

## APPENDIX N

### INTERNATIONAL RELATIONS POLICIES AND PROCEDURES

Amendments to this Appendix N are the responsibility of the International Relations Committee. The International Relations Committee can modify this Appendix by recommending changes to the USAAS Board of Directors for approval.

#### ARTICLE 1

##### 1.01 Personnel Selection Criteria:

This procedure provides a consistent method to select personnel for international assignments (judges, etc.).

###### A. Procedure:

1. The following criteria will be discussed in a closed meeting of the International Relations Committee. Those members of the International Relations Committee being considered for international positions or assignments shall excuse themselves from the discussion and vote. See [USA Artistic Swimming \(“USAAS”\) Code](#), Article 5, Section 5.10.
2. The following criteria will be discussed in a closed meeting of the International Relations Committee. A scale of 1 – 5 (1=Low competency; 5=High competency) will be used to help direct the discussion.
  - a. Public Relations
  - b. Dependability
  - c. International Relations/Exposure
  - d. Cooperativeness (past performance with regard to the USAAS Mission, Goals and Expectations)
  - e. Availability
  - f. Image (Continuity)
  - g. Ethics
  - h. Planning/Leadership
  - i. Adaptability/Flexibility
  - j. Experience:
    - (1) Past Performance (such as competition results, etc.).
    - (2) Evaluations (judge’s evaluations).
    - (3) Credentials (Coaching Certification Program, education, etc.).
3. Constructive feedback will be provided to the applicants.

##### 1.02 Judges Selection Procedures for National/Olympic Team Trials:

This procedure is implemented to provide the most knowledgeable judges with international experience and unaffiliated judges for National/Olympic Team Trials.

###### A. Procedure:

1. The International Relations Chair, when requested by the High Performance [Director](#) (or Designee), will obtain the interest and availability of the AQUA/PAQ Judges and AQUA Evaluators for any upcoming National Team Trials.
  - AQUA/PAQ Judges and AQUA Evaluators who are affiliated with only 1 competitor in the National Team Trials are eligible to judge at the National Team Trials.

- AQUA/PAQ Judges and AQUA Evaluators who are eligible to judge at the National Championships are eligible to judge at the National Team Trials.
  - USAAS Technical Rule OD 2.3.4.5 shall be considered when possible.
2. The International Relations Chair will provide a list of available AQUA/PAQ Judges and AQUA Evaluators to the High Performance Director (or Designee).
  3. The High Performance Director (or Designee) will select the appropriate number of officials and notify the International Relations Chair.
    - The High Performance Director (or Designee) shall consider international and national experience when selecting officials.
  4. The International Relations Chair will notify the AQUA/PAQ Judges and AQUA Evaluators of their selection. The selected officials will re-confirm their availability and work directly with the High Performance Director (or Designee) to arrange their participation.
  5. When deemed necessary by the International Relations Committee, a National Team Trials Judge/Evaluator shall be referred to the Officials' Committee.

### 1.03 Judges Selection Procedures for Nomination to the World Aquatics/PanAm Aquatics (“AQUA/PAQ”) Judges List:

This procedure is implemented to provide knowledgeable U.S. Judges to the AQUA/PAQ “G” Judges List.

#### A. Procedure:

1. Upon successful passing of the USAAS Level 4 judges test for the second time, candidates who are interested in an AQUA/PAQ Judge nomination must submit an application and resume for consideration to the International Relations Committee Chair. A list of judges, as prioritized by the Officials' Committee, shall be provided to the International Relations Committee Chair by the Officials' Committee Chair.
2. The International Relations Committee shall review the applications of the candidates and the recommendations of the Officials' Committee and consider the following when approving applications and prioritizing judges for nomination to the AQUA/PAQ "G" Judges List:
  - a. International experience (judge, coach, manager, etc.) and observations, if any.
  - b. Professionalism.
  - c. Ability to judge internationally a minimum of 10 years prior to the mandatory AQUA/PAQ retirement.
3. The International Relations prioritized list of judges shall be used to fill vacancies in the AQUA/PAQ “G” Judges List when openings on the AQUA/PAQ lists become available. Refer to Officials Certification Policy (Appendix G).
  - a. Testing: Once the application has been approved by the International Relations Committee, the judge must take and pass the AQUA Advanced Development School Test. The AQUA Advanced Development School test must be passed before nomination to the AQUA/PAQ Judges List. **Exception:** AQUA Advanced Development School attendance is not a requirement if the International Relations Committee Chair has successfully petitioned AQUA for the judge’s inclusion on the AQUA Judges List.
  - b. Evaluations: The judge must have been successfully evaluated at 3 of the 4 National Championships listed below:
    - U.S. National Championship
    - U.S. Junior Championship
    - U.S. Youth Championship

- U.S. Open Championship
4. AQUA/PAQ Judge candidates may contact the Officials' Committee Chair to learn more about improvements they can make in their judging to be considered as an AQUA/PAQ Judge in the future.
  5. The International Relations prioritized list of judges shall be reviewed annually.

#### **1.04 Judges Selection Procedures for International Judging Assignments:**

- A. To be considered for an international judging assignment by the International Relations Committee, an AQUA/PAQ judge must be compliant with the U.S. attendance requirements (Appendix G, Section 1.04.A.6) and the U.S. evaluation requirements (Appendix G, Section 1.04.D).
- B. In the event there are no compliant AQUA/PAQ judges available for an international competition, the International Relations Committee may consider an AQUA/PAQ judge who is not compliant with the requirements in 1.04 A above for a judging assignment.

#### **1.05 U.S. AQUA/PAQ Judge Removal policy:**

- A. AQUA/PAQ Judges with “Official” Lapsed U.S. National ratings will be removed from the AQUA/PAQ Judges lists.
  - **Definition:** “Official” lapsed rating means no extensions have been granted or after extensions are granted, the judge fails to reinstate their National rating.
- B. AQUA/PAQ Judges with “conditional” U.S. National ratings may request an additional year to reinstate their National rating prior to removal from the AQUA/PAQ Judges lists.
  1. Extensions for additional time must be requested by the AQUA/PAQ judge by October 15th during the conditional period via email to the Officials' Committee Chair and the International Relations Committee Chair.
  2. Extensions may be granted by the Officials' Committee Chair, in consultation with the International Relations Committee Chair and the Vice President Olympic International prior to removal.
    - a. When considering granting an extension, the Officials' Committee Chair will consider the judge’s evaluations (national & international), attendance, willingness to cooperate and response time to emails regarding the circumstances when reviewing the requirements to reinstate, etc.
  3. If no request for extension has been requested by October 15th, then the judge will be removed from the AQUA and PAQ list when AQUA/PAQ request reconfirmation of the Judges list (typically by November 1<sup>st</sup>). Notification will be sent to the AQUA/PAQ Judge and the USAAS Board of Directors prior to removal.
- C. Any further extensions due to special circumstances may be granted by the Officials' Committee Chair, in consultation with the International Relations Committee Chair and the Vice President Olympic International prior to removal.
- D. If reinstated at any time, the AQUA/PAQ judge will remain on the AQUA/PAQ lists.
- E. The International Relations Committee approves all international judging assignments. If selected by AQUA or PAQ to judge at a Championship while holding a conditional or lapsed U.S. National rating, the International Relations Committee will have the authority to approve or deny the selection by AQUA or PAQ.
- F. **Additional ways to remove an AQUA/PAQ Judge:**
  1. The International Relations Committee Chair will automatically remove any AQUA/PAQ judge from the AQUA and PAQ Judges lists who has reached the age of 65 according to the World Aquatics Artistic Swimming Manual for Judges, Technical Controllers, Referees and Coaches. Removal will occur at the end of the year of the 65<sup>th</sup> birthday.

2. The International Relations Committee Chair will automatically remove any AQUA/PAQ judge from the AQUA and/or PAQ lists if requested by the AQUA/PAQ Judge.
3. The International Relations Committee Chair will remove any AQUA/PAQ judge if no requests for extension have been requested or approved and the rating has lapsed.