

**USA Diving  
GAMES STAFF SELECTION PROCEDURES  
USA DIVING EMPLOYEE, CONTRACTOR & VOLUNTEER  
Pan American Games, 2023  
May 15, 2023**

These procedures provide for selection of the USA Diving's **Games Staff** [see following table for a list of positions] for the Pan American Games, 2023. 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:

<b>Games Staff Role</b>	<b>Responsibility</b>
Team Leader	Serve as primary point of contact and liaison between the USOPC and USA Diving before, during and after the Pan American Games.
Coach	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 Pan American Games.

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

All 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 the 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 specific 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 specific 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 position by stated deadline.
- 2.17. Successfully complete the appropriate U.S. Center for SafeSport's online training module(s) by stated deadline.
- 2.18.

In addition, Team Leader must:

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

In addition, Coach member(s) must:

- 2.20. Meet all the requirements of a USA Diving Coach Member: Current Safe Sport Training, current Concussion Awareness training course and must successfully pass the background screening during the 2023 membership year (membership runs January through December).
- 2.21. Be the coach of record or the approved designated assistant coach of at least one athlete nominated to the team.
- 2.22. 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:

- 2.23. Meet the minimum criteria defined in the [USOPC Sports Medicine Provider Credentialing Policy](#).

- 2.24. Possess the appropriate professional certifications.
- 2.25. 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).
- 2.26. Meet the required experience and proficiency levels as determined by USOPC Sports Medicine. ([www.teamusa.org/medicalvolunteer](http://www.teamusa.org/medicalvolunteer))
- 2.27. Complete the mandatory Games training prior to the Games.
- 2.28. Be approved for nomination through the USOPC's Sports Medicine Division.
- 2.29. 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.
- 2.30. 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:

- 2.31. Meet the minimum criteria defined in the [USOPC Sport Science Provider Credentialing Policy](#) (see "Additional Resources").
- 2.32. Possess the appropriate professional certifications.
- 2.33. 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).
- 2.34. Possess appropriate experience relative to the position/field of practice for which they may be nominated.
- 2.35. 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).
- 2.36. 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:

- 2.37. Meet the minimum criteria defined in the [USOPC Sports Medicine Provider Credentialing Policy](#).
- 2.38. Possess the appropriate professional certifications.
- 2.39. 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).
- 2.40. Possess appropriate experience relative to the position/field of practice for which they may be nominated.
- 2.41. 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).

- 2.42. 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 must:

- 2.43. 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:

USA Diving will not solicit applications for the Games Staff position listed above as the individuals 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:

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

Mental Health Professional:

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

Administrative Personnel:

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

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:**

Any coach member or his/her approved/recognized designee who meets the criteria in Section 2 listed above will be placed in the pool of candidates to be considered for the two (2) coaching positions.

After the team members have been selected based on results from the Pan American Games selection event (USA Diving National Championships, May 17-24, Morgantown, WV), two positions will be offered to the coaches of record (or their approved designees) who meet the criteria of Section 2 above and have the most "spots" on the Team. A coach of record (or his/her approved designee) will receive one (1) point for each individual event in which his/her athlete has been selected to the 2023 Pan American Games Team (i.e., "spots"). The Coach (or his/her approved designee, if applicable) with the most "spots" on the Pan American Games Team will be named the Head Coach, and the Coach member (or his/her approved designee, if applicable) with the next highest number of "spots" will be named the Assistant Coach.

NOTE: Each athlete must declare his/her coach of record by naming his/her coach at the time of entering the selection event. The coach of record will need to identify his/her designee at the time of entering the selection event.

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

- a. Select the coach member with the greatest number of athletes on the team.
- b. Select the coach member with the highest placed athlete in the individual events at the 2023 USA Diving Nationals
- c. Select the coach member with the lowest aggregate number of qualifying positions (i.e., 1<sup>st</sup> place + 2<sup>nd</sup> place = 3; 2<sup>nd</sup> place + 2<sup>nd</sup> place = 4)
- d. If 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 USA Diving's 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 2023 Pan American Games.
- c. Assessment of specific skills each particular medical provider possesses and determine need for these skills for athlete members possibly attending the 2023 Pan American Games.

**Sport Science Professional:**

The Sport Science Professional role will be filled by a current USOPC employee.

**Mental Health Professional:**

The Mental Health Professional role 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, 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 qualifications outlined in Section 2.

**5. Describe the 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 the USA Diving.

- 5.1 Voluntary withdrawal. Games Staff nominee must submit a written letter to the USA Diving President/CEO.
- 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 a 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 as 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 replacement 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:**

In the event the Sport Science Professional needs to be replaced, the replacement candidate must meet all the criteria listed in Section 2 above.

**Mental Health Professional:**

In the event the Mental Health Professional needs to be replaced, the replacement candidate must meet all the criteria listed in Section 2 above.

**Administrative Personnel:**

In the event that the Administrative Personnel person 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 President/CEO will make the final approval.

**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 President/CEO  
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. USA Diving's 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 the USA Diving committee appointment process.

9. Date of Nomination:

Nominations of Pan American Games Staff, including the names of any replacements (if applicable), will be submitted to the USOPC on or before:

Non athlete-dependent staff nomination: on or before August 11, 2023

Athlete-dependent Staff nomination: on or before September 10, 2023

10. Publicity/Distribution of Procedures:

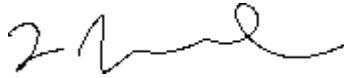

The USOPC approved selection procedures (complete and unaltered) will be posted/published by the USA Diving in the following location(s):



10.1. Web site: [www.usadiving.org](http://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

<b>Position</b>	<b>Print Name</b>	<b>Signature</b>	<b>Date</b>
NGB/PSO President or CEO/Executive Director	Lee Michaud		5/15/2023
USOPC Athletes' Advisory Council Representative*	Lauren Reedy		05/15/2023

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