

APPENDIX N
(Revised December 21, 2018)

INTERNATIONAL RELATIONS POLICIES AND PROCEDURES

Amendments to this Appendix N 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 US Anti-Doping Agency (USADA), World Anti-Doping Agency (WADA/ FINA) Athlete Selection Criteria:

This procedure outlines the athlete selection criteria to meet the requirements of USADA, WADA and FINA for Out-Of-Competition (OOC) testing. U.S. Synchronized Swimming will notify USADA, WADA and FINA of the athletes who meet the criteria. It is the responsibility of the athlete to maintain current documentation with USADA, WADA and FINA once the athlete is participating in the program. Severe sanctions can be imposed on the athlete, as well as the federation, if this requirement is not met. It is the responsibility of the athlete to acquaint his/herself with the responsibilities in regards to compliance with these important requirements.

A. United States Anti-Doping Obligations: It is the duty of members of USSS to comply with all anti-doping rules of FINA, the U.S. Anti-Doping Agency (USADA), and the USOC including the USADA Protocol for Olympic and Paralympic Movement Testing (USADA Protocol) and all other policies and rules adopted by FINA, USADA, and the USOC National Anti-Doping Policy. 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 and/or USSS, if applicable or referred by USADA.

1.02 Athlete Retirement Notification to USADA, WADA and FINA:

All athletes on the current Out-of-Competition (OOC) list must submit an official Retirement Letter to each of the above agencies once a decision to retire from the sport has been reached. This can only be done by the actual individual retiring from competition. Athletes will remain on the list, and therefore subject to OOC testing and to technical and financial sanctions, if a Retirement Letter is not received by the above organizations.

1.03 Personnel Selection Criteria:

This procedure provides a consistent method to select personnel for international assignments (judges, etc.).

A. Procedure:

1. The following criteria will be discussed in a closed meeting of the International Relations Committee. Those members of the International Relations Committee being considered for international positions or assignments shall excuse themselves from the discussion and vote. See USSS Code, Article 5, Section 5.08.
2. The following criteria will be discussed in a closed meeting of the International Relations Committee. A scale of 1 – 5 (1=Low competency; 5=High competency) will be used to help direct the discussion.
 - a. Public Relations
 - b. Dependability
 - c. International Relations/Exposure
 - d. Cooperativeness (past performance with regard to the USSS Mission, Goals and Expectations)

- e. Availability
 - f. Image (Continuity)
 - g. Ethics
 - h. Planning/Leadership
 - i. Adaptability/Flexibility
 - j. Experience:
 - (1) Past Performance (such as ACE, competition results, etc.).
 - (2) Evaluations (judge's evaluations).
 - (3) Credentials (Coaching Certification Program, education, etc.).
3. Constructive feedback will be provided to the applicants.

1.04 Judges Selection Procedures for National/Olympic Team Trials:

This procedure is implemented to provide the most knowledgeable judges with international experience and unaffiliated judges for National/Olympic Team Trials.

A. Procedure:

1. A list of judges, as prioritized by the Judges' Board, shall be provided to the International Relations Committee Chair by the Administrator of the Judges' Programs at the Annual Meeting of the Corporation (USAS Convention).
2. The prioritized list of judges shall be based on the following criteria:
 - a. Current Level 6 and Level 5 Judges.
 - b. Current Level 4 Retaining Judges.
 - c. Evaluations from the past year.
 - d. Experience (national).
3. The International Relations Committee Chair, Administrator of the Judges' Programs and High Performance Director shall review the prioritized list of judges and evaluations. Additional consideration will be given to the following criteria:
 - a. International experience.
 - b. Continuing education.
 - c. Professionalism.
4. Judges shall be seated in the following order:
 - a. Level 6.
 - b. Unaffiliated Level 5.
 - c. Unaffiliated Level 4 Retaining Judges, if necessary.
 - d. If a Level 4 or 5 Judge is affiliated with only one competitor, s/he would be eligible to judge Trials.
 - e. If a Level 4 or 5 Judge is eligible to judge at the National Championships, s/he is eligible to judge at the National Team Trials.
 - f. USSS Rule OD 2.3.4.5 shall be considered when possible, with the exception of Level 6 Judges.
5. The International Relations Committee Chair, Administrator of the Judges' Programs and High Performance Director shall determine judging panels for National/Olympic Team Trials.
6. When deemed necessary by the International Relations Committee, a Trials Judge shall be referred to the Judges' Review Subcommittee.

1.05 Judges Selection Procedures for Nomination to the FINA/UANA Judges List:

This procedure is implemented to provide knowledgeable U.S. Judges to the FINA/UANA "G" Judges List.

A. Procedure:

1. Upon successful passing of the USSS Level 4 judges test for the second time, candidates who are interested in a FINA/UANA Judge nomination must submit an application and resume for consideration to the International Relations Committee Chair. A list of judges, as prioritized by the Judges' Board, shall be provided to the International Relations Committee Chair by the Administrator of the Judges' Programs.
2. The International Relations Committee shall review the applications of the candidates and the recommendations of the Judges' Board and consider the

following when approving applications and prioritizing judges for nomination to the FINA/UANA "G" Judges List:

- a. International experience (judge, coach, manager, etc.) and observations, if any.
 - b. Professionalism.
 - c. Ability to judge internationally a minimum of 10 years prior to the mandatory FINA/UANA retirement.
3. The International Relations prioritized list of judges shall be used to fill vacancies in the FINA/UANA "G" Judges List, once the USSS International Rating Level 5 has been completed and when openings on the FINA/ UANA lists become available. Refer to Appendix G.
4. FINA/UANA Judge candidates may contact the Administrator of the Judges' Programs to learn more about improvements they can make in their judging to be considered as a FINA/UANA Judge in the future.
 5. The International Relations prioritized list of judges shall be reviewed annually.

1.06 Judges Selection Procedures for International Judging Assignments:

- A. To be considered for an international judging assignment by the International Relations Committee, a FINA/UANA judge must be compliant with the U.S. attendance requirements (Appendix G, Section 1.04.A.8) and the U.S. evaluation requirements (Appendix G, Section 1.04.D).
- B. In the event there are no compliant FINA/UANA judges available for an international competition, the International Relations Committee may consider a FINA/UANA judge who is not compliant with the requirements in 1.06 A above for a judging assignment.

1.07 U.S. FINA/UANA Judge Removal policy:

- A. FINA/UANA Judges with "Official" Lapsed U.S. National ratings will be removed from the FINA/UANA Judges lists.
 - **Definition:** "Official" lapsed rating means no extensions have been granted or after extensions are granted, the judge fails to reinstate their national rating.
- B. FINA/UANA Judges with "conditional" U.S. National ratings may request an additional year to reinstate their National rating prior to removal from the FINA/UANA Judges lists.
 1. Extensions for additional time must be requested by the FINA/UANA judge by October 15th during the conditional period via email to the Administrator of the Judges' Programs and the International Relations Committee Chair.
 2. Extensions may be granted by the Administrator of the Judges' Programs, in consultation with the International Relations Committee Chair, the Vice President Olympic International and the Vice President Education and Certification prior to removal.
 - a. When considering granting an extension, the Administrator of the Judges' Programs will consider the judge's evaluations (national & international), attendance, willingness to cooperate and response time to emails regarding the circumstances when reviewing the requirements to reinstate, etc.
 3. If no request for extension has been requested by October 15th, then the judge will be removed from the FINA and UANA list when FINA/UANA request reconfirmation of the Judges list (typically by November 1st). Notification will be sent to the FINA/UANA Judge and the Board of Directors prior to removal.
- C. Any further extensions due to special circumstances may be granted by the Administrator of the Judges' Programs, in consultation with the International Relations Committee Chair, the Vice President Olympic International and the Vice President Education and Certification prior to removal.
- D. If reinstated at any time, the FINA/UANA judge will remain on the FINA/UANA lists.
- E. The International Relations Committee approves all international judging assignments. If selected by FINA or UANA to judge at a Championship while holding a conditional or lapsed U.S. National rating, the International Relations Committee will have the authority to approve or deny the selection by FINA or UANA.

F. Additional ways to remove a FINA/UANA Judge:

1. The International Relations Committee Chair will automatically remove any FINA/UANA judge from the FINA and UANA Judges lists who has reached the age of 65 according to FINA BL 6. Removal will occur at the end of the year of the 65th birthday.
2. The International Relations Committee Chair will automatically remove any FINA/UANA judge from the FINA and/or UANA lists if requested by the FINA/UANA Judge.
3. The International Relations Committee Chair will remove any FINA/UANA judge if no requests for extension have been requested or approved and the rating has lapsed.