

Staff Selection Procedures - Diving

2025 Junior Pan American Games- Paraguay

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SECTION 1: OVERVIEW

These procedures provide the Games Staff qualification requirements for nomination to the 2025 Junior Pan American Games for USA Diving. 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 (“NGB”).

SECTION 2: GAMES STAFF REQUIREMENTS

2.1 MINIMUM 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 Junior Pan American Games that may change their 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 Junior Pan American 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 Junior Pan American 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 the Junior Pan American 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 Junior Pan American Games.
9. Fulfill all duties and requirements of the USOPC and NGB 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 listed on the NGB long list.
12. Be in good standing with CF, NGB, USOPC, U.S. Center for SafeSport, and USADA.
13. Successfully complete all USOPC Games Registration requirements (including U.S. Center for SafeSport and anti-doping training) by the stated deadline.
14. Meet all health and safety protocols, to include vaccine and/or testing requirements, set forth by the government, USOPC, CF, Panam Sports, and/or the Local Organizing Committee (LOC).

Staff Selection Procedures - Diving

2025 Junior Pan American Games- Paraguay

2.2 ADDITIONAL REQUIREMENTS FOR ALL SPORTS MEDICINE PROVIDERS

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 (<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 Junior Pan American Games) and medical equipment submission requirements.
6. Be approved for nomination through the USOPC’s Sports Medicine Division.
7. Complete all mandatory Junior Pan American Games training by the stated deadline.

SECTION 3: GAMES STAFF ROLES

Games Staff Role	Responsibility
Team Leader	Serve as primary point of contact and liaison between the USOPC and USA Diving during the Games.
Coach Member	Prepare athletes/team for success on the field of play.
Medical Personnel (for example, ATC, Physical Therapist, Physician, Massage Therapist)	Provide appropriate medical care for the team.

3.1 MINIMUM REQUIREMENTS FOR SPECIFIC GAMES STAFF ROLE

A) TEAM LEADER

1. Have active involvement with a USA Diving Club program within the last 48 months.

B) COACH MEMBER

1. Possess a high level of competency regarding IF rules and regulations governing the sport.
2. Have extensive experience working with elite level athletes in respective sport/discipline.
3. Have active involvement with a USA Diving Club program within the last 12 months.

Staff Selection Procedures - Diving

2025 Junior Pan American Games- Paraguay

C) SPORTS MEDICINE PROVIDERS

1. Possess appropriate experience relative to the position/area of expertise for which they are being nominated.
2. Have active involvement with USA Diving events within the last seven (7) years.

SECTION 4: METHOD USED TO IDENTIFY AND NOMINATE GAMES STAFF

GAMES STAFF MEMBERS

- A) **Team Leader:** Due to limited accreditations, the Games Selection committee will identify a coach member who meets the selection criteria outlined in 4.B and is capable of serving as the Team Leader. If no coach member meeting these criteria are available to serve in this capacity, the Games Selection Committee will select an individual from the long list who is best suited for this role.
- B) **Coach Member:** Upon completion of the 2025 USA Diving Nationals, May 8-16, Auburn, Alabama, and the selection of 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: 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.

- a. 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 athletes in the individual Olympic events at the 2025 USA Diving Nationals.
 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.

Staff Selection Procedures - Diving

2025 Junior Pan American Games- Paraguay

b. Additional Coach members:

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

C) **Medical Personnel:** The USA Diving Lead Medical and the USA Diving High Performance Manager will review the list of medical volunteers who have confirmed their interest in serving. Based on this review, the Lead Medical and the High Performance Manager will make a recommendation to the Games Selection Committee considering the following factors (in no particular order):

- a. Review of post-event reports submitted by team leaders, coach members, managers, athlete members, or other staff members to assess the quality of care provided by the medical volunteer.
- b. Assessment of specific medical needs of athlete members likely to attend the 2025 Junior Pan American Games.
- c. Evaluation of each medical provider’s qualifications and skill sets to determine alignment with anticipated athlete needs at the Games.

SECTION 5: APPROVAL OF GAMES STAFF NOMINATIONS

5.1 GAMES STAFF

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

Committee Name: Junior Pan American Games Volunteer Staff Selection Committee

Leslie Adams – USA Diving High Performance Director
Lee Michaud – USA Diving President/ CEO
Krysta Palmer – Team USA Athletes’ Commission Representative

SECTION 6: REMOVAL OF GAMES STAFF

6.1 NGB JURISDICTION

- a. NGB has jurisdiction over Games Staff nominees until Games Staff entries have been submitted by the USOPC to the LOC.
- 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 High Performance Director.
 - 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 injury by a physician (or medical staff), their injury will be assumed to be debilitating, and they may be removed from the Games Staff.

Staff Selection Procedures - Diving

2025 Junior Pan American Games- Paraguay

- iii. Inability to meet Games Staff requirements and/or perform required duties.
- iv. Code of Conduct violation. Individual violates the NGB Code of Conduct: <https://www.usadiving.org/resources/bylaws-and-policies>
- v. SafeSport Policy violation. Individual violates the NGB SafeSport Policy: <https://www.usadiving.org/resources/safe-sport>
- vi. Anti-doping violation. Individual violates NGB, USADA and/or USOPC anti-doping protocol, policies, and procedures.
- vii. Removal of employment. Individual is removed from their position as an NGB contractor or employee.

6.2 USOPC JURISDICTION

- a. Once Games Staff nominations have been submitted by the USOPC to the LOC, the USOPC has jurisdiction.
- b. USOPC's Games Delegation Terms 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.

6.3 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 Policy 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 2-4.
- b. All replacement candidates must be nominated using the same process outlined in these selection procedures.

SECTION 7: CONFLICT OF INTEREST

7.1 GAMES STAFF CANDIDATES

Prior to nomination, all Games Staff candidates must comply with the NGB Conflict of Interest Policy and must submit a conflict of interest disclosure form for review by the USA Diving Ethics Committee. The Conflict of Interest Policy can be found here:

<https://www.usadiving.org/resources/bylaws-and-policies>

7.2 GAMES STAFF SELECTION COMMITTEE

All members of the selection committee (Section 5) and all individuals who developed these selection procedures must comply with the USA Diving Conflict of Interest Policy, to include completing and submitting a disclosure form consistent with the USA Diving Conflict of Interest Policy before convening the committee <https://www.usadiving.org/resources/bylaws-and-policies>.

Additionally, any person with a good faith belief that a committee member has a conflict of interest

Staff Selection Procedures - Diving

2025 Junior Pan American Games- Paraguay

may report the alleged conflict of interest to the USA Diving Ethics Committee by emailing usadiving@usadiving.org. Reports may also be made anonymously 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.

SECTION 8: 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 the dates below.

- Medical staff: May 9, 2025
- Non-Medical staff independent of athlete selection: May 9, 2025
- Non-Medical staff dependent on athlete selection: June 16, 2025

[Note: Before an NGB publicly announces its Games Staff, the USOPC must authorize the release of the information.]

SECTION 9: 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 Junior Pan American Games:

- NGB Code of Conduct <https://www.usadiving.org/resources/bylaws-and-policies>
- NGB Conflict of Interest Disclosure Form

SECTION 10: QUESTIONS REGARDING SELECTION PROCEDURES

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

Name: Leslie Adams

Position: High Performance Director

Email: Leslie.adams@usadiving.org

Phone: (317) 886-6465

SECTION 11: GRIEVANCES

The NGB Grievance Procedures can be found here: <https://www.usadiving.org/resources/bylaws-and-policies>

Section 9 of the USOPC Bylaws provides a process for an individual to file a complaint with the USOPC against an NGB alleging that they have been denied, or threatened to be denied, with the opportunity to participate in a Protected Competition, as defined in the USOPC Bylaws. Additional information on how to file a complaint can be found here: <https://www.usopc.org/governance/dispute-resolution>

Staff Selection Procedures - Diving

2025 Junior Pan American Games- Paraguay

SECTION 12: NON-RETALIATION

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 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 NGB by following the NGB's Whistleblower Policy located here <https://www.usadiving.org/resources/bylaws-and-policies>.
- 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](#).

SECTION 13: 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 [NGB] and that they will be posted on the NGB's website.

POSITION	NAME	SIGNATURE	DATE
USA Diving President/CEO	Lee Michaud		05/04/2025

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

POSITION	NAME	SIGNATURE	DATE
Team USA Athletes Commission Representative*	Krysta Palmer		05/3/2025

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

Staff Selection Procedures - Diving

2025 Junior Pan American Games- Paraguay

Revision History

Date	Revisions
May 5, 2025	Original document published

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

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 NGB 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 NGB 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.

Staff Selection Procedures - Diving

2025 Junior Pan American Games- Paraguay

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.

USOPC DISPUTE RESOLUTION UNIT (DRU)

For Protected Competitions, 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.