

U.S. Paralympics Swimming Contractor, Staff & Volunteer Selection Procedures 2024 Paralympic Games

SECTION 1: OVERVIEW

These procedures provide the qualification pathway for selection to the 2024 Paralympic Games. However, accreditation allocation is not guaranteed and will be based on final USOPC credential allocation and overall team size. Responsibility of payment for allocated accreditations will be determined by the USOPC and U.S. Paralympics Swimming (“NGB”).

SECTION 2: REQUIREMENTS FOR ALL GAMES STAFF

1. Undergo a background screen in accordance with the current [USOPC Background Check Policy](#) prior to nomination.
 - Should a nominee experience an 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 the NGB and/or USOPC.
2. Have a valid passport at the time of nomination that does not expire for six months after the conclusion of the Games.
3. Be familiar with and abide by the [USOPC Athlete Safety Policy](#), the U.S. Center for SafeSport’s [SafeSport Code for the Olympic & Paralympic Movements](#), and the [USOPC Minor Athlete Abuse Prevention Policies](#) (MAAPP).
4. Be available for the entire duration of the Games (if requested).
5. Demonstrate ability to work effectively with the USOPC, athletes and other Team personnel.
6. Have strong administrative, communication and organizational capabilities needed for Games Staff role.
7. Have NGB approval prior to making any financial decisions regarding the Team.
8. Be responsible for the Team’s adherence to all rules regarding discipline at the Games.
9. Fulfill all duties and requirements of the USOPC and U.S. Paralympics Swimming including attendance at USOPC Games related meetings.
10. Be in good health and able to withstand the physical rigors of traveling and working with the Team.
11. Be in good standing with WPS, U.S. Paralympics Swimming, USOPC, U.S. Center for SafeSport, and USADA.
12. Successfully complete all USOPC Games Registration requirements by the stated deadline.
13. Successfully complete the U.S. Center for SafeSport’s training requirements by the stated deadline.
14. Successfully complete all anti-doping training required for Games Staff role by the stated deadline.
15. Be available for any camps hosted for the Games Team.
16. Meet all health and safety protocols, to include vaccine and/or testing requirements, set forth by the government, USOPC, IF and/or the Local Organizing Committee.
17. Respond to administrative requests from U.S. Paralympics Swimming in a timely manner and report any changes to information on file.

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SECTION 3: GAMES STAFF ROLES THAT WILL BE FILLED BY NGB EMPLOYEES

Roles filled by NGB Employees	Responsibility
Team Leader (1)	Serve as the primary point of contact and liaison between the USOPC and NGB before, during, and after the Games.
Assistant Team Leader (1)	Assist with all team administration, paperwork, forms, and entries; assist the Team Leader with logistics, discipline, and Games requirements.
Assistant Coach (1)	Prepare athletes/Team for success on the field of play.

3.1 MINIMUM REQUIREMENTS FOR SPECIFIC GAMES STAFF ROLE

A) TEAM LEADER AND ASSISTANT TEAM LEADER

1. Have active involvement with a national team program within the last 12 months.
2. Have relevant Games Staff experience from a previous Delegation Event or world championships event within the last four (4) years.
3. Have thorough knowledge and understanding of the World Para Swimming rules and regulations governing the sport.
4. Have knowledge of U.S. Paralympics Swimming.
5. Have the ability to interact with coaching staff, athletes, U.S. Paralympics and USOPC Administration, and World Para Swimming personnel.

SECTION 4: GAMES STAFF ROLES THAT WILL BE FILLED BY CONTRACTORS OR VOLUNTEERS

Roles filled by Contractors	Responsibility
Coach: Head Coach (1), Assistant Coach (up to 8)	Prepare athletes/Team for success on the field of play.
Technical Personnel: Support (up to 2)	Manage all video and race analysis and athlete recovery station.
Team Support Staff focused on athlete accessibility needs (e.g., personal care assistant)	Provide customized support for athletes as required (e.g., supervision, wayfinding, help with everyday care and/or activities of daily living).
Training Coach (up to 2):	Ensure preparedness of athletes in the lead up to competition. (Please note, Training Coaches only have access to the official training venue)
Medical Personnel: PT/ATC, MD (up to 3)	Provide appropriate sport specific medical care for the Team.
Mental Health Professional: Sport Psychologist (1)	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.
Sport Science Professional: Dietitian (1)	Provide nutrition support leading up to and during competition and manage athlete recovery station.

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Roles filled by Volunteers	Responsibility
Personal Coach (up to 2):	Ensure preparedness of athletes in the lead up to competition. (Please note, Personal Coaches only have access to the official training venue)

4.1 MINIMUM REQUIREMENTS FOR ALL CONTRACTORS AND VOLUNTEERS

- 1. Have a signed U.S. Paralympics & IMS Services Agreement on file by July 31, 2024, if applicable.

4.2 MINIMUM REQUIREMENTS FOR SPECIFIC GAMES STAFF ROLE

A) PERFORMANCE MANAGER: HEAD COACH, ASSISTANT COACHES, PERSONAL COACHES

- 1. Have extensive experience working with elite level athletes.
- 2. Have active involvement with national team athletes and/or program within the last 12 months or, have relevant experience from a previous Delegation Event, world championships or World Series event within the last four (4) years.
- 3. Have thorough knowledge and understanding of the World Para Swimming rules and regulations governing the sport.
- 4. Possess a high level of specific technical and tactical knowledge of the sport.
- 5. Have previous experience coaching teams at the national and international levels.
- 6. Be a current coach member with USA Swimming and compliant with all certifications and requirements.
- 7. Agree to and sign all documents listed in Section 10, Required Documents.
- 8. Must complement and work effectively with NGB employee and contractor Games Staff.
- 9. Meet the applicable Coach requirements listed below:
 - i. Eligible Head Coaches (who are not current USOPC employees working with the U.S. Paralympics Swimming program) must have prior experience as a Head Coach on a U.S. Paralympics Swimming International/National Team trip or as a Head Coach with a USA Swimming, YMCA or equivalent year-round club or collegiate swim team.
 - ii. Eligible Assistant Coaches (who are not current USOPC employees working with the U.S. Paralympics Swimming program) must have been a coach, head or assistant, on a U.S. Paralympics Swimming International/National Team trip or be a primary coach of an athlete nominated to the 2024 Paralympic Games Team. Eligible coaches must also be actively coaching with a USA Swimming, YMCA or equivalent year-round club or collegiate swim team.
 - iii. Eligible Training Coaches
 Training coaches will only be filled if U.S. Paralympics Swimming has available accreditations after filling NGB Employee and Contractor Games Staff Positions. Training coaches will be responsible for managing training and athlete preparations at the Paris Training Venue(s). Training coaches must have been a coach, head or assistant, on a U.S. Paralympics Swimming International/National Team trip between January 1, 2022 – June 1, 2024.

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iv. Eligible Personal Coaches

Personal Coach position(s) will only be filled if U.S. Paralympics Swimming has available accreditations after filling NGB Employee and Contractor Games Staff Positions. Eligible coaches must be a personal coach of an athlete nominated to the 2024 Paralympic Games Team. Candidates will be identified after the athlete selection process is completed if entry deadlines permit.

B) TECHNICAL PERSONNEL:

1. Possess appropriate experience relative to the position/area of expertise for which they are being nominated.
2. Have experience and proven ability working with teams at the national and international levels.

C) TEAM SUPPORT STAFF FOR ATHLETE ACCESSIBILITY NEEDS

1. Have experience working with athletes and coaches in a competition setting.
2. Have sport specific expertise working with persons with disabilities.
3. Be able to assist athletes/disability groups with daily personal care as necessary.
4. Possess appropriate experience and/or professional certifications based on athlete(s) needs.
5. Assist with all aspects of the Team during travel, training, competition and downtime as needed.

D) SPORT SCIENCE PROFESSIONAL (DIETITIAN)

1. Possess appropriate certifications.
2. In addition to the approved USOPC Games Background Check, pass a medical credential review, if applicable, which will be a combined check managed through USOPC Sports Medicine (separately arranged background checks will not be considered).
3. Meet the minimum criteria and provider requirements defined in the [USOPC Sports Science Credentialing Policy \(see additional resources\)](#).
4. Fulfill all requests and meet deadlines for any required information or documentation such as the submission of a temporary licensing application (to practice medicine at the Games) and medical equipment submission requirements.
5. Be approved for nomination through the USOPC's Sports Medicine Division and Paralympic Performance team.
6. Complete all mandatory Games training by the stated deadline.

F) SPORTS MEDICINE PROVIDERS (INCLUDING MENTAL HEALTH PROFESSIONALS):

1. Possess appropriate certifications.
2. In addition to the approved USOPC Games Background Check, pass a medical credential review which will be a combined check managed through USOPC Sports Medicine (separately arranged background checks will not be considered).
3. Meet the required experience and proficiency levels as determined by USOPC Sports Medicine

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(<https://www.usopc.org/athlete-services/medical/volunteer-program>)

4. Meet the minimum criteria and provider requirements defined in the [USOPC Sports Medicine Provider Credentialing Policy](#).
5. Fulfill all requests and meet deadlines for any required information or documentation such as the submission of a temporary licensing application (to practice medicine at the Games) and medical equipment submission requirements.
6. Be approved for nomination through the USOPC's Sports Medicine Division.
7. Complete all mandatory Games training by the stated deadline.

SECTION 5: METHOD USED TO IDENTIFY AND NOMINATE CONTRACTOR AND VOLUNTEER GAMES STAFF

A) Performance Manager(s): Head Coach, Assistant Coach(es)

Head Coach: The Director, U.S. Paralympics Swimming will contact coaches who are eligible and meet the criteria outlined in Section 2 and Section 4 on or before April 1, 2024, to gauge their interest in the head coaching position. Coaches who are interested will be added to the 2024 Paralympic Games coaching pool.

Assistant Coaches: The Director, U.S. Paralympics Swimming will contact coaches who are eligible and meet the criteria outlined in Section 2 and Section 4 on or before May 1, 2024, to gauge their interest in a coaching position. Coaches who are interested will be added to the 2024 Paralympic Games coaching pool.

B) Training Coaches

The Director, U.S. Paralympics Swimming will contact coaches who are eligible and meet the criteria outlined in Section 2 and Section 4 on or before May 1, 2024 to gauge their interest in a training coaching position. Coaches who are interested will be added to the 2024 Paralympic Games coaching pool.

C) Personal Coaches

The Director, U.S. Paralympics Swimming will contact all coaches who are eligible and meet the criteria outlined in Section 2 and Section 4 on or before May 1, 2024 to gauge their interest in a personal coaching position. Coaches who are interested will be added to the 2024 Paralympic Games coaching pool.

From the coaching pool, the selection committee (Section 6) will nominate personal coaches based on the number of their athletes with medal potential who have been nominated to the 2024 Paralympic Team. The selection committee will also consider the following, in no particular order:

- Medal potential will be evaluated based on the number of top five WPS rankings (in a Paris Paralympic Games Event) during the qualification period by the athlete(s) who list the individual as their personal coach of record.
- Number of athletes nominated to the Paris Paralympic Games Team
- Engagement with U.S. Paralympics Swimming program from October 1, 2021 and the U.S. Paralympic Team Trials – Swimming.

D) Technical Personnel

U.S. Paralympics Swimming will not solicit applications for this 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. This position(s) will be filled by current USOPC employees and/or U.S. Paralympics Swimming contractors who meet the criteria above.

E) Team Support Staff for Athlete Accessibility Needs

U.S. Paralympics Swimming will not solicit applications for the Team Support Staff for Athlete Accessibility Needs 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. These position(s) will be filled by current USOPC employees and/or U.S. Paralympics Swimming contractors who meet the criteria above.

F) Sports Medicine Personnel & Sports Science: PT/ATC, MD, Sport Psychologist, Dietitian

U.S. Paralympics Swimming will not solicit applications for the PT/ATC, MD, Sport Psychologist or Dietitian 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. These position(s) will be filled by current USOPC employees and/or U.S. Paralympics Swimming contractors who meet the criteria above.

SECTION 6: APPROVAL OF GAMES STAFF NOMINATIONS

The following group will evaluate the pool of eligible staff for the 2024 Paralympic Games and will make the final nominations.

Director, U.S. Paralympics Swimming
Sr. Director, Internally Managed Sports
Athlete Representative

The following group will make final approval of the Games Staff positions:

Chief of Paralympics & Internally Managed Sports
Director, U.S. Paralympics
Athlete Representative

SECTION 7: CONFLICT OF INTEREST

A. GAMES STAFF CANDIDATES

Prior to nomination, all Games Staff candidates must comply with the USOPC Conflict of Interest Policy and must submit a conflict of interest disclosure form for review by the USOPC's Ethics team. The Conflict of Interest Policy that will be used to identify potential conflicts can be found here:

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<https://www.usopc.org/ethics-and-compliance>.

B. GAMES STAFF SELECTION COMMITTEE

All members of the selection committee must comply with the USOPC Conflict of Interest Policy, to include completing and submitting a disclosure form consistent with the USOPC Conflict of Interest Policy before convening the committee.

Any member of the selection committee who has an actual, potential, or perceived conflict of interest must disclose it consistent with the USOPC Conflict of Interest Policy prior to the start of the selection process. A conflict of interest exists when a personal, family, financial, professional, club, team or business interest of the committee member poses a direct or indirect relationship, connection, or affiliation, past or present, with an individual in contention for the applicable staff selection that could compromise or could be perceived to compromise the committee member's ability to participate in the selection process in a fair and impartial manner. If an actual, potential, or perceived conflict exists, the internally managed sport team should send the disclosure to the Chief Ethics & Compliance Officer and the Sr. Director, Compliance Investigations and Ethics (collectively, the Ethics team) to share with the Ethics & Compliance Committee for review and disposition. For example, if a Selection Committee member may be required to recuse him/herself from voting, but that individual may still be able to provide relevant or necessary information concerning staff performance in a fair and impartial manner. The Selection Committee member must not otherwise influence other members of the committee during the selection process.

Additionally, any person (including any potentially impacted athlete or coach of a potentially impacted athlete) with a good faith belief that a committee member has a conflict of interest may report the alleged conflict of interest through the [USOPC's Integrity Portal](#). No committee member shall retaliate in any way against a person who, in good faith, reports an alleged conflict of interest.

Any recused individual shall be replaced in accordance with the U.S. Paralympics Swimming selection committee appointment process.

SECTION 8: REMOVAL OF GAMES STAFF

8.1 NGB JURISDICTION

- a. NGB has jurisdiction over Games Staff nominees prior to submission of entries by name by the USOPC to the Local Organizing Committee.
- b. An individual who is nominated for a Games Staff role by the NGB may be removed as a nominee for any of the following reasons, as determined by the NGB:
 - i. Voluntary withdrawal. Games Staff nominee submits a written letter to the Director, U.S. Paralympics Swimming.
 - ii. Injury or illness. A physician (or medical staff) approved by NGB provides certification that the individual has a debilitating condition. If an individual refuses to provide verification of their illness or

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injury by a physician (or medical staff), their injury will be assumed to be debilitating and they may be removed from the Games Staff.

- iii. Inability to meet Games Staff requirements and/or perform required duties.
- iv. Code of Conduct violation. Individual violates the NGB Code of Conduct located here: <https://www.usparaswimming.org/athlete-information>
- v. SafeSport Policy violation. Individual violates the NGB SafeSport policy located here: <https://www.usopc.org/safe-sport>
- vi. Removal of employment. Individual is removed from their position as an NGB contractor or staff member, if applicable.

8.2 USOPC JURISDICTION

- a. Once Games Staff nominations have been submitted by the USOPC to the Local Organizing Committee, the USOPC has jurisdiction.
- b. USOPC's Games Forms apply in addition to the NGB Code of Conduct. The Games Forms are specific to each Games and are made available during the Games registration process.

8.3 REPLACEMENT OF GAMES STAFF

- a. If a nominated Games Staff member is unable to perform their duties due to injury, illness, Code of Conduct or SafeSport Program violation or other unforeseen circumstances that would result in the need to replace them, the replacement candidate must meet all applicable Games Staff requirements listed in Sections 3-5.
- b. All replacement candidates must be selected using the same process outlined in these selection procedures.

SECTION 9: DATE OF GAMES STAFF NOMINATION

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

- Medical Staff: June 20, 2024
- All Other Staff: July 19, 2024

SECTION 10: REQUIRED DOCUMENTS

In addition to the USOPC Games Forms requirements, the following documents are required to be signed by all Games Staff as a condition of nomination to the Paralympic Games:

- U.S. Paralympics Swimming Code of Conduct for U.S. Paralympics National Teams and U.S. Paralympics Programs: <https://www.usparaswimming.org/athlete-information>

SECTION 11: QUESTIONS REGARDING SELECTION PROCEDURES

Individuals may contact the NGB staff member(s) listed below for information about these selection procedures.

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Name: Erin Popovich
 Position: Director, U.S. Paralympics Swimming
 Email: Erin.Popovich@usopc.org
 Phone: 719-866-2084

SECTION 12: GRIEVANCES

The IMS Grievance Procedures can be found here:

- <https://www.usparaswimming.org/athlete-information>
- <https://www.usopc.org/governance/dispute-resolution>


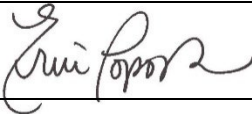

SECTION 13: NON-RETAILATION

The USOPC and NGB have zero tolerance for retaliation against people who make good faith reports of potential ethical, policy, or legal violations, or who cooperate with investigations of those reports. That means no USOPC or NGB staff, Board/Committee member, or volunteer may threaten, harass, discriminate against, or take any negative employment or related action (e.g., discharge, demotion, suspension, negative review) on that basis. Additional information can be found in the USOPC’s [Speak Up Policy](#).

- Individuals may report concerns to the USOPC confidentially, or anonymously, online using the [USOPC Integrity Portal](#) or individuals may call the USOPC Integrity Hotline at 1-877-404-9935.

SECTION 14: CERTIFICATION OF SELECTION PROCEDURES

The following individuals approved these selection procedures and through their signature, certify that the procedures comply with the USOPC’s Selection Procedures minimum standards.

POSITION	NAME	SIGNATURE	DATE
Chief of Paralympics & Internally Managed Sports	Julie Dusliere		3/11/24
Director, U.S. Paralympics Swimming	Erin Popovich		3/11/24
USOPC Team USA Athlete’s Commission Representative*	Joe Wise		3/11/24

Revision History

Date	Revisions
3/12/24	Original document published

APPENDIX A – STAFF RESOURCES

USOPC DISPUTE RESOLUTION UNIT (DRU)

USOPC's DRU oversees the administration of dispute resolution services to athletes and other members of NGBs for grievances under the USOPC's jurisdiction to ensure the complaints are heard in a timely and fair manner. For more information about this process, please visit the [dispute resolution website](#).

USOPC ETHICS AND COMPLIANCE

USOPC's Ethics and Compliance team is responsible for ensuring the USOPC and NGBs comply with the Ted Stevens Olympic and Amateur Sports Act, their own bylaws and policies, and any other applicable laws or regulations. Any individual may report concerns confidentially, or anonymously, online using the [USOPC Integrity Portal](#) or individuals may call the USOPC Integrity Hotline at 1-877-404-9935 to report their concern over the phone.

USOPC SECURITY AND ATHLETE SAFETY REPORTING PORTAL

Individuals can report an incident of emotional, physical, or sexual misconduct, a violation of the Minor Athlete Abuse Prevention Policies (MAAPP) or a general security incident or concern through the [Safety Reporting Portal](#). Individuals may also report to the USOPC over the phone at 719-866-3869.

SAFESPORT HELPLINE

The SafeSport Helpline provides crisis intervention, referrals, and emotional support specifically designed for athletes, staff, and other SafeSport participants affected by sexual violence. Through this service, support specialists provide live, confidential, one-on-one support that is available 24/7. Individuals can call the Helpline at 866-200-0796 or visit www.safesporthehelpline.org.