

## APPENDIX F

### **CLUB OPTION ~~AND PRIVATE INVITATION AND INTERNATIONAL CLUB~~ ~~EXCHANGE POLICIES PROCEDURES~~ (~~Housekeeping – January 30, 2022~~)**

Amendments to this Appendix F are the responsibility of the International Relations Committee. ~~The International Relations Committee can modify this Appendix by recommending changes to the Board of Directors for approval.~~

#### ARTICLE 1

##### 1.01 Purpose:

###### A. Club Option/Private Invitation program:

1. To provide opportunities for United States athletes and coaches to experience and understand international competition.
2. To establish broad-based representation around the world, demonstrating the depth and strength of the USA Artistic Swimming (“USAAS”) program.
3. To identify and motivate developing U.S. talent through performance experience in the international competitive arena.
4. To contribute to club cohesiveness, community involvement and cultural awareness.
5. To provide opportunities for U.S. Federation Internationale de Natation Amateur (“FINA”) and U.S. PanAm Aquatics (“PAQ”) Judges to gain international experience and to be evaluated for the purposes of promotion.

###### ~~B. International Club Exchange (“ICE”) program:~~

- ~~1. To provide opportunities for United States athletes and coaches to have a cultural and educational exchange in addition to an artistic swimming experience by developing a “sister club” relationship with another club in a foreign country.~~
- ~~2. To develop and foster friendships and encourage mutual exchange of information and ideas.~~
- ~~3. To foster knowledge of and to experience different cultures through artistic swimming.~~

##### 1.02 Eligibility:

###### A. Club Option program:

1. Interested clubs and/or individuals shall submit a Club Option Application to the International Relations Committee Chair by January 31<sup>st</sup> to be considered for the current year.
2. Club Option Applications may also be submitted after the deadline and will be considered under the following circumstances:
  - a. No other club or individual has applied for the same event.
  - b. If multiple clubs have applied for the same event, the Club Option Applications received by the deadline will be considered a higher priority in the selection process.
3. Athletes participating in international programs and events must be registered as a USAAS Youth or Adult Competitive Athlete Member. See Appendix C.
- ~~1. USAAS Youth or Adult Competitive Athlete Members:
  - ~~a. Participating Solos, Duets and Teams in the most recent U.S. National Championship shall be eligible to apply for Club Option consideration under the following classification:
    - ~~(1) CLASS A: Open to clubs who have placed Solos, Duets and Teams in the top 10 in the most recent U.S. National Championship and who participate in the U.S. National Championship in the year under consideration. CLASS A competitions may be awarded outside of the~~~~~~

top 10 only in extenuating circumstances and considering rank order of applicants.

- ~~(2) CLASS B: Open to clubs who have placed Teams ranking 11 through 15 and Solos and Duets in the Preliminaries in the most recent U.S. National Championship and who participate in the U.S. National Championship in the year under consideration. CLASS B competitions may also be awarded to competitors from the top 10 should it be deemed equitable.~~
  - ~~b. Finalists from the U.S. 13-15, the U.S. Junior, the U.S. Senior/Junior Open and the U.S. Junior Olympic Championships will be considered where deemed appropriate.~~
  - ~~c. Duets, Mixed Duets and Teams must retain 50% of the members qualifying.~~
  - ~~d. Candidates must plan to participate in the U.S. National, U.S. Junior, U.S. 13-15, the U.S. Senior/Junior Open or the U.S. Junior Olympic Championship in the season applying.~~
  - ~~e. Clubs outside of the aforementioned may request permission for participation and/or special consideration from the International Relations Review Subcommittee. Such requests must be made in writing prior to January 1 of the calendar year in which consideration is sought.~~
4. USAAS Adult Competitive Athlete Members (Masters Events Division):
- a. Qualifications for International Masters competitions with unlimited entries:
    - (1) Must notify the International Relations Committee Chair National Office of intent to enter by completing and returning a Club Option Application.
  - b. Qualifications for International Masters competition with limited entries:
    - (1) Competitors shall be selected by order of finish in the most recent U.S. Masters Championship (results corrected to reflect current FINA age groups).
    - (2) Athletes who do not meet the eligibility requirements due to extenuating circumstances, may petition the International Relations Review Subcommittee for consideration. The subcommittee's decision shall be final.

#### B. ICE program:

- 1. Clubs who are interested in developing a "sister club" relationship with a club in another country.
- 2. Clubs must be willing to travel to a foreign country and in turn host their "sister club" in their club and hometown.

#### B. Private Invitation program:

- 1. Open to any U.S. registered club and/or individual by invitation only. Notification to the International Relations Committee Review Subcommittee Chair is required.

### 1.03 Procedure for Application and Selection:

#### A. Club Option program:

- 1. Identification of international events selected by ~~to be assigned to~~ the National Teams<sup>2</sup> ~~Solos, Duets, Mixed Duets and Teams~~ and those open to the Club Option program.
- 2. ~~Classification of the Club Option events to determine eligibility of preliminary applicants.~~
- 3. Forwarding of application form to interested clubs and/or individuals.
- 4. Clubs submit application forms to the International Relations Committee Chair and pay the a \$500.00 deposit on-line.

a. The Club Option deposit will not be waived as it is refundable if the applicant satisfies the Club Option requirements. See section 1.05 below.

~~In addition, all staff, including but not limited to coaches, managers, chaperones, U.S. FINA Judges and other adults who have regular contact with, and/or authority over, athletes while participating in the Club Option must be members of USAAS and must have a current background check and SafeSport training. Background checks must be completed by the National Center for Safety Initiatives ("NCSI")~~

and parental consent is required for minors under 18 years of age. Payment for the background check process will be paid for at the time of registration.

5. Receipt and review of applications by the International Relations Review Subcommittee, matching applicants and their selected competitions, as classified, where possible and appropriate.
6. Notification of applicants.
7. Where funding is available, appropriate disbursement as recommended by the International Relations Review Subcommittee.
8. Assistance in preparation for international competition will be provided for selected clubs through the programs currently in effect.

**~~B. ICE program:~~**

- ~~1. Identification of potential Foreign Federations whose clubs are interested in a foreign exchange program.~~
- ~~2. Communication of program components and protocol to Foreign Federations and identification of potential foreign clubs for exchange. Identification of age group, skill level, and size of club for matchability purposes.~~
- ~~3. U.S. and foreign clubs submit application forms. In addition, U.S. clubs must submit current NCSI Background Check (parental consent required for minors under 18 years of age) reports, confirmation of USAAS membership and SafeSport training for all staff and other club-affiliated adults who have regular contact with, and/or authority over, athletes, who are participating in the ICE program.~~
- ~~4. Receipt and review of applications by the ICE Subcommittee, matching U.S. applicants to Foreign Federation clubs, where possible and appropriate.~~
- ~~5. Notification of applicants and communication of information to U.S. clubs and Foreign Federations of the match/selection.~~
- ~~6. Where funding is available from USAAS, appropriate disbursement as recommended by the ICE Subcommittee.~~
- ~~7. Assistance in preparation for the foreign exchange, along with communication of exchange protocol and guidelines, will be provided to selected U.S. and foreign clubs.~~

**B. Private Invitation program:**

1. The Private Invitation program follows the Club Option program application and procedure policies and requirements, without the requirement of a \$500.00 deposit.
2. In addition to the Private Invitation application, Clubs or individuals wanting to participant in a private invitation must provide the International Relations ~~Committee Review Subcommittee~~ Chair with a copy of the invitation from the Federation hosting the event.

**1.04 Notification and Requirements:**

**A. Club Option/Private Invitation program:**

1. The International Relations Committee Chair shall forward notification of approval to the selected clubs and/or individuals. The approval will include the requirements for participation, information to provide and forms to complete with appropriate deadlines. Notification will include current requirements for participation to include, but not limited to the following:
  - a. In addition, All staff, including but not limited to coaches, managers, chaperones, U.S. FINA/PAQ Judges and other adults who have regular contact with, and/or authority over, athletes while participating in the Club Option must be members of USAAS and must have a current background check and SafeSport training.
  - b. Background checks must be completed by the National Center for Safety Initiatives ("NCSI") and parental consent is required for minors under 18 years of age. Payment for the background check process will be paid for at the time of registration.
2. The International Relations Committee shall select U.S. FINA/PAQ Judges to accompany Club Option/Private Invitation events. The selection of the U.S.

FINA/PAQ Judges shall be based on evaluation needs for promotion, consideration of the particular club's request and availability. ~~Note:~~

- a. Judge selection for Private Invitations may be waived by the International Relations Committee ~~Review Subcommittee~~ Chair if not a requirement by the Host Federation.
  - b. Judge selection for Club Option events may be waived by the International Relations Committee Chair for applications with 2 or less participating athletes.
3. A minimum of one (1) U.S. FINA/PAQ Judge will be selected per Club Option/Private Invitation event, if available and appropriate. Additional U.S. FINA/PAQ Judges, if approved, may attend at their own expense or through other sources of funding. Clubs selected to attend Club Option/Private Invitation events shall be responsible for all travel expenses for their selected judge.
- a. Exception: The International Relations Committee may select multiple U.S. FINA/PAQ judges where required such as for the PAQ Championships.
4. Multiple clubs or individuals that attend a single competition, like the FINA Masters World Championships or PAQ Championships, may share the cost of the U.S. FINA/PAQ Judge selected to attend. In the case of multiple clubs/individuals sharing the expenses of the selected U.S. FINA/PAQ Judge, the clubs shall forward their proportionate share of the expenses to the National Office for distribution to the appropriate judge.
- a. Events attended by the National Team and Club Option/Private Invitation applicants shall share the cost of the selected U.S. FINA/PAQ Judge on a prorated basis per event (i.e., \$50.00 per event) or by splitting the expenses in the case of multiple judges required/selected (i.e., PAQ Championship). Payment may be deducted from the Club Option refund, if applicable.
  - b. For Masters events, the Masters Fund will be utilized to assist with U.S. FINA/PAQ Judges expenses.
5. Within 30 days of the conclusion of the international competition, selected clubs and U.S. FINA/PAQ Judges shall provide the International Relations Committee ~~Review Subcommittee~~ Chair with a written report on the International Competition Report Form.

#### ~~B. ICE program:~~

- ~~1. U.S. clubs must follow established protocol and guidelines for the visit.~~
- ~~2. Within 30 days of the exchange, selected clubs shall provide the ICE Subcommittee with a written report to include, but not limited to:~~
  - ~~a. Responses to the protocol visit checklist.~~
  - ~~b. List of contacts and relationships developed. (Photo of officials and coaches attending is desired.)~~
  - ~~c. Recommendations for future visits.~~
- ~~3. The ICE Subcommittee shall share information with the High Performance Manager, Vice President Olympic International and other appropriate committees.~~

### 1.05 Deposit Refund Policy:

#### A. Club Option program:

1. The \$500.00 deposit will be refunded:
  - a. Upon submission of the final written report after the conclusion of the competition.
  - b. If accepted competition is canceled.
  - c. If area of accepted competition is declared unsafe by State Department or United States Olympic and Paralympic Committee ("USOPC") Advisory.
  - d. If 50% or more of the Club Option athletes have been selected for a National Team and cannot attend the Club Option event.
  - e. If there are extenuating circumstances such as illness or injury of competitors or coaches or the conditions significantly change. These types of extenuating

circumstances will require approval by the International Relations Review Subcommittee.

f. **Minus any contribution for U.S. FINA/PAQ Judge attendance.**

2. The \$500.00 deposit will become non-refundable:
  - a. If the club declines to participate after accepting the competition.
  - b. If the NCSI Background Check (parental consent required for minors under 18 years of age), confirmation of USAAS membership and SafeSport training reports are not provided to the International Relations Committee Chair two weeks prior to attendance at the Club Option competition.
  - c. If the final written report has not been submitted within the 30 day period following the international competition.
3. Clubs entering International competitions with unlimited entries shall not be required to pay the \$500.00 deposit.

**B. ICE program:**

1. ~~No deposit required.~~

**B. Private Invitation program:**

1. No deposit required.