

USA DIVING
GAMES STAFF SELECTION PROCEDURES
USA DIVING EMPLOYEE, CONTRACTOR & VOLUNTEER
2024 PARIS OLYMPIC GAMES
June 5, 2023

These procedures provide for selection of USA Diving’s **Games Staff** [see following table for a list of positions] for the 2024 Paris Olympic 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 USA Diving.

1. List of specific Games Staff position(s) that USA Diving is requesting:

Games Staff Role	Responsibility
Team Leader	Serve as primary point of contact and liaison between the USOPC and USA Diving before, during and after the Games.
Coach Member	Prepare athletes/teams for success on the field of play.
Medical Personnel (for example, ATC, Physical Therapist, Physician, Massage Therapist)	Provide appropriate medical care for the team.
Sport Science Professional (e.g., Physiologist, Strength & Conditioning, Dietician)	Provide appropriate sport science services for the team.
Mental Health Professional (e.g., Sport Psychologist, Mental Health Officer)	Provide appropriate mental health services for the team.
Administrative Personnel (e.g., Team Manager, Security)	Provide assistance to the Team Leader before, during and after the Games.

2. USA Diving’s criteria for the above-listed Games Staff position(s) (attach a job description, if any):

USA Diving’s Games Staff must:

- 2.1. Undergo a background screen in accordance with the current [USOPC Games Background Check Policy & Procedures](#) 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 Diving and/or the USOPC.
- 2.2. Possess a valid passport that does not expire until at least six months after the conclusion of the Games.
- 2.3. Have the ability to work effectively with the USOPC.
- 2.4. Have strong administrative, communication and organizational capabilities/skills as applicable for the applicable Games Staff role.

- 2.5. Be responsible for Team's adherence to all rules regarding personal conduct at the Games.
- 2.6. Fulfill all duties and requirements of the USOPC including attendance at USOPC Games related meetings, as applicable.
- 2.7. Be available for entire duration of the Games, if requested.
- 2.8. Have USA Diving's approval prior to making any financial decisions regarding the Team.
- 2.9. Possess high level, specific technical and tactical knowledge of the sport as needed for the Games Staff role.
- 2.10. Have thorough knowledge and understanding of the World Aquatics (AQUA) rules and regulations governing the sport as needed for the specific role.
- 2.11. Demonstrate ability to establish harmonious relationships with athletes and other Team personnel.
- 2.12. Be in good health and able to withstand the physical rigors of traveling with and working with the Team.
- 2.13. Be a currently employed staff member, contractor or volunteer of USA Diving.
- 2.14. Be listed on USA Diving's Long List.
- 2.15. Successfully complete all Games Registration requirements by stated deadlines.
- 2.16. Participate in the appropriate anti-doping training as required for the Games Staff role by stated deadline.
- 2.17. Successfully complete the appropriate U.S. Center for SafeSport's online training module(s) by stated deadline.

In addition, Team Leader must:

- 2.18. Have experience as a Team Leader at major international competitions (Olympic Games, World Championships, Pan American Games, World Cup Series events) in the past five years.

In addition, Coach Member(s) must:

- 2.19. Meet all the requirements of a USA Diving Coach Member: current SafeSport training, current Concussion Awareness training course and must successfully pass the background screening during the 2024 membership year (membership year runs January through December).
- 2.20. Be the personal coach of record, or the approved designated assistant coach of at least one athlete nominated to the team.
- 2.21. Minimal experience for a designated assistant coach includes experience and/or proven ability to coach teams at the international level. The High Performance Director, Committee for Competitive Excellence, President/CEO, and AAC representative will vet the designated assistant coach members and approve accordingly.

In addition, Medical Personnel must:

- 2.22. Meet the minimum criteria defined in the [USOPC Sports Medicine Provider Credentialing Policy](#).
- 2.23. Possess the appropriate professional certifications.
- 2.24. Pass a medical credential review in addition to the approved USOPC Games Background Check, which will be a combined check managed through USOPC Sports Medicine (separately arranged background checks will not be considered).
- 2.25. Meet the required experience and proficiency levels as determined by USOPC Sports Medicine. (www.teamusa.org/medicalvolunteer)
- 2.26. Complete the mandatory Games training prior to the Games.
- 2.27. Be approved for nomination through the USOPC's Sports Medicine Division.
- 2.28. 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.
- 2.29. Have served in a similar capacity at international competitions, USA Diving camp(s), and/or domestic competition(s), providing medical services to High Performance Squad divers during the past quinquennial.

In addition, Sport Science Professional(s) must:

- 2.30. Meet the minimum criteria defined in the [USOPC Sport Science Provider Credentialing Policy](#) (see "Additional Resources").
- 2.31. Possess the appropriate professional certifications.
- 2.32. Pass licensure/credential review in addition to the approved USOPC Games Background Check, which will be a combined check managed through USOPC Sport Performance (separately arranged background checks will not be considered).
- 2.33. Possess appropriate experience relative to the position/field of practice for which they may be nominated.
- 2.34. Fulfill all requests and meet deadlines for any required information or documentation such as the submission of a temporary licensing application (to provide services at the Games).
- 2.35. Have served in a similar capacity at international competitions, USA Diving camp(s), and/or domestic competition(s), providing sport science services to High Performance Squad divers during the past quinquennial.

In addition, Mental Health Professional(s) must:

- 2.36. Meet the minimum criteria defined in the [USOPC Sports Medicine Provider Credentialing Policy](#).
- 2.37. Possess the appropriate professional certifications.
- 2.38. Pass licensure/credential review in addition to the approved USOPC Games Background Check, which will be a combined check managed through USOPC Sport Medicine (separately arranged background checks will not be considered).
- 2.39. Possess appropriate experience relative to the position/field of practice for which they may be nominated.
- 2.40. Fulfill all requests and meet deadlines for any required information or documentation such as the submission of a temporary licensing application (to provide services at the Games).

- 2.41. Have served in a similar capacity at international competitions, USA Diving camp(s), and/or domestic competition(s), providing mental health services to High Performance Squad divers during the past quinquennial.

In addition, Administrative Personnel (Team Manager) must:

- 2.42. Possess appropriate experience relative to the position/area of expertise for which they may be nominated.

3. Process that candidates shall follow to express interest in being considered for a Games Staff position, in each category below:

Team Leader, Administrative Personnel:

USA Diving will not solicit applications for the Games Staff position(s) listed above as the individual(s) who meet the criteria outlined in Section 2 are a definitive group, and it will not be necessary for those individuals to express interest in the relevant position.

Coach Member:

USA Diving will not solicit applications for Coach members. Coach members will be eligible for nomination based on meeting the criteria in Section 2, and via the selection process outlined in Section 4.

Medical Personnel:

The individual/s who meet the criteria outlined in Section 2 are a definitive group, and it will not be necessary for those individuals to express interest in the relevant position.

Sport Science Professional, Mental Health Professional:

USA Diving will not solicit applications for these positions. If considered, these positions will be filled by current USOPC employees.

4. Method of identifying the pool and selecting the candidates to be considered for the Games Staff position(s):

Team Leader:

The Team Leader position shall be filled by USA Diving's High Performance Director. If the High Performance Director does not serve in this role, USA Diving will contact qualified candidates on a case by case basis. Consideration will be given to former and current National Team Coaches who do not have an athlete on the team. USA Diving's High Performance Director, President/CEO and Athlete Representative will make the final decision.

Coach Member(s):

Upon completion of the 2024 U.S. Olympic Team Trials – Diving, June 2024 (date and location TBD, but will be announced on USA Diving's website no later than 90 days before) and the selection of the athlete nominees, official positions will be offered to the coach(es)

of record who meet the criteria in section 2 above and have the most spots on the team. The coach of record with the most spots will be named the head coach and the coach of record with the second most spots will be named the assistant coach. The remaining coach(es) of record with athletes on the team will be ranked according to the number of spots on the team. To the extent that credentials are available upon final allocation from the USOPC, additional coaches of record may be named to the team in the order of their ranking.

Note: Each diver nominated in a synchronized event counts as one spot.

Note: Should the selected coach of record be unable to attend, their approved designee will be considered as a replacement only after all coach(es) of record have been considered.

In the event of a tie, the following tie-breaking system will be used in the following order of priority:

- 1) Select the coach member with the greatest number of athletes on the team
- 2) Select the coach member with the highest placed athlete in the individual events at the 2024 U.S. Olympic Team Trials – Diving
- 3) Select the coach member with the lowest aggregate number of qualifying positions (i.e. 1st place + 2nd place = 3; 2nd place + 2nd place = 4)
- 4) If a tie still remains, the High Performance Director, in consultation with the Committee for Competitive Excellence will recommend the Coach member who best meets the criteria in Section 2 above for nomination to USA Diving's President/CEO and Athlete Representative for final approval

Additional Coach Members:

If additional accreditations are available, coaches will be selected using the criteria and tie-breaking procedures outlined for Coach Members, above.

Medical Personnel:

For the medical personnel position, the High Performance Director will make a recommendation to the USA Diving Medical Working Group based on the following factors in no particular order:

- a. Review of any post-event reports submitted by team leaders, coach members, managers, athlete members, or other staff members to assess quality of care provided to USA Diving athletes.
- b. Assessment of specific needs of athlete members possibly attending the 2024 Olympic Games.
- c. Assessment of specific skills each particular medical provider possesses and determine need for these skills for athlete members possibly attending the Games.

Sport Science Professional, Mental Health Professional:

The Sport Science Professional and Mental Health Professional role(s) will be filled by a current USOPC employee.

Administrative Personnel:

The administrative personnel position shall be filled by the High Performance Manager, or an individual nominated by the President/CEO, High Performance Director, and Athlete Representative, should a staff member not attend. If a staff member does not serve in this role, USA Diving will nominate an individual from a pool of current and former national team coaches who do not have an athlete on the team, and/or former national team athletes. Candidates must meet minimum qualification outlined in Section 2.

5. Removal of Games Staff:

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

- 5.1. Voluntary withdrawal. Games Staff nominee must submit a written letter to USA Diving's CEO/President and High Performance Director.
- 5.2. Injury or illness as certified by a physician (or medical staff) approved by USA Diving. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by USA Diving, his/her injury will be assumed to be disabling and he/she may be removed.
- 5.3. Inability to perform the duties required.
- 5.4. Violation of the USA Diving's Code of Conduct <https://www.teamusa.org/usa-diving/resources/bylaws-and-policies>.
- 5.5. No longer able to meet the required criteria in Section 2 at the time of the Games.

Once the Games Staff nomination(s) is accepted by the USOPC, the USOPC has jurisdiction over the Games Staff, at which time, in addition to any applicable USA Diving Code of Conduct, the USOPC's Games Forms apply. The USOPC's Games Forms are available as part of Games Registration prior to the respective Games.

6. 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 Section 2 above and be selected through the same process outlined in Sections 3 and 4.

Team leader:

In the event a USA Diving employee and/or contractor is not available, the CCE will identify volunteer candidates who meet the criteria in Section 2 and select the highest qualified candidate.

Coach Members:

In the event a coach member needs to be replaced, the coach member who meets all the criteria listed in Section 2 and who is next in line based on the procedures outlined in Section 4, will be selected. Approved designated assistant coaches will be considered as replacements only after all coaches of record have been considered. If all coaches of record have been considered and replacements still need to be made, the approved designated assistant coach of the coach member being replaced shall be selected.

Medical Personnel:

In the event medical personnel needs to be replaced, the High Performance Director will make a recommendation to USA Diving's Medical Working Group, who will make the final approval.

Sport Science Professional, Mental Health Professional:

In the event a Sport Science or Mental Health Professional needs replacement, the replacement candidate(s) must meet all the criteria listed in Section 2 above.

Administrative Personnel:

In the event that Administrative Personnel needs to be replaced, the replacement candidate must meet all of the criteria listed in Section 2 above, and, if applicable, come from the pool of candidates described in Section 3 and 4 above.

7. Group/committee that will make the final approval of the Games Staff position(s):

Team Leader, Administrative Personnel, Sport Science Professional, Mental Health Professional:

USA Diving's CEO/President will make the final approval for any USA Diving Staff or USOPC staff selected to attend the Games in the above positions.

For any candidates who are not staff members, USA Diving's High Performance Director, President/CEO, and Athlete Representative will make the final decision.

Coach Members:

USA Diving's Committee for Competitive Excellence (CCE) will make the final approval.

CCE Chair

International Diving Representative

At-Large Coach Member

AQUA Technical Diving Committee Representative

Senior Diving Coach Representative

Junior Diving Coach Representative

AAC Representative

Athlete Representative

Athlete Representative

Medical Personnel:

Medical Personnel will be selected by USA Diving's Medical Working Group:

USA Diving CEO/President
Head Medical Staff Member
AAC Representative
Athlete Representative

8. Conflict of Interest:

All individuals involved in the selection process (see Section 7) must comply with USA Diving's conflict of interest policy, to include completing and submitting a disclosure form for review by USA Diving's Ethics Committee prior to beginning the selection process. An individual involved in the selection process who has an actual, possible, or perceived conflict of interest must disclose it to USA Diving's Ethics Committee prior to the start of the selection process. The USA Diving Ethics Committee shall review the disclosure and determine the individual's level of involvement (e.g., whether he/she must recuse him or herself from the review process and/or voting).

Any recused individual shall be replaced in accordance with USA Diving's committee appointment process.

9. Date of Nomination:

Nominations of Games Staff, including the names of any replacements, will be submitted to the USOPC on or before:

Nomination for all non athlete-dependent staff: on or before February 1, 2024

Nomination of Coaching Staff, including names of any replacements: on or before June 24, 2024



10. Publicity/Distribution of Procedures:

The USOPC approved selection procedures (complete and unaltered) will be posted/published by USA Diving in the following location(s):

10.1. Web site: www.usadiving.org

These procedures will be posted as soon as possible, but not more than five days following notice of approval by the USOPC.

10.2. Other (if any): N/A

Position	Print Name	Signature	Date
USA Diving President/CEO	Lee Michaud		06.05.2023
USOPC Athletes' Advisory Council Representative*	Lauren Reedy		06.09.2023

* If the USOPC 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 the NGB/PSO, 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 USOPC AAC Representative, the NGB/PSO must designate an athlete from that sport to review and sign the Selection Procedures.