

**USA SYNCHRO
GAMES STAFF SELECTION PROCEDURES
2019 PAN-AMERICAN GAMES
AUGUST 18, 2017**

These procedures provide for selection of USA Synchro **Games Staff** [Team Leader, Coach(es), and Additional Officials] for the 2019 Pan-American 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 USA Synchro.

1. Describe the specific Games Staff position(s) that USA Synchro is requesting.

USOC Role Name - (Games Function)	Responsibility
Team Leader	Serve as primary point of contact and liaison between the USOC and USA Synchro before, during and after the Games.
Head Coach	Prepare athletes/teams for success on the field of play.
Assistant Coach(es)	Prepare athletes/teams for success on the field of play.
Medical (Physiotherapist)	Provide appropriate medical care to the athletes.

2. What are USA Synchro's criteria for the above Games Staff position(s) (attach a job description, if any)?

USA Synchro's 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 USA Synchro and/or USOC.
- 2.2. Successfully complete the USOC's safe sport awareness training and education program
- 2.3. Possess a valid passport that does not expire until at least six months after the conclusion of the Games.
- 2.4. Have the ability to work effectively with the USOC.
- 2.5. Have strong administrative, communication and organizational capabilities/skills.
- 2.6. Be responsible for Team's adherence to all rules regarding discipline at the Games.

- 2.7. Fulfill all duties and requirements of the USOC including attendance at USOC Games related meetings.
- 2.8. Be available for entire duration of the Games.
- 2.9. Have USA Synchro's approval to make financial decisions regarding the Team.
- 2.10. Possess high level, specific technical and tactical knowledge of the sport.
- 2.11. Have thorough knowledge and understanding of the International Federation (IF) rules and regulations governing the sport.
- 2.12. Demonstrate ability to establish harmonious relationships with athletes and other Team personnel.
- 2.13. Be in good health and able to withstand the physical rigors of traveling with and working with the Team.
- 2.14. Be a currently employed staff member or contractor of USA Synchro.
- 2.15. Be listed on USA Synchro's Long List and must successfully complete all Games Registration requirements by stated deadlines.
- 2.16. Participate in USADA training as required for position.
- 2.17. Other criteria as determined by USA Synchro for the position(s) listed above.

In addition, Medical Personnel must:

- 2.18. Possess the appropriate certifications.
 - 2.19. 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).
 - 2.20. 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>.
 - 2.21. Be approved for nomination through the USOC's Sports Medicine Division.
3. Describe the intended method of identifying the pool and selecting the candidates to be considered for the Games Staff position(s):

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

4. Describe the removal of Games Staff:

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

- 4.1. Voluntary withdrawal. Games Staff nominee must submit a written letter to USA Synchro's President.

- 4.2. Injury or illness as certified by a physician (or medical staff) approved by USA Synchro. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by USA Synchro, 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 USA Synchro's Code of Conduct (Attachment B).

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 USA Synchro 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)?

USA Synchro's President 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, USA Synchro'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:

May 6, 2019

9. Publicity/Distribution of Procedures:

The USOC approved selection procedures (complete and unaltered) will be posted/published by USA Synchro in the following locations:

- 9.1. Web site: www.usasynchro.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):

Position	Print Name	Signature	Date
USA Synchro President	<i>Linda S. Loehndorf</i>	<i>Linda S. Loehndorf</i>	8-20-17
USA Synchro Executive Director	MYRIAM GLEZ	<i>Myriam Glez</i>	8-23-17
USOC Athletes' Advisory Council Representative*	Olivia Morgan	<i>Olivia Morgan</i>	8-22-17

* 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 USA Synchro, 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, USA Synchro must designate an athlete from that sport to review and sign the Selection Procedures.

Attachment A

USOC Sports Medical Games Requirements

PURPOSE

The USOC has developed medical requirements to ensure the safety of athletes during Games (Olympic, Paralympic, Pan American and Para Pan American, etc.). This policy addresses equipment requests and minimum standards for all NGBs and medical providers attending games.

POLICY

1. Requests

NGBs must identify medical support requests to the USOC Sports Medicine department. These requests must specify any supplies, equipment, and other medical support provided at the Games. Anti-doping concerns or comments should also be identified. Collected information will be reviewed by the USOC Managing Director of sports medicine who will then identify and communicate the level of support to be provided by USOC Sports Medicine. Any changes to the requested sports medicine support should be immediately forwarded to USOC Sports Medicine. In cases where medical services or materials are not identified, the USOC cannot guarantee support for additional or late requests because of time, budget and other factors.

2. NGB Health Care Providers

NGBs must nominate and allocate Games credentials to NGB identified health care provider(s) to support the NGB sports medicine needs during the games. Any potential NGB medical provider who *could* be nominated to provide services must be identified by the NGB no later than the due date for the respective Games Long List. Additionally, all NGB medical providers must meet the criteria as identified in the NGB's approved Additional Officials Selection Procedures, along with the additional criteria outlined below.

The medical staffing list will include anyone who will potentially be credentialed by the NGB and/or use a day pass to provide services at an Olympic/Paralympic Village or a High Performance Training Center. Health care providers must meet minimum qualification standards which are identified below by their specialty without exception. NGBs must ensure their identified medical staff can meet these standards prior to advancing their nomination for a Games credential or day pass access. If the provider is not licensed in the United States, they may be ineligible to be credentialed. In order to meet expected standards of care and mitigate risk management issues, selected provider(s) must meet the below minimum qualifications in addition to the Selection Procedures criteria to provide medical services at games. These qualifications include:

- 1) Meet all criteria identified in the USOC Volunteer Program Application for specific specialty (Attachments located at www.teamusa.org/medicalvolunteer). On occasion, specific supporting documentation will be requested at the discretion of USOC Sports Medicine.
- 2) Successfully pass a medical credential review and criminal background check at or above USOC standards with the National Center for Safety Initiatives (NCSI)
- 3) Review of the venue emergency action plan with USOC Sports Medicine staff prior to the first scheduled practice or event.
- 4) Complete required Medical Team Education Modules addressing Anti-Doping, Safe Sport and/or other prerequisite training.

Appendix: Location of criteria:

- Athletic Trainer Qualification Criteria – located at www.teamusa.org/medicalvolunteer
- Physical Therapist Qualification Criteria - located at www.teamusa.org/medicalvolunteer
- Doctor of Chiropractic Qualification Criteria - located at www.teamusa.org/medicalvolunteer
- Physician Qualification Criteria - located at www.teamusa.org/medicalvolunteer
- Massage Therapist Qualification Criteria - located at www.teamusa.org/medicalvolunteer

Attachment B

USA Synchro Code of Conduct

Purpose

The purpose of the Code of Conduct is to provide a means of assisting the National Team, which consists of the Team Managers, Coaches, and Athletes of USA Synchro, to identify ethical conduct and to promote the best possible performance of United States synchronized swimmers in international, state games and USA Synchro-sanctioned events. Adherence to the Code of Conduct is intended to promote a favorable image and ensure the highest level of performance of United States Synchronized Swimming National Team representatives as ambassadors of their sport, sponsors of their programs, and of their country. Failure to comply with this Code of Conduct shall result in disciplinary proceedings as established by the National Team Agreement.

General Conduct

1. This Code of Conduct applies to the National Team, which consists of the Athletes, Coaches, Team Managers and other members of the official delegation when representing USA Synchro in all domestic and international events and at training camps for such events.
2. The National Team shall comply with USA Synchro uniform and equipment requirements. The Team Manager or Coach shall detail the uniform and equipment requirements at the beginning of each training camp or competition.
3. The use of alcohol is prohibited during training hours and competition. National Team Staff may responsibly consume alcohol after hours but never in the presence of underage athletes. The operator of any motor vehicle during a training camp or competition shall not consume alcohol.
4. The use of controlled substances is prohibited, except controlled substances prescribed as medication by a physician and approved by a member of the medical staff responsible for the National Team in compliance with the WADA and USADA standards.
5. The National Team shall adhere to curfews established by the Team Managers or Coaches each day of training camp or competition.
6. The National Team shall not violate any laws or regulations of the country in which the training or competition takes place.
7. Any additional guidelines required for a particular competition, training or training camp for the USA Synchro National Team shall be established by the Team Manager or Coaches.