



USA Archery Board of Directors and Staff Guidelines for Reporting Misconduct

On occasion, due to your role as a USA Archery (USAA) Board Member or Staff Member, an individual may make a report of misconduct directly to you and not through the appropriate channels. If this occurs, it is your responsibility to advise them of the appropriate way to report.

Type of Misconduct Reported

Sexual Misconduct



- 1. If imminent risk exists that requires immediate intervention to protect athlete safety, call 911, and provide information as requested by dispatch.
- 2. Advise the individual that you are not the appropriate person to take the report and inform them of the appropriate channels to report through.
- 3. Instruct the individual to file a report directly with the [U.S. Center for SafeSport](#)
- 4. You should also file a report with the [U.S. Center for SafeSport](#) to include the information reported to you. This report should be filed immediately or within 24 hours of being informed of allegations of misconduct.
- 5. If applicable, both you and the individual should file a report with your local law enforcement agency and/or child protection agency consistent with the Mandatory Reporting laws in your area. This report should be filed immediately or within 24 hours of being informed of allegations of misconduct.

Misconduct Related to Reporting

Emotional and Physical Misconduct

Issues Related to Temp Measures

MAAPP Violations



- 1. Advise the individual that you are not the appropriate person to take the report and inform them of the appropriate channels to report.
- 2. Instruct the individual to file a report directly with the [U.S. Center for SafeSport](#) or with [USAA](#) or completing the Athlete Safety Reporting Form and submitting it to athletesafety@usarchery.org.
- 3. You should also send an email to athletesafety@usarchery.org and include any and all information reported to you. This report should be filed immediately or within 72 hours of being informed of allegations of misconduct.

Additional Information

- Always advise the individual that you are a Mandatory Reporter and that you are obligated to report any allegations of Child Abuse, to include Child Sexual Misconduct, mistreatment, and/or neglect, to law enforcement and the appropriate organizations.
- Always presume that the individual informing you of allegations of misconduct is approaching you as a USAA Board Member or Staff Member.
- Do not investigate any complaint reported to you or ask follow up questions.
- Re-directing the individual to go through the appropriate reporting channels ensures that the integrity of the reporting process is maintained and that there is no interference. Interference is prohibited per the U.S. Center for SafeSport Code and USAA Response and Resolution Policy.
- Under no circumstances should an individual be discouraged from reporting a complaint or allegation of misconduct.
- A has a zero tolerance policy for retaliation of any kind against people who speak up in good faith and will investigate all allegations of retaliation.

USA Archery Board of Directors and Staff Guidelines for Reporting USA Archery Policy Violations

Type of Grievance

Right to Compete

Administrative Grievance

1. Advise the individual that you are not the appropriate person to take the report and inform them of the appropriate channels to report.
2. Instruct the individual to file a report directly with USAA by completing the USAA Grievance Reporting Form (Appendix A of the [USAA Disciplinary and Grievance Policy](#)),

Address and deliver to: (i) Chief Executive Officer and (ii) Chair of the Board of Justice at complaints@usarchery.org;

- a. The form must be completed in full to include your full name and identifying membership information;
 - b. The alleged grounds of violations or non-compliance; and
 - c. Attached supporting evidence and documentation to support the allegation.
3. You should also send an email to athletesafety@usarchery.org and include any and all information reported to you. This report should be filed immediately or within 72 hours of being informed of alleged policy violations.

Protections

Whistleblower Policy

This policy is intended to cover protections for concerns raised such as:

- Non-compliance with accounting and financial practices, to include incorrect financial reporting;
- Unlawful activity, to include non-compliance with state and federal law;
- Non-compliance with the Ted Stevens Olympic and Amateur Sports Acts ("the Sports Act"), USOPC Bylaws, sanctions, and policies;
- Non-compliance with the U.S. Center for SafeSport's ("the Center") Bylaws, Code, policies, temporary measures, safety plans, sanctions and/or procedures;
- Non-compliance with USAA Bylaws, policies, temporary measures, safety plans, sanctions and/or procedures; Activities, which otherwise amount to serious improper conduct.

You may file Whistleblower Policy violations with any of the following:

- Chief Executive Officer, ceo@usarchery.org
- Chair of the Board of Directors, boardchair@usarchery.org
- Chair of the Ethics Committee, ethics@usarchery.org
- Chair of the Board of Justice, complaints@usarchery.org