2.19.4. USADA and IPC Anti-Doping policies and procedures.
- 2.20. Have ability to positively interact with coaching staff, athletes, U.S. Paralympics and USOC Administration, and World Para Swimming personnel.
- 2.21. Be available for any camps hosted for the 2020 Paralympic Games Team.

In addition to criteria 2.1 through 2.13 above, Coaches must:

- 2.22. Possess a high level of specific technical and tactical knowledge of the sport.

- 2.23. Have previous experience and proven ability coaching teams at the national and international levels.
- 2.23. Be a current coach listed on the “U.S. Paralympics Swimming Trip List” and meet all associated requirements (Attachment B) or a current USOC employee working with the U.S. Paralympics Swimming program. Additional information on the U.S. Paralympics Swimming Trip List can be found at <http://www.teamusa.org/US-Paralympics/Sports/Swimming/Coaches>.
  - 2.23.1. Eligible Assistant Coaches (who are not current USOC employees working with the U.S. Paralympics Swimming program) must meet Level 2 criteria as shown on the U.S. Paralympics Swimming Coach Trip List Requirements from the link above and Attachment B.
  - 2.23.2. Eligible Head Coaches (who are not current USOC employees working with the U.S. Paralympics Swimming program) must meet Level 3 criteria as shown on the U.S. Paralympics Swimming Coach Trip List Requirements from the link above and Attachment B.
- 2.24. Be available for any camps hosted for the 2020 Paralympic Games Team.

In addition to criteria 2.1 through 2.13 above, Medical Personnel must:

- 2.24. Possess the appropriate certifications.
- 2.25. Pass a medical credential review in addition to the approved USOC Games Background Check, which will be a combined check managed through USOC Sports Medicine (separately arranged background checks will not be considered).
- 2.26. Meet the required experience and proficiency levels as determined by USOC Sports Medicine and outlined in Attachment A and the documents found at <http://www.teamusa.org/About-the-USOC/Athlete-Development/Sports-Medicine/Volunteer-Program.aspx>.
- 2.27. Be approved for nomination through the USOC’s Sports Medicine Division.

In addition to criteria 2.1 through 2.13 above, PCA must:

- 2.28. Have specific expertise working with persons with disabilities.
- 2.29. Have experience in working with athletes in a competition setting.
- 2.30. Be licensed or have a degree as a PT, OT, Nurse or background in another medical field (preferred but not required).
- 2.31. Be available for any camps hosted for the 2020 Paralympic Games Team.

In addition to criteria 2.1 through 2.13 above, Sport Science Support must:

- 2.33. Have knowledge of the process and protocols for lactate clearance testing, race analysis, and athlete recovery.
- 2.34. Have experience and proven ability working with teams at the national and international levels.

In addition to criteria 2.1 through 2.13 above, Sport Nutritionist and Sport Psychologist must:

- 2.35. Possess the appropriate certifications.

2.36. Have experience and proven ability working with teams at the national and international levels.

3. Describe the intended method of identifying the pool and selecting the candidates to be considered for the Games Staff position(s):

U.S. Paralympics Swimming will not solicit applications for the Games Staff position(s). U.S. Paralympics Swimming will contact individuals with an extensive background and history in working with the U.S. Paralympics Swimming Program to gauge their interest for being considered for a staff position. The Games Staff position(s) will be filled by current U.S. Paralympics Swimming employees and/or contractors who meet the criteria above.

Recognizing that a staff is more than the skills brought by its individual members, coach nominations will take into consideration the mix of the full Team staff (experience, rapport with athletes and other staff, international event experience) as well as qualities beyond technical skills and experience that will contribute to Team success.

4. Describe the removal of Games Staff:

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

- 4.1. Voluntary withdrawal. Games Staff nominee must submit a written letter to the Vice President, Paralympics.
- 4.2. Injury or illness as certified by a physician (or medical staff) approved by U.S. Paralympics Swimming. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by U.S. Paralympics 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 U.S. Paralympics Code of Conduct (Attachment C).

Once the Games Staff nomination(s) is accepted by the USOC, the USOC has jurisdiction over the Games Staff, at which time, in addition to any applicable U.S. Paralympics Code of Conduct, the USOC's Games Forms apply. The USOC's Games forms are available as part of Games Registration prior to the respective Games.

5. Describe the 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 #2 above.

6. Which group/committee will make the final approval of the Games Staff position(s)?

The Chief of Paralympic Sport will make the final approval.

7. Conflict of Interest:

An individual involved in the selection process who has a conflict of interest must disclose this information and recuse him or herself and not influence others regarding the discussions, meetings or decisions involving the selection of the Games Staff position(s). If there is an issue concerning whether a conflict of interest exists, the USOC’s Board or Ethics Committee, as appropriate, shall determine if a conflict exists.

8. Date of Nomination:


The Games Staff Nomination Form with the Staff nominee’s name, including the name of a replacement (if applicable), will be submitted to the USOC on or before:

July 10, 2020

9. Publicity/Distribution of Procedures:

The USOC approved selection procedures (complete and unaltered) will be posted/published by U.S. Paralympics Swimming in the following locations:

- 9.1. Web site: [www.usparalympics.org](http://www.usparalympics.org)  
These procedures will be posted as soon as possible, but not more than five days following notice of approval by the USOC.
- 9.2. Other (if any): N/A

Position	Print Name	Signature	Date
NGB/HPMO/PSO President or CEO/Executive Director	Julie Dusliere		10/18/2018
USOC Athletes’ Advisory Council Representative*	Tom Miazga		10/18/2018

\* If the USOC 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 the NGB/HPMO/PSO, 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 USOC AAC Representative, the NGB/HPMO must designate an athlete from that sport to review and sign the Selection Procedures.















I have read and accept this Code of Conduct. I agree to the rules, guidelines, jurisdiction and procedures stated in these documents as a condition of being a member of the Team.

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Signature

Date

<p style="text-align: center;"><b>PARENT/GUARDIAN CERTIFICATION</b> <b>(For Participants Under the Age of 18 as of Date of Signature)</b></p>
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Signature

Date

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Relationship (Parent or Guardian)