

PART TWO

USAAS ADMINISTRATIVE RULES (Effective January 1, 2022) (Revised by Board of Directors – January 30, 2022)

ARTICLE 20

ELIGIBILITY

- 20.01 Eligibility:** An athlete is eligible to compete in competitions of the Corporation (“USAAS”), subject to the following requirements.
- 20.02 Membership:** To be eligible to compete, an athlete must be a member of the Corporation in one (1) of the following categories:
- A. Youth or Adult Competitive Athlete:** An athlete who participates and competes in:
 - 1. Competitions including those that qualify for advancement to another competition, USAAS camps or Trials.
 - 2. National Championships and international programs and events.
See Appendix C.
 - B. Youth or Adult Athlete:** An athlete who participates and competes in:
 - 1. Local activities including, but not limited to, shows, clinics and camps. The athlete may compete in non-qualifying competitions such as an invitational.
 - 2. Collegiate competitions, not including the U.S. Collegiate Championship.
See Appendix C.
 - C. Youth or Adult Trial Athlete:** An athlete who only participates in club activities for a maximum period of thirty (30) days. See Appendix C.
- 20.03 Financial Advantage:** Any athlete considering college eligibility shall consult the National Collegiate Athletic Association (“NCAA”) rules for requirements.
- 20.04 Suspension:** A member shall cease to be eligible to participate in events conducted by the Corporation or its Local Artistic Swimming Committees (“LASC”) or Zone Artistic Swimming Committees (“Zone”), or any Federation Internationale de Natation Amateur (“FINA”) Member Federation, while under suspension or expulsion by the Corporation. See Appendix Q and USAAS Administrative Rules, Article 24.
- 20.05 Reinstatement:** To be reinstated, a member shall follow the procedures in accordance with Article 24 of the USAAS Administrative Rules. This Section 20.05 does not apply to members who are ineligible or suspended pursuant to a sanction, whether permanent or temporary, issued by the U.S. Center for SafeSport.
- 20.06 Foreign Athletes:** Foreign athletes may be members of the Corporation and may represent a club of the Corporation, provided that a Foreign athlete may not represent a country and a club at the same time. Foreign athletes cannot compete in National Team Trials.

ARTICLE 21

ATHLETE AFFILIATION

- 21.01 Affiliation and Transfers:** For an athlete to represent an artistic swimming club, the club must be a member of the Corporation. See USAAS Code, Article 1, Section 1.02 A.
- A. An athlete may represent any club that is a member of the Corporation, without regard to residency.
 - B. An athlete may compete in the Championships of only one (1) LASC, Region, and Zone each year.

- C. An athlete representing one (1) club may also represent a junior or senior high school, a college, or a university.
- D. To transfer representation from one (1) club to another or from unaffiliated status to club representation, an athlete must have served one hundred and twenty (120) consecutive days without having represented any club in competition. The athlete must complete and submit to the National Office a fee and transfer form indicating the date of last competition in an affiliated status. This rule shall not apply to athletes who transfer from a junior/senior high school, college or university program to a club program after their respective seasons are completed. See Appendix J.
- E. To transfer representation from one (1) club to unaffiliated status, an athlete must complete and submit to the National Office a fee and transfer form indicating the date of last competition in an affiliated status. This rule shall not apply to athletes who transfer from a junior/senior high school, college or university program to a club program after their respective seasons are completed. See Appendix J.
- F. The one hundred and twenty (120) day requirement in Section 21.01 D above is waived when the club with whom the athlete is affiliated has dissolved.

21.02 Unaffiliated Athletes: An unaffiliated athlete is a member of the Corporation who represents no club. Unaffiliated athletes shall be identified in competition with the LASC or place of residence in which registered. Example: J. Doe, Unaffiliated (Middle Atlantic), or J. Doe, Unaffiliated (Philadelphia, PA).

ARTICLE 22

GENERAL PROVISIONS

22.01 Waiver of the USAAS Administrative Rules: A request to waive application of the USAAS Administrative Rules Articles 20, 21, and 25 must be made in writing and addressed to the President of the Corporation. The President shall consider granting a request for a waiver of the USAAS Administrative Rules when:

- A. The application of the Rule will create an unfair situation, or
- B. Waiver of the Rule will promote the development of the program.

22.02 Code of Ethics: The Board of Directors shall adopt a written code of ethics. The code may be amended from time to time by the Board of Directors, as it may deem advisable. See Appendix P.

22.03 Athlete Safety Policy: The Board of Directors shall adopt a written athlete safety policy. The policy may be amended from time to time by the Board of Directors, as it may deem advisable. See Appendix Q.

22.04 United States Anti-Doping Obligations: It is the duty of members of USAAS to comply with all anti-doping rules of the:

- World Anti-Doping Agency (“WADA”);
- FINA; and
- United States Olympic and Paralympic Committee (“USOPC”) including, but not limited to, the USOPC National Anti-Doping Policy, the U.S. Anti-Doping Agency (“USADA”), including the USADA Protocol for Olympic and Paralympic Movement Testing (“USADA Protocol”) and all other policies and rules adopted by WADA, FINA, USOPC, and USADA.

Members agree to submit to drug testing by FINA and/or USADA (or their designees) at any time and understand that the use of methods or substances prohibited by the applicable anti-doping rules make them subject to penalties including, but not limited to, disqualification and suspension. If it is determined that a member may have committed a doping violation, the member agrees to submit to the results management authority and processes of USADA,

including arbitration under the USADA Protocol, or to the results management authority of FINA, if applicable, or referred by USADA.

- 22.05 U.S. Center for SafeSport Obligations:** It is the duty of members of USAAS to comply with the U.S. Center SafeSport Code for the U.S. Olympic and Paralympic Movements. Members agree to submit to the jurisdiction of the U.S. Center for SafeSport and understand that a violation of the U.S. Center SafeSport Code makes them subject to penalties including, but not limited to, disqualification and suspension. If it is determined that a member may have committed a U.S. Center SafeSport Code violation, the member agrees to submit to the authority and processes of the U.S. Center for SafeSport, including arbitration under the U.S. Center SafeSport Code.

ARTICLE 23

MEMBERS' RIGHTS REGARDING COMPETITIONS

- 23.01** The Corporation, in accordance with this Article 23 of the USAAS Administrative Rules, shall respect and protect the right of every individual who is eligible under reasonable national and applicable international rules and regulations to participate if selected (or attempt to qualify for selection to participate) as an athlete, coach, trainer, manager, administrator or official in a USAAS sanctioned competition, any international competition, if selected by the Corporation or one (1) of its members, or a Protected Competition.

A. A Protected Competition, as defined by the USOPC, is any:

1. International competition between athlete(s) officially designated by USAAS as representing the United States, either individually or as part of a team, and any athlete(s) representing any foreign country where the terms of such competition require that the entrants be individuals or teams representing their respective nations; and the athlete(s) representing the United States are organized and sponsored by USAAS in accordance with a defined selection or tryout procedure that is open to all and publicly announced in advance except for domestic competition, which, by its terms, requires that entrants be expressly restricted to members of a specific class of athletes such as those referred to in Section 220526(a) of the Ted Stevens Olympic and Amateur Sports Act (i.e., high school students, college students, members of the Armed Forces or similar groups or categories);
2. Domestic competition or event (i.e., a camp, tryout or Trials event) organized and conducted by USAAS in its selection procedure and publicly announced in advance as a competition or event directly qualifying each successful competitor as an athlete representing the United States in a USOPC Delegation Event, or protected international competition as defined above.

- 23.02 Rights:** Except as provided in Section 23.03 below, no individual or group member of the Corporation may improperly deny or threaten to deny any eligible member (athlete, coach, trainer, manager, administrator or official) the opportunity to participate in any international artistic swimming competition approved by the Corporation, if selected by the Corporation or one (1) of its members. In addition, except as provided in Section 23.03 below, no individual or group member of the Corporation may censure or otherwise penalize subsequent to the event, any member (athlete, coach, trainer, manager, administrator or official) for having participated in any such international artistic swimming competition approved by the Corporation, if selected by the Corporation or one (1) of its members.

- 23.03 Educational Institution:** An educational institution which a member (athlete, coach, trainer, manager, administrator or official) is attending at the time of such international competition may limit a member's opportunity to participate only if said educational institution reasonably determines that such participation would either:

A. Prevent the member from meeting the academic requirements that are applicable to all students who participate in the member's particular course of study.

- B. Jeopardize the member's or the educational institution's performance in the established sports program in the particular sport in which the member competes, provided that the international competition occurs during the scheduled competitive season of the educational institution.

23.04 Investigation and Recommendation: Any member (athlete, coach, trainer, manager, administrator or official) who alleges to have been denied, or is about to be denied, by an individual or a group affiliated with the Corporation, a right as set forth in Section 23.02 above, shall immediately inform the Executive Director or President, who shall promptly cause an investigation to be made and steps to be taken to settle the grievance without unnecessary delay according to USAAS Administrative Rules, Article 24, Section 24.07.

ARTICLE 24

PROCEEDINGS AND APPEALS

24.01 Discipline: As hereinafter set forth, the Corporation may censure, suspend for a definite or indefinite period of time, expel, or impose other appropriate sanctions upon any member of the Corporation, including any athlete, coach, trainer, manager, administrator, official, member of any committee or any person participating in any capacity whatsoever in the affairs of the Corporation, subject to a hearing before a panel of either an LASC Review Board or Zone Review Board, or after investigation by the USAAS Ethics Committee, whichever is appropriate as determined by this Article 24 of the USAAS Administrative Rules, and a determination in accordance with the procedures set forth in Article 24, that such person has violated an Administrative rule, policy or procedure of the Corporation as listed in Article 24.02 or has acted in a manner which brings disrepute upon the Corporation or upon the sport of artistic swimming.

24.02 Designation of Grievances:

A. The following kinds of grievances may be filed with USAAS:

1. Administrative Grievance: USAAS, or any member of USAAS, may file a grievance pertaining to any matter within the cognizance of USAAS, including but not limited to any alleged violation of or grievance concerning:
 - a. Any provision of USAAS's Administrative Rules;
 - b. Any USAAS policy or procedure;
 - c. Any USAAS program or service; or
 - d. Any provision of the Ted Stevens Olympic and Amateur Sports Act or the USOPC By-Laws relating to USAAS's recognition as a National Governing Body ("NGB").
2. Disciplinary Proceeding: USAAS, or any member of USAAS, may file a grievance against another member of USAAS, or former member of USAAS, if the action occurred while the individual was a member, regarding any alleged violation of USAAS's Code of Ethics (Appendix P), Whistleblower and Anti-Retaliation Policy (Appendix S) or any other USAAS rule or policy relating to conduct.
 - a. There shall be no time limitation for Disciplinary Proceedings including, but not limited to, allegations of violations of USAAS's Athlete Safety Policy (Appendix Q) or the U.S. Center SafeSport Code.
 - Exception: Reporting allegations of Prohibited Conduct as defined in the Athlete Safety Policy (Appendix Q) should follow the reporting requirements and procedures as outlined in Appendix Q. Athlete Safety violations may be reported anonymously and must be reported within twenty-four (24) hours after the participant becomes aware of the facts giving rise to the concern.
3. Right to Participate: Any athlete, coach, trainer, manager, administrator or official may file a grievance pertaining to any alleged denial of, or alleged threat to deny, that individual's opportunity to participate in a USAAS sanctioned competition, any

international competition, if selected by the Corporation or one (1) of its members, or a Protected Competition.

24.03 Jurisdiction of the LASC: For those matters requiring resolution solely within the territorial jurisdiction of an LASC, with the exception of violations of Appendix P or Appendix S, a hearing shall be conducted by the LASC Review Board. See Appendix A, LASC By-Laws, Article 7, Section 7.05. The decision of the LASC Review Board shall be final in all cases, subject only to appeal by a real party in interest to the National Board of Review pursuant to Section 24.10 below, except that the LASC Review Board may recommend to the USAAS Ethics Committee that a person's membership in the Corporation be suspended or revoked, but cannot suspend or revoke the person's membership.

- A. A petition for appeal of a decision by a real party in interest to the National Board of Review must be filed with the Executive Director within five (5) business days after receipt of written notice of the decision of the LASC Review Board.
- B. A recommendation to the USAAS Ethics Committee regarding suspension or revocation of membership in the Corporation must be filed with the Executive Director within five (5) business days following the final decision of the LASC Review Board.

24.04 Jurisdiction of the Zone: For those matters requiring resolution solely within the territorial jurisdiction of a Zone, with the exception of violations of Appendix P or Appendix S, a hearing shall be conducted by the Zone Review Board. See Appendix B, Zone By-Laws, Article 7, Section 7.05. The decision of the Zone Review Board shall be final in all cases, subject only to appeal by a real party in interest to the National Board of Review pursuant to Section 24.10 below, except that the Zone Review Board may recommend to the USAAS Ethics Committee that a person's membership in the Corporation be suspended or revoked, but cannot suspend or revoke the person's membership.

- A. A petition for appeal of a decision by a real party in interest to the National Board of Review must be filed with the Executive Director within five (5) business days after receipt of written notice of the decision of the Zone Review Board.
- B. A recommendation to the USAAS Ethics Committee regarding suspension or revocation of membership in the Corporation must be filed with the Executive Director within five (5) business days following the final decision of the Zone Review Board.

24.05 Jurisdiction of the Corporation: For those matters where members of the Corporation from more than one (1) LASC or Zone are involved, or in matters involving such persons during a national or international athletic event, or in matters regarding any denial or threatened denial of an eligible member's (athlete, coach, trainer, manager, administrator or official) right to participate at a USAAS sanctioned competition, any international competition, if selected by the Corporation or one (1) of its members, or a Protected Competition, or in all controversies to which the Corporation is a party, the USAAS Ethics Committee review process shall be initiated, pursuant to Section 24.06 below. Upon conclusion of the review process, the USAAS Ethics Committee shall make a recommendation to the Executive Director, President and Board of Directors for a final decision. The decision of the Executive Director, President and Board of Directors shall be final in all cases, subject only to appeal by a real party in interest to the National Board of Review pursuant to Section 24.10 below.

24.06 Authority of the USAAS Ethics Committee: The USAAS Ethics Committee does not have the authority to modify a sanction imposed on a member by the U.S. Center for SafeSport, the USOPC, USADA, WADA, or FINA. In addition to the disciplinary procedures set forth in this Article 24, the USAAS Ethics Committee has the authority to:

- A. Interpret any provision of the rules and regulations of the Corporation, with the exception of the Technical and Figure Rules.
- B. Determine the eligibility and right to participate in a USAAS sanctioned competition, any international competition, if selected by the Corporation or one (1) of its members, or a Protected Competition of any athlete, coach, trainer, manager, administrator or official.

- C. Review any recommendation of an LASC or Zone Review Board that a person's membership in the Corporation be suspended or revoked.
- D. Investigate any election impropriety and take corrective action.
- E. Review and assess all background check reports flagged as a "Red Light" and determine eligibility and the right to participate of said individual(s).

24.07 Procedure of the USAAS Ethics Committee:

A. Any grievance filed pursuant to the USAAS Administrative Rules, Code of Ethics (Appendix P) or Whistleblower and Anti-Retaliation Policy (Appendix S), shall be in writing and signed by the individual or chief executive officer of the group or organization filing the grievance. The Notice of Grievance Form (Attachment A) may be utilized.

B. The written grievance shall be filed with the Executive Director or President, by email within five (5) business days after the complaining party becomes aware of the facts giving rise to the grievance. The grievance shall set forth the factual allegations in numbered paragraphs, each paragraph containing a single factual allegation, and shall contain at a minimum the following:

- Full names, membership information and addresses of the parties (if known);
- Jurisdictional basis of the grievance;
- Supporting evidence or documentation forming the basis of the grievance; and
- The relief sought.

C. Grievance Process:

1. A grievance is received by the Executive Director or President of USAAS with clear documentation of the arrival date.

2. The Executive Director or President ensures the USAAS Ethics Committee has received the grievance for review. Upon review, the USAAS Ethics Committee may:

- a. Determine that the grievance does not merit further action; or
- b. Inform the Executive Director, President and/or Board of Directors that the grievance should be referred to another USAAS committee, LASC or Zone Review Board for action; or
- c. Begin an investigation by opening a case file.

3. When the USAAS Ethics Committee determines that a grievance does not merit further action, the USAAS Ethics Committee advises the Executive Director or President, who is responsible for informing the appropriate parties.

4. When the USAAS Ethics Committee refers the grievance to another USAAS committee or a LASC or Zone Review Board, the USAAS Ethics Committee, with the Executive Director, President and/or Board of Directors, will determine which USAAS committee, LASC or Zone will review the grievance.

5. When the USAAS Ethics Committee opens a case file, the grievance will be reviewed and an investigation initiated following the grievance procedures of the USAAS Administrative Rules.

6. At the time a case file is opened, all involved parties will be notified by email of the grievance allegation(s) and any associated documentation or evidence received. All involved parties will be given five (5) business days to review and make inquiries.

- a. If an individual chooses to be represented during the grievance process, the name, title and contact information of the representative shall be submitted via email at ethics@usaartisticswim.org. If an involved party is a minor, the parent(s) or legal guardian(s) will be copied on all correspondence.

7. Within this five (5) business day period, the responding party may submit a motion to dismiss the grievance. Said motion shall be submitted to the USAAS Ethics Committee via email at ethics@usaartisticswim.org and shall include a clear and compelling rationale for this request. Documentation may be submitted to support the motion to dismiss.

8. Following five (5) business days, the USAAS Ethics Committee will conduct an investigation. Additional parties that are named or closely impacted by the grievance may also be contacted to inform and/or request an interview. The Executive Director, in consultation with the President, reserves the right to temporarily suspend a member if the Executive Director and President perceive there is a threat to another member of the organization.
 9. The USAAS Ethics Committee will conduct interviews and review evidence until the committee is able to make an informed decision. There is no set timeline to complete the investigative process. However, the USAAS Ethics Committee will handle the matter as expeditiously as possible.
 10. Once a complete investigation is conducted, the USAAS Ethics Committee shall submit a formal investigative report and recommendation to the Executive Director, President and Board of Directors.
 11. Upon review of the USAAS Ethics Committee's report and recommendation, the Executive Director, President and Board of Directors shall determine the final outcome and decision of the grievance. The decision shall be final in all cases, subject only to appeal by a real party in interest to the National Board of Review pursuant to Section 24.10 below.
 12. The notice of decision shall be emailed to all parties involved, including all persons that were interviewed.
 - a. If a sanction is issued, the details of that sanction shall be included in the decision and the person or persons sanctioned will be required to comply. Compliance will be reviewed by the Executive Director until completed and then the case shall be closed. If the sanction was suspension or revocation of membership in the Corporation, the Board of Directors may reinstate any member's membership eligibility, subject to ratification by no less than two-thirds (2/3) vote of the Board of Directors of the Corporation.
 - b. If no sanction is issued, the case shall be closed.
 - c. The same case shall not be reopened for consideration unless new evidence is presented, that the USAAS Ethics Committee believes warrants further investigation.
 13. If the grievance is believed to be fraudulent or dishonest, additional steps will be taken by the USAAS Ethics Committee.
- D. **Hearing:** Upon the request of a party, and provided that it is necessary to:
- Expedite the proceeding in order to resolve a matter relating to a scheduled competition that compliance with regular procedures, as defined in Section 24.07 above, would not be likely to produce a sufficiently early decision to do justice to the affected parties; or
 - Protect one or more of USAAS's participants,

the USAAS Ethics Committee is authorized to order that the grievance be decided within forty-eight (48) hours of the filing of the grievance. In such a case, the USAAS Ethics Committee is authorized to decide the grievance pursuant to such procedures as are necessary, but fair to the parties involved. In cases expedited to protect USAAS's participants as mentioned above, such procedures may include, but are not limited to, providing for a preliminary hearing pending a full hearing on the allegations.

1. The rules of evidence shall not be strictly enforced; instead, rules of evidence generally accepted in administrative proceedings shall be applicable in any hearing. The real parties in interest shall be given a reasonable opportunity to present relevant oral or written evidence and to cross-examine witnesses. Witnesses appearing at any hearing shall be identified by the parties prior to the hearing. The proceedings may be recorded and a transcript made available to each interested party upon request and payment therefore.

- 24.08 Authority of the National Board of Review:** The National Board of Review shall be responsible for conducting any and all appeals made to the Corporation.
- 24.09 Composition of the National Board of Review:** The National Board of Review shall be comprised of one (1) Athlete Representative from each Zone, elected by the Athletes Committee, who meets the requirements of Section 7.06 A of the USAAS Code, and such other members as may be appointed by the President, to include at least two (2) additional members from each Zone and, if possible, at least one (1) member with legal experience. To hear a particular matter, the President shall designate a National Board of Review panel of three (3) or five (5) disinterested members, including that number of Athlete Representatives necessary to ensure that at least thirty-three and three tenths percent (33.3%) of the National Board of Review panel are athletes, to hear and decide the case. The General Counsel or other attorney shall advise the review panel, but shall not have a vote on the panel.
- 24.10 Appeals to the National Board of Review:** Any real party in interest entitled to appeal a decision of an LASC Review Board, Zone Review Board or Board of Directors, may appeal such action or decision to the National Board of Review by serving a petition for review upon the Executive Director within five (5) business days of the incident or written decision by email, accompanied by a \$50.00 filing fee payable to the Corporation. The fee shall be returned if the petition is upheld, but forfeited if it is rejected or abandoned.
- A. The petition must be in writing, signed by the individual or the chief executive officer of the group or organization making such petition and shall set forth the factual allegations in numbered paragraphs, each paragraph containing a single factual allegation, and shall contain, at a minimum, the following:
- Full names, membership information and addresses of the parties (if known);
 - Jurisdictional basis of the petition;
 - Efforts made to exhaust available remedies, or if such remedies have not been exhausted, the grounds upon which the petitioner alleges that exhaustion would result in unnecessary delay;
 - The alleged grounds of noncompliance;
 - Supporting evidence or documentation forming the basis of the petition; and
 - The relief sought.
- B. The Executive Director shall send a copy of the petition for review to the respondent by email immediately upon receipt. Within five (5) business days following filing of the petition, the respondent shall file a written response to the petition with the Executive Director by email with a copy served at the same time by email on all parties. The petitioner may within five (5) business days following receipt of a copy of the response file a written rebuttal with the Executive Director by email with a copy served at the same time by email on all parties.
- C. The Executive Director shall see that copies of all filings are sent to the designated members of the National Board of Review panel by email within five (5) business days of receipt.
- D. Any party to the appeal shall be entitled, upon written request, to a hearing before the National Board of Review; otherwise, all evidence may be submitted to the National Board of Review in writing. Such a request for a hearing must be received by the Executive Director by email within fifteen (15) days of the filing of the petition. In the event a hearing is held pursuant to this section, the procedures set forth in Section 24.10 E below, shall apply.
- E. The rules of evidence shall not be strictly enforced; instead, rules of evidence generally accepted in administrative proceedings shall be applicable in the hearing. The real parties in interest shall be given a reasonable opportunity to present relevant oral or written evidence and to cross-examine witnesses. Witnesses appearing at the hearing shall be identified by the parties prior to the hearing. The proceedings may be recorded and a transcript made available to each interested party upon request and payment therefore.
- F. A final and binding decision shall be recorded and disseminated to the parties within seventy-five (75) days from the date of filing of the petition by a majority of the National Board of Review panel, based upon the record, as defined in Section 24.10 E above.

Decisions of the National Board of Review panel shall not be reopened for consideration except upon showing of sufficient cause to the Chair of the National Board of Review panel. Any motion for reconsideration must be filed within ten (10) days of the date of decision.

- 24.11 National Board of Review Decision Appeals:** The decision of the National Board of Review shall be final in all cases, subject only to an individual's rights under the USOPC By-Laws and the Ted Stevens Olympic and Amateur Sports Act.

ARTICLE 25

SANCTIONS

- 25.01 Jurisdiction:** Any event (including all competitions and other qualifying events, exhibitions, clinics or entertainment of any kind) where athlete members of more than one (1) group member of the Corporation compete, exhibit, demonstrate or display artistic swimming talents or techniques, must be sanctioned by the Corporation.
- A. Group members which are the only member in their Association must sanction all qualifying events.
- 25.02 Requirements:** Sanctions are issued, withheld or withdrawn in accordance with the following:
- A. **Sanctions to Member Organizations:** Member organizations shall pay sanction fees for their events in accordance with Appendix C. Any income derived from such events must be used for the further promotion of amateur sports, for an approved charity, or for the general welfare of the promoting organization as a whole.
- B. **Sanctions for Commercial Events:** The National Office may agree to sanction events that are conducted solely for the profit or the advertising value to be derived therefrom. The sanction fee for such events shall be agreed upon between the event organizer and the National Office.
- C. Sanctions are not transferable. Any attempt to transfer a sanction that has been issued shall make such sanction void for all purposes. The Corporation may deny further sanctions to any organization that has attempted to transfer a sanction.
- D. No further sanction shall be issued to any organization which has failed to fulfill expense obligations to athletes or to give prizes as stated on its entry blank. The foregoing sentence shall be set forth in every sanction granted.
- E. No sanction shall be issued for any event where the word "Olympic", or any derivative thereof, is used in any manner in connection with said event unless consent is obtained from the USOPC.
- F. All sanctions must be approved by the designated representative of the Corporation. The Corporation shall maintain a record of all sanctions issued, and shall provide confirmation of such sanction to the applicant and to the designated representative of the appropriate LASC.
- 25.03 Conditions:** All events requiring a sanction according to Section 25.01 above are subject to the following:
- A. No entry shall be accepted, nor shall an athlete be allowed to compete or exhibit at any event, unless the athlete is a member of the Corporation or, if applicable, a member of a Foreign Federation. See USAAS Code, Article 1, Section 1.03.
- B. All promotional materials and entry forms must bear the logo adopted by the Corporation for use by sanctioned events, and must conspicuously bear the statement: "Sanctioned by USA Artistic Swimming, Inc." and include the address of the Corporation's National Office and the sanction number.
- C. Announcements and entry forms of sanctioned competitions must state that no entries shall be accepted unless the athlete is a member of the Corporation or, if applicable, a member of a Foreign Federation. See USAAS Code, Article 1, Section 1.03.

D. The membership number of each entrant must accompany the entry form and the affiliation must be displayed before or after the athlete's name on the program.

25.04 International Events: All international competitions within the United States must be sanctioned by the Corporation. A sanction may not be denied unless the conditions of this Article 25 are not followed, the conditions of 36 U.S.C. § 220525(b) are not followed, or unless there is clear and convincing evidence that holding or sponsoring the event would be detrimental to the best interests of the sport. All invitations to Foreign athletes to compete in the United States must be extended by the Corporation. Sanction fees for international events shall be established by the Board of Directors.

25.05 Travel Permits:

- A. In accordance with FINA Rule GR 3.2, approval for members of the Corporation must be obtained from the Corporation, through the National Office, before any such member of the Corporation may compete or participate in any artistic swimming activity, event or exhibition outside the United States. The Corporation may not deny any member of the Corporation the right to compete or participate abroad unless there is clear and convincing evidence that allowing such participation would be detrimental to the best interests of the Corporation or artistic swimming in the United States. See the Club Option Policy set forth in Appendix F.
- B. The Corporation shall advise members and others requesting foreign travel of the requirements for approval in accordance with federal law and the USOPC By-Laws, but is not responsible for members' compliance with these requirements.
- C. No individual, club or other team may wear or use the letters "USA" or any other designation which suggests they may be part of a National Team representing the United States without the express written approval of the Corporation.

25.06 National Teams:

- A. Only the Corporation, through the High Performance Manager, may designate National Teams of the Corporation for international competitions. National Teams shall be selected in accordance with procedures recommended by the High Performance Manager, adopted by the Board of Directors, and set forth in Appendix E.
- B. When the High Performance Manager determines that a National Team cannot be selected, but the United States should be represented in international competition, it shall defer a recommendation to the International Relations Review Subcommittee, in accordance with the Club Option Policy adopted by the International Relations Committee and set forth in Appendix F.

25.07 Point of Contact and Resources: Individuals in need of further information or guidance in relation to these Administrative Rules, or the enforcement thereof, should contact the USAAS Executive Director at:

Phone: (719) 866-2219

Email: ceo@usaartisticswim.org

In addition, the USOPC Ethics and Compliance team may serve as a general resource for questions or concerns regarding these Administrative Rules.

25.08 USOPC Athlete Ombuds Assistance:

The Athlete Ombuds provides cost-free, independent, and confidential advice regarding athlete rights; resolving disputes or grievances; and any sport rule, policy, or process, including USAAS-athlete agreements, codes of conduct or Team selection procedures. The Athlete Ombuds can also help athletes connect with legal counsel or mental health resources if needed. The Athlete Ombuds may be contacted at:

Phone: (719) 866-5000

Email: ombudsman@usaathlete.org

Website: www.usathlete.org

ATTACHMENT A
USA ARTISTIC SWIMMING, INC
NOTICE OF GRIEVANCE FORM
(All new)

Per the grievance procedures in Section 24.07 of the USAAS Administrative Rules, this form may be utilized to file a formal grievance.

Complainant: _____

USAAS Affiliation: _____ Email: _____

Address: _____

Individual Out of Compliance: _____

USAAS Affiliation: _____ Email: _____

Address: _____

Jurisdictional Basis of the Grievance (i.e., policy violation): _____

Description of allegation(s) of any violation and/or non-compliance (in numbered paragraphs, one (1) allegation per paragraph):

Relief Sought:

No Retaliation: USAAS will not encourage, allow, or tolerate attempts from any individual or group of individuals to retaliate, punish, allow or in any way harm any Protected Individual(s) who reports a concern in good faith. This applies to the complainant and other Protected Individuals before, during, and after the process of resolving a grievance. Such actions will be considered a violation of the USAAS Whistleblower and Anti-Retaliation Policy (Appendix S).

Pursuant to Section 220501(b)(11) of the Ted Stevens Olympic and Amateur Sports Act, “any adverse or discriminatory action, or the threat of an adverse or discriminatory action, including, but not limited to, removal from a training facility, reduced coaching or training, reduced meals or housing, and removal from competition, carried out against a Protected Individual as a result of any communication including, but not limited to, the filing of a formal complaint by the Protected

Individual, or a parent or legal guardian of the Protected Individual, relating to the allegation of physical abuse, sexual harassment and/or sexual misconduct, or emotional abuse, or other reported alleged violation with:

- the U.S. Center for SafeSport;
- a coach, trainer, manager, administrator or official associated with USAAS;
- the U.S. Attorney General;
- a Federal or State law enforcement authority;
- the Equal Employment Opportunity Commission; or
- Congress.”

USAAS may not retaliate against an employee or contractor with the intent or effect of adversely affecting the terms or conditions of employment or other contractual rights including, but not limited to, threats of physical harm, loss of job, punitive work assignments, impact on salary or wages, or impact on contractual payments.

No action, or threat of action, shall be taken against an Athlete Protected Individual as a reprisal for disclosing information to, or seeking assistance from, the USOPC Office of the Athlete Ombuds as outlined in Section 220509(b)(5) of the Ted Stevens Olympic and Amateur Sports Act.

Signature

Date

Send completed form along with any supporting evidence or documentation as attachments via email to:

Executive Director (ceo@usaartisticsswim.org)

or

President (president@usaartisticsswim.org)