

# U.S Paralympics Swimming (IMS) Staff Selection Procedures Singapore 2025 World Para Swimming Championships

- Publication Date: April 15, 2025

## SECTION 1: OVERVIEW

These procedures provide the Staff qualification requirements for nomination to the Singapore 2025 World Para Swimming Championships (Event) for U.S Paralympics Swimming (IMS). However, accreditation allocation is not guaranteed and will be based on final World Para Swimming credential allocation, overall Team size, and the staff composition required to ensure a safe, healthy, and elite performance focused environment at the Event.

## SECTION 2: STAFF REQUIREMENTS

### 2.1 MINIMUM REQUIREMENTS FOR ALL STAFF

- a) Undergo a background screen in accordance with the current [USOPC Background Check Policy](#) prior to nomination.
  - i. Should a nominee experience an event between the time the background check is conducted and the Event that may change their background check status, the nominee must inform the IMS and/or USOPC.
- b) Have a valid passport at the time of nomination that does not expire for six months after the conclusion of the Event.
- c) 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).
- d) Be available for the entire duration of the Event and training camps (if requested).
- e) Demonstrate ability to work effectively with the USOPC, athletes and other Team personnel.
- f) Have strong administrative, communication and organizational capabilities needed for Staff role.
- g) Have IMS approval prior to making any financial decisions regarding the Team.
- h) Be responsible for the Team's adherence to all rules regarding discipline at the Event.
- i) Fulfill all duties and requirements of the IMS including attendance at Event related meetings.
- j) Be in good health and able to withstand the physical rigors of traveling and working with the Team.
- k) Be in good standing with World Para Swimming, IMS, U.S. Center for SafeSport, and USADA.
- l) Successfully complete all Event Registration requirements (including U.S. Center for SafeSport and anti-doping training) by the stated deadline.
- m) Meet all health and safety protocols, to include vaccine and/or testing requirements, set forth by the government, USOPC, World Para Swimming, IPC and/or the Local Organizing Committee (LOC).
- n) Comply with U.S. Paralympics Swimming Team Rules and Regulations found in the [2025 Athlete and Program Plan](#)

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## 2.2 ADDITIONAL REQUIREMENTS FOR ALL SPORTS MEDICINE PROVIDERS

- a) Possess appropriate certifications.
- b) 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 Event) and medical equipment submission requirements.
- c) Complete any and all mandatory Event training by the stated deadline.

## 2.3 ADDITIONAL REQUIREMENTS FOR ALL SPORTS SCIENCE PROFESSIONALS

- a) Possess the appropriate professional certifications or licensures.
- b) Possess appropriate experience relative to the position/field of practice for which they may be nominated.
- c) Fulfill all requests and meet deadlines for any required information or documentation (to provide services at the Event).
- d) Complete any and all mandatory Event training by the stated deadline.

## SECTION 3: STAFF ROLES THAT WILL BE FILLED BY IMS EMPLOYEES AND USOPC EMPLOYEES

Roles filled by IMS & USOPC Employees	Responsibility
Team Leader	Serve as the primary point of contact and liaison between World Para Swimming and IMS before, during and after the Event. Will also serve as a back-up to the team manager as the secondary (or primary as needed) point of contact for logistics, including lodging, meals, and trainings.
Team Manager	Serve as the primary point of contact for logistics, including lodging, meals, off-site training, etc.
Sport Science Professional (e.g., Sport Physiologist, Dietician, Strength and Conditioning)	Provide appropriate sport science services for the Team.
Sports Medicine Professional (e.g., mental performance provider)	Provide appropriate medical care for the Team.

## 3.1 MINIMUM REQUIREMENTS FOR ALL IMS AND USOPC EMPLOYEES

- a) Be employed by the USOPC for the purposes of this role.

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## SECTION 4: STAFF ROLES THAT WILL BE FILLED BY CONTRACTORS AND VOLUNTEERS

Roles filled by Contractors and Volunteers	Responsibility
Staff Coach	Provide sport performance support and prepare athletes/teams for success on the field of play.
Medical Personnel (e.g. Massage Therapist, Physical Therapist)	Provide clinical assessment and treatment for athlete injuries and illnesses with an additional focus on prevention.
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).
Medical Personnel (e.g., Physician, Physician's Assistant)	Provide appropriate medical care for the Team.

### 4.1 MINIMUM REQUIREMENTS FOR ALL CONTRACTORS AND VOLUNTEERS

Have a signed USOPC Contractor Agreement or USOPC Volunteer Agreement on file by the stated deadline.

### 4.2 MINIMUM REQUIREMENTS FOR SPECIFIC STAFF ROLES

#### A) STAFF COACH

- i. Possess a high level of competency regarding World Para Swimming rules and regulations governing the sport.
- ii. Have extensive experience working with elite level para swimming athletes.
- iii. Have a high level of specific technical and tactical knowledge of the sport.
- iv. Have active involvement with the U.S. Paralympic Swimming national team program as a staff coach at National Team Camps, USA Open Series Meets, and/or International World Para Swim Events within the last two (2) years.
- v. Have relevant staff coach experience from a previous Delegation Event, World Para Swimming World Series Event, or World Championship event within the last four (4) years.
- vi. Hold a current Level 2 or Level 3 U.S. Paralympic Swimming Coach Certification. Additional information on the U.S. Paralympics Swimming Coach Certification can be found at <https://www.teamusa.org/usparaswimming/coaching-certification>
  - Eligible Head Coach must possess a current Level 3 U.S. Paralympics Swimming Certification and must have experience as a Team USA staff head or assistant coach at a World Para Swimming Event in the last 18 months.
  - Eligible Assistant Coaches must possess at a current minimum Level 2 U.S. Paralympics Swimming Certification.

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- vii. All coaches must be available for any camps hosted as preparation for the 2025 World Championships Team.

## **B) MEDICAL PERSONNEL**

- i. Possess appropriate experience relative to the position/area of expertise for which they are being nominated.
- ii. Have active involvement with the national team program within the last 18 months.

## **C) TEAM SUPPORT STAFF FOR ATHLETE ACCESSIBILITY NEEDS**

- i. Have experience working with athletes and coaches in a competition setting.
- ii. Have sport specific expertise working with persons with disabilities.
- iii. Be able to assist athletes with daily personal care as necessary.
- iv. Possess appropriate experience and/or professional certifications based on athlete(s) needs.
- v. Assist with all aspects of the Team during travel, training, competition and downtime as needed.

## **SECTION 5: METHOD USED TO IDENTIFY AND NOMINATE STAFF**

### **IMS AND USOPC EMPLOYEES**

IMS and/or USOPC Employees who meet the criteria detailed in Section 2 and Section 3 of these procedures will be contacted by the Director, Paralympic Swimming for interest and availability to attend the 2025 World Para Swimming Championships. Eligible individuals will be recommended to the Selection Committee by the Director, Paralympic Swimming once final World Para Swimming credential allocation has been confirmed.

### **CONTRACTOR AND VOLUNTEER STAFF**

Individuals who meet the criteria detailed in Section 2 and Section 4 of these procedures may submit interest in being considered for a contractor or volunteer role listed above, along with a professional resume, to the Director, Paralympic Swimming ([Amanda.Boulet@usopc.org](mailto:Amanda.Boulet@usopc.org)) by June 9, 2025. Eligible individuals will be recommended to the Selection Committee by the Director, Paralympic Swimming once final World Para Swimming credential allocation has been confirmed.

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## SECTION 6: APPROVAL OF STAFF NOMINATIONS

### 6.1 ALL STAFF ROLES (IMS STAFF, USOPC STAFF, CONTRACTORS, VOLUNTEERS)

The committee listed below will be responsible for approving all Staff nominations.

Committee Name: 2025 World Championship Staff Selection Committee

- Director, Paralympic Performance
- Director, Paralympic Swimming
- 10 Year Athlete Representative

## SECTION 7: REMOVAL OF STAFF

### 7.1 IMS JURISDICTION

- An individual who is nominated for a Staff role by IMS may be removed as a nominee for any of the following reasons, as determined by IMS:
  - Voluntary withdrawal. Staff nominee submits a written letter to the Senior Director of IMS.
  - Injury or illness. A physician (or medical staff) approved by IMS provides certification that the individual has a debilitating condition. If an individual refuses to provide verification of their illness or injury by a physician (or medical staff), their injury will be assumed to be debilitating, and they may be removed from the Staff.
  - Inability to meet Staff requirements and/or perform required duties.
  - Code of Conduct violation. Individual violates the [USOPC Code of Conduct](#).
  - SafeSport Policy violation. Individual violates the [USOPC Athlete Safety Policy](#)
  - Anti-doping violation. Individual violates IMS, USADA and/or USOPC anti-doping protocol, policies, and procedures.
  - Removal of employment. Individual is removed from their position as an IMS contractor or employee.

### 7.2 REPLACEMENT OF STAFF

- If a nominated Staff member is unable to perform their duties due to injury, illness, Code of Conduct or SafeSport Policy violation or other unforeseen circumstances that would result in the need to replace them, the replacement candidate must meet all applicable Staff requirements listed in Sections 2-4.
- All replacement candidates must be nominated using the same process outlined in these selection procedures.
- Any replacement candidates will only be considered if replacement is allowed under World Para Swimming rules.

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## SECTION 8: CONFLICT OF INTEREST

### 8.1 STAFF CANDIDATES

Prior to nomination, all 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 Ethics & Compliance Committee.

### 8.2 STAFF SELECTION COMMITTEE

All members of the selection committee (Section 6) and all individuals who developed these selection procedures 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.

A conflict of interest exists when a personal, family, financial, professional, club, team or business relationship or interferes with, or maybe perceived to interfere with a committee member's ability to be impartial and participate in the selection process in a fair and impartial manner. Any member of the Selection Committee who has an actual, possible, or perceived conflict of interest must disclose it to the USOPC Ethics & Compliance Committee prior to the start of the selection process and may be required to recuse themselves from the Selection Committee discussions and/or voting.

If a conflict exists, the USOPC Ethics & Compliance Committee shall review the conflict and determine the committee member's level of involvement (e.g., whether that committee member must recuse themselves from participating in discussions and/or voting) by following the [USOPC Ethics Procedures](#).

The AAG representative will not participate in the Ethics & Compliance Committee's deliberations or decision. Once a decision has been made, the Ethics & Compliance Committee will provide a written decision, including directions to mitigate the conflict, to the affected parties and to USOPC IMS staff. The Ethics & Compliance Committee's decision is final and is not subject to further review.

Additionally, any person 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.

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## SECTION 9: DATE OF STAFF NOMINATION

IMS will submit Staff nominee names, including the name of a replacement (if applicable) on or before June 25, 2025.

## SECTION 10: REQUIRED DOCUMENTS

The following documents are required to be signed by all Staff as a condition of nomination to the Singapore 2025 World Para Swimming Championships:

- [USOPC Code of Conduct](#)
- [USOPC Conflict of Interest Disclosure Form](#)
- IMS Contractor or Volunteer Agreement – to be sent as applicable

## SECTION 11: QUESTIONS REGARDING SELECTION PROCEDURES

Individuals may contact the IMS staff member listed below for information about these selection procedures.

Name: Amanda Duke Boulet

Position: Director, U.S. Paralympics Swimming

Email: [Amanda.Boulet@usopc.org](mailto:Amanda.Boulet@usopc.org)

Phone: 719-339-7602

## SECTION 12: GRIEVANCES

The USOPC Dispute Resolution Hearing Procedures for IMS can be found here:

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

## SECTION 13: NON-RETALIATION


The USOPC and IMS 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 IMS staff, Board or 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.

- 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.
- Additional information can be found in the USOPC's [Speak Up Policy](#).


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## SECTION 14: CERTIFICATION OF SELECTION PROCEDURES

The following individual approved these selection procedures and through their signature, certifies that the procedures were developed by a group meeting the USOPC's standards for Designated Committees. The following individual further certifies that these selection procedures represent the method approved by U.S Paralympics Swimming and that they will be posted on the IMS website.

POSITION	NAME	SIGNATURE	DATE
IMS Senior Director	Matt Cramer		April 17, 2025

The following individual affirms that they read and understand the selection procedures.

POSITION	NAME	SIGNATURE	DATE
Team USA Athletes Commission Representative*	Noah Jaffe		04/18/2025

\* If the Team USA Athletes' Commission Representative has delegated authority to the Alternate Representative to sign the Selection Procedures, attach a letter from the Team USA AC Representative indicating the reason they have delegated authority.

\* Signature by the Athlete Representative constitutes that they have read and understand the Selection Procedures. If the Athlete Representative reads and does not agree with the Staff Selection Procedures being submitted by the IMS, they may submit those reasons in writing to their USOPC Sport Performance Team.

\* If, for some reason, a sport does not have an elected Team USA AC Representative, the IMS must designate an athlete from that sport to review and sign the Selection Procedures.

### Revision History

Date	Revisions
April 15, 2025	Original document published



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## **APPENDIX A – COMMONLY USED ACRONYMS**

**AAC** – Athletes’ Advisory Council

**AC** – Athletes’ Commission

**Act or TSOASA** – Ted Stevens Olympic and Amateur Sports Act

**APC** – Americas Paralympic Committee

**CAS** – Court of Arbitration for Sport

**Center or CSS** – U.S. Center for SafeSport

**CF** – Continental Federation

**IMS** – Internally Managed Sport (sport managed by the USOPC)

**IOC** – International Olympic Committee

**IPC** – International Paralympic Committee

**IF** – International Federation

**LOC** – Local Organizing Committee

**NGB** – National Governing Body

**NOC** – National Olympic Committee

**NPC** – National Paralympic Committee

**OCOG** – Organizing Committee of the Olympic Games. The OCOG refers to the Organizing Committee of the Paralympic Games as well.

**PAG** – Pan American Games

**Panam Sports or PASO** – Pan American Sports Organization

**PPAG** – Parapan American Games

**PSO** – Paralympic Sport Organization

**TEAM USA AC** – Team USA Athletes’ Commission (formerly USOPC AAC)

**USADA** – United States Anti-Doping Agency

**WADA** – World Anti-Doping Agency

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## APPENDIX B – GLOSSARY

**Contingency** means a future event or circumstance which is possible but cannot be predicted with certainty.

**Delegation Event** means the Olympic Games, the Olympic Winter Games, the Paralympic Games, the Paralympic Winter Games, the Pan American Games, and the Parapan American Games.

**Force Majeure** means an event or effect that cannot be reasonably anticipated or controlled (e.g., hurricane, tornado, etc.).

**Grievance Procedures** means the process that enables an athlete to file a complaint with the IMS or USOPC.

**Jurisdiction** means the power or authority to make decisions and judgments.

**Nominated** means an athlete, coach or staff member whose name has been submitted to the USOPC by an IMS for participation in a Delegation Event.

**Protected Competition** means a Delegation Event or a Qualifying Competition.

**Qualifying Competition** means either of the following:

- i. **NGB Qualifying Competition:** Any competition or activity organized or approved by the NGB where the athlete's performance or results are considered in the published selection criteria to represent the United States in a Delegation Event.
- ii. **International Qualifying Competition:** Any international sport competition where (i) athletes represent the United States against athletes representing other nations, (ii) the NGB officially designates entrants, as required by the competition organizers, and (iii) athlete results or performance are included in the published criteria to qualify, or be selected, to represent the United States in a Delegation Event.

**Selected** means an athlete, coach or staff member whose name has been submitted by the USOPC to the LOC/OCOG at the final submission date, as determined by the LOC/OCOG.

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## APPENDIX C – STAFF RESOURCES

### 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.safesporthelpline.org](http://www.safesporthelpline.org).

### USOPC DISPUTE RESOLUTION UNIT (DRU)

For Protected Competitions, USOPC's DRU oversees the administration of dispute resolution services to athletes and other members of IMS 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 NGB/IMS 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.