



Athlete Safety Policies and Procedures Updated: April 2026

I. OVERVIEW

The Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017 authorizes the U.S. Center for SafeSport to develop training and policies to prevent abuse—including physical, emotional, and sexual abuse—within the U.S. Olympic and Paralympic Movement. 36 U.S.C. § 220542(a)(1). Federal law requires that policies to prevent abuse contain reasonable procedures to limit unobservable and uninterrupted one-on-one interactions between an amateur athlete, who is a minor, and an adult, who is not the minor's legal guardian, at facilities under the jurisdiction of organizations within the U.S. Olympic and Paralympic Movement. 36 U.S.C. § 220542(a)(2).

This policy provides clear Athlete Safety requirements to support USA Archery Clubs, State Associations, and Events in creating a safe and positive environment for all athletes. It outlines expectations, consistent with safety standards, and encourages proactive interventions to prevent misconduct.

II. DEFINITIONS

Event Personnel: Event Organizer, event staff, volunteers, media, vendors, medical personnel, athlete assistants, coaches and officials.

Adult Participant: Any adult (18 years of age or older) who is:

- a. A member or license holder of USA Archery, USA Archery Club or State Association;
- b. An employee or board member of USA Archery, USA Archery Club or State Association;
- c. Within the governance or disciplinary jurisdiction of USA Archery, USA Archery Club or State Association;
- d. Authorized, approved, or appointed by USA Archery, USA Archery Club or State Association to have regular contact with or authority over minor athletes

Club Activity: Any training, practice, or activity that requires a USA Archery Membership to participate (e.g. Youth, Collegiate, or Adult Programs).

High Performance Athletes: Individuals participating in a USA Archery High Performance program, including, but not limited to, the Resident Athlete Program, National Elite Program, Regional Elite Program, Short-Term Training, and the United States Archery Team (USAT).

In-Program Contact: Any contact (including communications, interactions, or activities) between an Adult Participant and any Minor Athlete(s) related to participation in sport. Examples of In-Program Contact include, but are not limited to: competition, practices, camps/clinics, training/instructional sessions, pre/post-game meals or outings, team travel, review of game film, team- or sport-related relationship building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community service, sport education, or competition site visits.

Minor Athlete: An Amateur Athlete under 18 years of age who participates in, or participated within the previous 12 months in, an event, program, activity, or competition that is part of, or partially or fully under the jurisdiction of, USA Archery, USA Archery Club or State Association.

Regular Contact: Ongoing interactions during a 12-month period wherein an Adult Participant is in a role of direct and active engagement with any amateur athlete(s) who is a minor. This includes Club Directors, Club Officers, Coaches, Parent Volunteers, Adult Athlete Participants, or other Adult Participants determined by USA Archery to have Regular Contact.

Restricted Area Contact: Adult Participants in a position of authority or regular contact with Minor Athletes in restricted areas, including the Field of Play, during an event are required to follow the Education and Training requirements. This may include, but is not limited to Club Directors, Club Officers, Coaches, Parent Volunteers, and Adult Athlete Participants.

PART ONE: POLICIES

I. CLUBS REQUIREMENTS

In addition to meeting the requirements outlined in the USA Archery Club Terms and Conditions, Club Directors are responsible for implementing the following proactive interventions to promote and maintain a safe environment.

a. Range Pass

A Range Pass is required for any club employee, club officer, volunteer, instructor, coach, judge, administrator, athlete or member, whom is also an Adult Participant, who is formally authorized or appointed to a position of authority over or will have regular contact with minor athletes within a USA Archery club activity.

A Range Pass requires the Adult Participant to have a current USA Archery Membership, Background Screening, and SafeSport Training.

It is the responsibility of Club Director, or their designee, to monitor and enforce the requirements as set forth in these policies.

Please note USA Archery Level 1 Instructors that will have routine access to minors within a USA Archery or Club event or activity are required to obtain a Range Pass as there are no built-in dependencies for this instructor type (e.g. current Background Screen and SafeSport Training). Level 2 and higher instructors and coaches DO NOT need to apply for a Range Pass.

To add a Range Pass to your profile, log into your USA Archery account (<https://usarchery.sport80.com/login>):

- Select "View Profile"
- Select "Training History" in the menu directly under your name
- Click the button for Add Other Certification (right-hand side of screen)
- Click Add next to USA Archery Range Pass
- Complete Form and Click Add

b. Athlete Safety Resources

Club Directors have access to various Athlete Safety resources which may be posted throughout the facility. Posters are not required but highly encouraged.

Three club posters are available and can be found in *Part 3: Athlete Safety Resources* of this policy:

- Range Pass
- MAAPP
- How to Report

II. EVENT REQUIREMENTS

In addition to complying with the requirements set forth in the USA Archery Code of Conduct, USA Archery Safe Sport Policy and Background Screen Criteria and Review Policy, the USA Archery Minor Athlete Abuse Prevention Policy (MAAPP), and the U.S. Center for SafeSport Code, Event Organizers are directly responsible for monitoring and enforcing the requirements outlined below. These requirements apply to all sanctioned USA Archery events, including local, state, regional, collegiate, and national events.

USAA and/or the U.S. Center for SafeSport may audit any USAA sanctioned event at any time to verify compliance either in person or through a request for compliance information.

The requirements set forth detail the mandatory expectations for compliance, while *Part 2: Athlete Safety Procedures* provides a comprehensive framework for the practical application of these requirements, including step-by-step instructions, resources, and other supporting material.

a. Sanction Event

i. Acknowledge USA Archery's Athlete Safety Policies and Procedures

Event Organizers are required to sign and acknowledge that they will adhere to USA Archery's Athlete Safety Policies and Procedures at the time of sanction request and upon receipt of approval.

ii. Event Description

The following language is auto populated into the Event Payment Confirmation Email for each event as an added safeguard:

Note: You must adhere to the Minor Athlete Abuse Prevention Policies ([MAAPP](#)) for the entirety of the event.

All Reports of Sexual Misconduct or Child Abuse must be reported to the U.S. Center for SafeSport: <https://uscenterforsafesport.org/report-a-concern/> / (833) 587-7233

Report Emotional Misconduct, Physical Misconduct, or violations of the MAAPP to USA Archery: <https://www.usarchery.org/about/report-a-concern/> / (719) 866-3461

There are no costs or fees to submit a report and may be done anonymously.

b. Event Website

Event Organizers are encouraged to publish a webpage providing details for the event.

i. Minor Consent Forms

Event Organizers should include a link to where Minor Consent Forms can be found as needed. [Minor Consent Forms](#) are available for the following:

- Dual Relationship
- Personal Care Assistant
- Electronic Communications
- Individual Training Sessions
- Meetings
- Locker Rooms and Changing Areas
- Transportation
- Lodging
- Athletic Training Modalities, Massages, and Rubdowns

ii. Lodging Information

Event Organizers must provide links to the following if they suggest specific lodging or provide accommodations:

- [Minor Athlete Abuse Prevention Policy](#) (MAAPP)
- [Minor Consent Forms](#)

- [MAAPP and Lodging](#)

iii. MAAPP Information

Event Organizers are encouraged to include a direct link to [MAAPP](#) on the event website.

c. Event Access

Event Organizers must pre-authorize event access for all participants, including athletes and event personnel.

i. Athletes

All Athletes must register in advance for an event and must have the following requirements prior to the event and valid through the duration of the event.

Athletes who do not meet requirements are not permitted to participate.

- **USA Archery Membership**

- **Eligible to Participate:** All Participants, including Day-Of Participants, on the Organizational Exclusion List (OEL), are prohibited from participating in all events, programs, activities, and/or competitions under the oversight of the USOPC, USA Archery, USA Archery Clubs and/or State Associations.
 - If an individual is listed on the OEL, the Event Organizer must rescind the individual's registration, notify the individual that they are not eligible to participate due to their standing on the OEL, and notify USA Archery.

Note: Event Organizers may utilize USA Archery's membership services platform for event registration, which incorporates automated dependencies to verify current membership status and eligibility to participate. Event Organizers who elect to use third-party registration platforms must ensure that all applicable membership and eligibility requirements are thoroughly reviewed and satisfied. *Part 2: Athlete Safety Procedures* outlines detailed procedures for checking eligibility requirements.

Furthermore, the Event Organizer agrees to enforce and collect a USAA waiver and release of liability form from all participants.

ii. Coaches

If Coach credentials are offered, Coaches can enter the Field of Play.

It is at the discretion of the Event Organizer for local, state, regional and collegiate events whether to issue Coach credentials. Indoor Nationals are not permitted to issue Coach credentials.

Coaches must have the following current requirements prior to the event and valid through the duration of the event to obtain Coach credentials.

Coaches who do not meet requirements are not permitted to acquire credentials.

- **Background Screening**
- **SafeSport Training:** All Adult Participants, including Day-Of Participants, who

are required to complete SafeSport training have completed this training within the previous 12 months. If training is not current, the Adult Participant must be prevented from participating or participate in a role that does not include regular contact with or authority over amateur athletes who are minors in any event, program, activity, and/or competition under the oversight of the USOPC, USA Archery, USA Archery Clubs and/or State Associations.

- **USA Archery Membership or Non-Athlete Pledge Form**
- **USA Archery Instructor Certification**
 - It is at the discretion of the Event Organizer to set a Level requirement (e.g. Must be Level 2 Instructor to access credentials).
- **Eligible to Participate:** All Participants, including Day-Of Participants, on the Organizational Exclusion List (OEL), are prohibited from participating in all events, programs, activities, and/or competitions under the oversight of the USOPC, USA Archery, USA Archery Clubs and/or State Associations.
 - If an individual is listed on the OEL, the Event Organizer must rescind the individual's registration, notify the individual that they are not eligible to participate due to their standing on the OEL, and notify USA Archery.

iii. **Event Personnel – Restricted Area Contact/ Field of Play Access**

Event Personnel whose role requires them to have Restricted Area Contact/ Field of Play Access at a USAA sanctioned event or serve in a position of authority, must have the following current requirements prior to the event and valid through the duration of the event.

Event Personnel who do not meet requirements are not permitted to participate or must be placed in a role with no routine contact or authority over minor athletes.

- **Background Screening**
- **SafeSport Training:** All Adult Participants, including Day-Of Participants, who are required to complete SafeSport training have completed this training within the previous 12 months. If training is not current, the Adult Participant must be prevented from participating or participate in a role that does not include regular contact with or authority over amateur athletes who are minors in any event, program, activity, and/or competition under the oversight of the USOPC, USA Archery, USA Archery Clubs and/or State Associations.
- **USA Archery Membership or Non-Athlete Pledge Form**
- **Eligible to Participate:** All Participants, including Day-Of Participants, on the Organizational Exclusion List (OEL), are prohibited from participating in all events, programs, activities, and/or competitions under the oversight of the USOPC, USA Archery, USA Archery Clubs and/or State Associations.
 - If an individual is listed on the OEL, the Event Organizer must rescind the individual's registration, notify the individual that they are not eligible to participate due to their standing on the OEL, and notify USA Archery.

Event Personnel subject to these requirements include Judges, Director of Shooting, Event Staff, Contractual Staff, Scoring Team, Coaches (if credentials are offered), Pre-Planned Arrow Agents and Pre-Planned Interpreters.

Note: Field Crew are not subject to these requirements. Although they may access restricted areas and the Field of Play during setup and teardown, they do so only when the Field of Play is inactive and under supervision.

iv. Event Personnel – NO Restricted Area Contact/ Field of Play Access

Event Personnel whose role DOES NOT require them to have Restricted Area Contact/ Field of Play Access at a USAA sanctioned event and do not serve in a position of authority, must, at a minimum, have the following current requirements prior to the event and valid through the duration of the event.

- **USA Archery Membership or Non-Athlete Pledge Form**
- **Eligible to Participate:** All Participants, including Day-Of Participants, on the Organizational Exclusion List (OEL), are prohibited from participating in all events, programs, activities, and/or competitions under the oversight of the USOPC, USA Archery, USA Archery Clubs and/or State Associations.
 - If an individual is listed on the OEL, the Event Organizer must rescind the individual's registration, notify the individual that they are not eligible to participate due to their standing on the OEL, and notify USA Archery.

Event Personnel subject to these requirements include Media, Field Crew, Vendors, Water Station Volunteers, Registration Volunteers, Day-Of Arrow Agents, Day-Of Interpreters, EMTs/Volunteer Medical.

Event Personnel WITHOUT Restricted Area Contact Contact/ Field of Play Access at a USAA sanctioned event and who do not serve in a position of authority are not required to have a current USAA Background Screening nor U.S. Center for SafeSport Training as any contact with Minor Athletes is incidental and observable, which is in part due to the event layout, which is open, observable, and interruptible, and limits the possibility of impermissible one-on-one interactions to occur.

d. Tracking and Communications

Event Organizers must complete the Event Tracking Tool, send required communications to Participants, and provide records to USA Archery.

i. Participant List

USA Archery's membership services platform will automatically generate a participant list of all athletes registered to compete at the event.

Event Organizers who forego using USA Archery's membership services platform will be required to ensure that there is an accurate and up-to-date participant list, to be retained for audit purposes and provided to USA Archery upon request.

ii. Event Personnel Tracking Tool

Event Organizers must complete the Event Personnel Tracking Tool prior to the event to confirm that all Event Personnel meet current requirements and that those requirements remain valid for the duration of the event.

The following information should be included:

- Name
- Email Address
- Event Role
- SafeSport Training Expiration Date
- Background Screen Expiration Date
- USAA Membership Expiration Date
 - Or Non-Athlete Pledge
- Confirm not on Organizational Exclusion List
- Date MAAPP and Reporting Communication Sent

Event Organizers must submit a copy of the Event Tracking Tool to USA Archery for every sanctioned event within a reasonable time after the event (send to: athletesafety@usarchery.org). Any Non-Athlete Pledges may also be submitted to athletesafety@usarchery.org.

iii. Minor Athlete Abuse Prevention Policies (MAAPP) and Reporting Communication

Event Organizers must provide a direct communication to all participants (e.g. Athletes, Event Personnel with Restricted Area Contact/ Field of Play Access, and Event Personnel with NO Restricted Area Contact/ Field of Play Access) prior to the start of each event (but no more than 90 days prior to the event) with the following:

- A summary of MAAPP;
- A direct link to MAAPP; and
- Expressly state how to report Sexual Misconduct, Emotional Misconduct, Physical Misconduct, or violations of the MAAPP.

Event Organizers are strongly encouraged to use the MAAPP and Reporting Communication template provided in Part 2: Athlete Safety Procedures.

iv. Records and Retention

All tracking and communications should be retained for 5 years for audit purposes and must be available upon request.

e. Pre-Event Meeting

Event Organizers should remind Judges and Officials of the MAAPP requirements, and how to report Sexual Misconduct, Emotional Misconduct, Physical Misconduct, or violations of the MAAPP.

f. Restricted Areas

i. Risk Assessment

Event Organizers should conduct a pre-event Risk Assessment and eliminate all areas of potential or actual vulnerability as it relates to MAAPP. Event Organizers should look to identify areas that pose or are a risk for one-on-one interactions, including areas that unobservable and uninterruptible.

ii. Field of Play

Event Organizers must restrict the Field of Play and other areas that are not observable nor interruptible. There are no restrictions as to whom may spectate in

the spectator area.

To restrict the Field of Play, Event Organizers must cordon off the Field of Play from the spectator area. This can be done with a physical barrier like caution tape, rope or a fence or a taped line on the ground. The Event Organizer may also include signage that states "Athletes Only Area" or "Restricted Area".

Only individuals with credentials can enter the Field of Play. Credentials are indicated by a specific visual identifier.

Registered Athletes and Event Personnel must receive credentials for every sanctioned event.

If Coach credentials are offered, Coaches can enter the Field of Play.

iii. Other Restricted Areas

If Event Organizers are using a trailer, storage or Conex box, or are aware of any other unobservable or uninterruptible areas that present a high-risk, the Event Organizer must take measures to ensure that these areas are restricted, locked, or monitored

Event Organizers should post information Athlete Safety posters on any unlocked door that leads to an area that is not observable and interruptible (example restrooms/locker rooms etc.) for which competitors and spectators will utilize. An Event Restroom Tracking spreadsheet is available for Event Organizers in *Part 3: Athlete Safety Resources* of this policy.

Event Organizers should conduct random checks in these areas throughout the event to ensure areas remain safe.

g. Athlete Safety Posters

Event Organizers must post Athlete Safety posters throughout the venue. There are four posters provided to Event Organizers in *Part 3: Athlete Safety Resources*:

- Athlete Only Area or Restricted Area
- MAAPP How to Report a Concern
- MAAPP General Event Signage
- MAAPP Locker Room Event Signage (If Applicable)

A check-in/ registration table placemat is also available with QR Codes and direct links to MAAPP and explicit reporting protocols.

h. Day-Of Event Personnel

Day-Of Event Personnel regardless of whether the role requires them to have Restricted Area Contact/ Field of Play or serve in a position of authority, must, at a minimum, have the following current requirements prior to volunteering at event.

- **USA Archery Membership or Non-Athlete Pledge Form**
 - Individuals that must sign a Non-Athlete Pledge form must do so prior to volunteering.
- **Eligible to Participate:** All Participants, including Day-Of Participants, on the

Organizational Exclusion List (OEL), are prohibited from participating in all events, programs, activities, and/or competitions under the oversight of the USOPC, USA Archery, USA Archery Clubs and/or State Associations.

- If an individual is listed on the OEL, the Event Organizer must rescind the individual's registration, notify the individual that they are not eligible to participate due to their standing on the OEL, and notify USA Archery.
- **Receive a MAAPP and Reporting Communication:** Individuals must be provided a direct link to MAAPP and reporting information prior to volunteering. This can be provided by email or QR code. If provided by QR Code, individuals must be verbally cued to scan and review the information. If the Day-Of Event Personnel already received a MAAPP and Reporting Communication as a parent/guardian of a participant, another communication must be provided, although redundant, to confirm the new role.

Day-Of Event Personnel must be logged on an Event Tracking Tool as provided [here](#). An updated Event Tracking Tool must be shared after the event (send to: athletesafety@usarchery.org).

i. Visual Identifiers

Event Organizers must issue a visual identifier to any credentialed participant. Credentials must be specific to the role (e.g. athlete wristbands must be a different color from event personnel wrist bands).

It is at the discretion of the Event Organizer to determine how visual identifiers must be displayed.

Credentials must be issued prior to accessing a restricted area or the Field of Play.

j. MAAPP Announcements

Event Organizers are encouraged to make MAAPP announcements throughout the event. Sample announcements are provided in *Part 3: Athlete Safety Resources* of this policy.

k. Monitor Restricted Areas/ Field of Play

Event Organizers, if staffing permits, should station volunteers at entry points to restricted areas and the Field of Play to monitor access and check credentials.

Any individual who deliberately does not follow the policies and procedures as set forth, including intentionally or recklessly attempting to enter a restricted area or the Field of Play without the proper credentials is subject to disciplinary action under USA Archery's Disciplinary Proceedings and Grievance Policy.

III. COMMUNICATION OF THIS POLICY

At a minimum, annually, USAA will communicate this policy to Event Organizers through targeted email communications. USAA automatically communicates this policy to Event Organizers at time of event sanction requests via the automated email and it is also included in the event terms and conditions Event Organizers agree to at time of event sanction.

IV. ADDITIONAL REQUIREMENTS

USAA is committed to protecting opportunities for athletes participating in sport. USAA will continue to

collaborate with various stakeholders with oversight responsibilities, e.g., IOC, IPC, USOPC, to ensure that women have a fair and safe competition environment consistent with Executive Order 14201 and the Ted Stevens Olympic & Amateur Sports Act, 36 U.S.C. § 22501, et. seq.

V. FAILURE TO COMPLY

Any Event Organizer who deliberately does not follow the policies and procedures as set forth in this document or is reckless in the implementation of policies and procedures is subject to disciplinary action under USA Archery's Disciplinary Proceedings and Grievance Policy.

PART 2: ATHLETE SAFETY PROCEDURES

These written procedures were developed to function in conjunction with USA Archery's Athlete Safety Policy and includes all steps the Event Organizer must take to ensure compliance with event audit standards as dictated by the U.S. Center for SafeSport.

Disclaimers:

These written procedures include all steps the Event Organizer must take to ensure that all Adult Participants, including Day-Of Participants, who are required to complete SafeSport training have completed this training within the previous 12 months. If the training is not current, the Adult Participant must either be prevented from participating or assigned to a role that does not include regular contact with or authority over amateur athletes who are minors at any USA Archery sanctioned event.

These written procedures include all steps the Event Organizer and USA Archery must take to ensure all Participants, including Day-Of Participants, on the Organization Exclusion List (OEL) are prohibited from participating in any USA Archery sanctioned events.

USA Archery must demonstrate that Event Organizers for every USA Archery sanctioned event has implemented the written policies and procedures of USA Archery's Athlete Safety Policy.

Prior to the Event

- [Sanction Event](#)
- [Prepare Event Website](#)
- [Prepare Scorecards](#)
- [Pre-Authorize Event Access / Set-Up Registration](#)

At Least Three Days Prior to Event

- [Participant List](#)
- [Event Personnel Tracking Tool](#)
- [MAAPP and Reporting Communication](#)

During Event Setup

- [Pre-Event Meeting](#)
- [Restricted Areas](#)
- [Athlete Safety Posters](#)
- [Day-Of Event Personnel](#)

During Check-In

- [Issue Visual Identifiers](#)

During the Event

- [MAAPP Announcements](#)
- [Monitor Restricted Areas](#)

PRIOR TO THE EVENT

Sanction Event

Acknowledge USA Archery's Athlete Safety Policies and Procedures

- Select 'Sanction New Event'
- Select 'Calendar Only' or 'Platform'
- Scroll Down, Click, and Review 'USA Archery's Terms and Conditions'
 - o States that the Event Organizer agrees to implement and abide by the policies and procedures to prevent abuse, including emotional, physical, and child abuse, of amateur athletic activities as outlined in the U.S. Center for SafeSport Code, [Minor Athlete Abuse and Prevention Policies \(MAAPP\)](#), and the USA Archery's Safe Sport Policy and Background Screen Criteria and Review Policy.

Prepare Event Website

- Create an Event Website
- Optional: Include a Link to [Minor Consent Forms](#)
- Optional: Include a Link to Lodging Information if suggesting specific lodging or providing accommodations
 - o [Minor Athlete Abuse Prevention Policy \(MAAPP\)](#)
 - o [Minor Consent Forms](#)
 - o [MAAPP and Lodging](#)

*Please note, it is uncommon for Event Organizers to provide accommodations
- Include a direct link to [MAAPP](#)

Prepare Scorecards

Optional: Event Organizers may choose to print scorecards with QR Codes, Links, or information on MAAPP and Reporting Protocols.

Pre-Authorize Event Access/ Set-Up Registration

The following section provides outlines registration requirements for each registration type. The tables advise when you must manually check for this information if using the USA Archery Membership Services Platform, Sport:80, versus a Third-Party Registration Platform or other manual system.

For those using a Third-Party Registration Platform or other manual system, review the section **Instructions for Manual Credential Check** for detailed procedures on how to manually check requirements.

Athlete Registration

- Check that each athlete has a valid USAA Membership and is not on the Organizational Exclusion List.

	Sport:80	Third-Party or Manual
Membership	No*	Yes
Suspended/ Ineligible	No*	Yes
Jurisdictional Hold	No*	Yes

*If you are hosting your event registration on the Sport:80 platform, there are dependencies built in that will not allow an individual to register for the event if they do not have a current membership or are suspended/ineligible.

Optional: Coach Registration

- Check that each Coach has a valid USAA Membership, Instructor Certification, Background Screen, SafeSport Training, and is not on the Organizational Exclusion List.

	Sport:80	Third-Party or Manual
Membership	No*	Yes
Instructor Certification	No*	Yes
Background Screen	No*	Yes
SafeSport Training	No*	Yes
Suspended/ Ineligible	No*	Yes
Jurisdictional Hold	No*	Yes

*If you are hosting your event registration on the Sport:80 platform, you can set up dependencies that will not allow an individual to register for the event if they do not have a current membership, Instructor Certification (minimum level as designated by the Event Organizer), Background Screen, SafeSport Training, or are suspended/ineligible.

To set up dependencies, review the section **Instructions for Dependencies** for detailed procedures on how to set up.

Coach registration completed through Sport:80 automatically generates a report that can be used in place of the Event Tracking Tool.

For assistance with setting up Coach registration, please email events@usarchery.org.

Event Personnel Registration – Restricted Area Contact/ Field of Play Access

- Check that each Event Personnel – Restricted Area Contact/ Field of Play Access has a valid USAA Membership, Background Screen, SafeSport Training, and is not on the Organizational Exclusion List.

	Sport:80	Third-Party or Manual
Membership	No*	Yes
Background Screen	No*	Yes
SafeSport Training	No*	Yes
Suspended/ Ineligible	No*	Yes
Jurisdictional Hold	No*	Yes

*If you are hosting your event registration on the Sport:80 platform, you can set up dependencies that will not allow an individual to register for the event if they do not have a current membership, Background Screen, SafeSport Training, or are suspended/ineligible.

To set up dependencies, review the section **Instructions for Dependencies** for detailed procedures on how to set up.

Event Personnel registration completed through Sport:80 automatically generates a report that can be used in place of the Event Tracking Tool.

For assistance with setting up Event Personnel registration, please email events@usarchery.org.

Event Personnel Registration – NO Restricted Area Contact/ Field of Play Access with USAA Membership

- Check that each Event Personnel – NO Restricted Area Contact/ Field of Play Access has a valid USAA Membership or signed Non-Athlete Pledge, and is not on the Organizational Exclusion List.

	Sport:80	Third-Party or Manual
Membership	No*	Yes
Suspended/ Ineligible	No*	Yes
Jurisdictional Hold	No*	Yes

*If you are hosting your event registration on the Sport:80 platform, you can set up dependencies that will not allow an individual to register for the event if they do not have a current membership or are suspended/ineligible.

To set up dependencies, review the section **Instructions for Dependencies** for detailed procedures on how to set up.

Event Personnel registration completed through Sport:80 automatically generates a report that can be used in place of the Event Tracking Tool.

For assistance with setting up Event Personnel registration, please email events@usarchery.org.

Event Personnel Registration – NO Restricted Area Contact/ Field of Play Access with Non-Athlete Pledge

- Check that each Event Personnel – NO Restricted Area Contact/ Field of Play Access have a signed Non-Athlete Pledge, and is not on the Organizational Exclusion List.

	Sport:80	Third-Party or Manual
Non-Athlete Pledge	Yes*	Yes
Suspended/ Ineligible	Yes*	Yes
Jurisdictional Hold	Yes*	Yes

*All required checks must be completed manually as no dependencies are built in. Individuals will need to create an account with Sport:80 to use the Sport:80 platform.

Event Personnel registration completed through Sport:80 automatically generates a report that can be used in place of the Event Tracking Tool.

Day-Of Event Personnel may create an account with Sport:80 to register, or the Event Organizer can download the report and add the Day-Of Event Personnel manually after-the-fact. Requirements for Day-Of Event Personnel must be checked prior to participation.

For assistance with setting up Event Personnel registration, please email events@usarchery.org.

Instructions for Manual Credential Check

Event Organizers can receive permission to look-up credentials of Athletes and Event Personnel in the USAA Membership Services Platform. To request this permission, contact events@usarchery.org.

Include the name of the event you are hosting, your role, and that you would like to receive "Validation

Lookup Status" for one or more of the following:

- USAA Membership
- Background Screening
- U.S. Center for SafeSport Training

Once your account has been updated with these permissions:

- [Login](#) to Sport:80 and access your 'Personal Account'
- Select 'Admin' on the left-hand menu
- Select 'Validation'
- Select the add on that you need to validate (USAA Membership, Background Screening, or U.S. Center for SafeSport Training)
- Enter the Member ID or First Name/Last Name
- Select 'Validate'
- The results will give you the expiration date for the item you are looking up
 - o Note: Membership, Background Screening, and SafeSport Training must be current through the duration of the event.

Check the Organizational Exclusion List:

- [Suspensions List](#)
- [Jurisdictional Hold List](#)

Instructions for Dependencies

Event Organizers can add dependencies for registration options, allowing only individuals who meet the requirements to successfully complete registration.

- [Login](#) to Sport:80 and go to the Admin Panel of your Tournament (Events Admin-Tournaments, search for your tournament and click on it)
- Select 'Members Entries Options'
- Select 'Dependencies' and click 'Add New'
- Update or add categories such as Coach Credential, Judge Registration, Staff (pre-planned,) Volunteer (day-of,) Volunteer (pre-planned)
- For each category, click 'Edit Dependencies' to add or update dependencies
- For categories requiring dependencies, follow the steps below. For categories without dependency requirements, disregard.
 - o Under 'Edit Entry Dependencies', click the dropdown menu that says 'Select an Option'
 - o Select 'Background Screening' and click '+ Add 'And' Condition'
 - o On the right-hand side select '+ Add 'Or' Condition' and select 'International Background Screening'
 - o Below, select '+ Add 'And' Condition' and click 'Center for SafeSport Training'
- For Coach Credential, follow the steps below:
 - o Select '+ Add 'And' Condition' and click 'USA Archery Instructor/Coach Certification'
 - o Leave as 'Any' or select which levels are eligible to register (i.e. Level 1, Level 2, Level 3, Level 4)
- When you are finished, click 'Update'

Note: Organizational Exclusion List (OEL)

All Participants, including Day-Of Participants, on the Organizational Exclusion List (OEL), are prohibited from participating in all events, programs, activities, and/or competitions under the oversight of the USOPC, USA Archery, USA Archery Clubs and/or State Associations.

USA Archery's Safe Sport and Compliance Administrator, or their designee, will reconcile USA Archery's OEL and jurisdictional hold lists to the Center's databases monthly to ensure the information is always up to date.

Event Organizers should check the Organizational Exclusion List (OEL) at the time of registration and are encouraged to check the OEL again before the event.

Note: Use of Automated Systems

Event Organizers and Staff are granted access to approved systems and tools, including usernames, passwords, and databases, to support compliance with this requirement.

State Associations and Club Directors are provided role-based access. If you need assistance, please contact events@usarchery.org.

The systems, dates, and API feeds are designed to support the retrieval of required data to verify compliance within the tracking tool.

Data privacy and information security measures are in place to protect the integrity, confidentiality, and availability of all data. For additional details, please refer to [USA Archery's Privacy Policy](#).

AT LEAST THREE DAYS PRIOR TO EVENT

Athlete Participant List

Registration through Sport:80

Event Organizers who use Sport:80 for Athlete registration can access a copy of their Participant List by using the following steps:

- Access the *Tournament Admin Panel*
- Select *Reports*
- Click Download *Member Entries Report*

Event Tracking Tool

Event Organizer must document all pre-authorized access.

Option 1: Use Sport:80 to Generate Report

- Create an Event Personnel or Volunteer Registration in Sport:80 (No Additional Cost)
 - o Email events@usarchery.org for help setting this up
- Prompt Event Personnel or Volunteers to register through Sport:80

If USA Archery requests a copy of your Event Tracking Tool, you can download it following these steps:

- Access the *Tournament Admin Panel*
- Select *Reports*
- Click Download *Member Entries Report*

*If Coach Registration is through Sport:80, repeat Option 1 Instructions.

*If you are using Sport:80 for Event Personnel and Volunteer registration, you can set up dependencies that will not allow an individual to register for the event if they do not meet the requirements. Review the section **Instructions for Dependencies** under the previous section **Prior to the Event**.

Option 2: Complete Event Tracking Tool Manually

First - Enter all Event Personnel that have Restricted Area/ Field of Play Access (e.g. Officials, Staff, Scoring Team, Coaches, Pre-Planned Arrow Agents, Pre-Planned Interpreters)

- Name
- Email Address
- Event Role
- SafeSport Training Expiration Date
- Background Screen Expiration Date
- Membership Expiration Date -or- Non-Athlete Pledge
- Confirm not on Organizational Exclusion List
 - o [Suspensions List](#)
 - o [Jurisdictional Hold List](#)
- Date MAAPP and Reporting Communication Sent

Next - Enter all Event Personnel that DO NOT have Restricted Area/ Field of Play Access (e.g. Media, Field Crew, Vendors, Water Station Volunteers, Registration Volunteers, Day-Of Arrow Agents, Day-Of Interpreters, EMTs, Medical Volunteers)

- Name
- Email Address

- Event Role
- Membership Expiration Date -or- Non-Athlete Pledge
- Confirm not on Organizational Exclusion List
 - o [Suspensions List](#)
 - o [Jurisdictional Hold List](#)
- Date MAAPP and Reporting Communication Sent
- Send copy to athletesafety@usarchery.org

See **Day-Of Volunteers** section for more information on last minute helpers.

MAAPP and Reporting Communication

Event Organizers must provide a direct communication to all participants.

Option 1: Send through Sport:80

- Access the *Tournament Admin Panel*
- Select *Entries*
- Select the Checkbox to the left of *Name* to select all entries
- Select *Actions*
- Select *Email*
- Enter *Subject* as 'Important Athlete Safety Information'
- Copy and paste MAAPP and Reporting Communication Template into *Email Body*
- Send
- Repeat for Athletes, Event Personnel, and Coaches

Option 2: Send Manually

For Athletes

- Access the *Tournament Admin Panel*
- Select *Reports*
- Click Download *Member Entries Report*
- Copy and paste email addresses from report
- Copy and paste MAAPP and Reporting Communication Template into email body

For Event Personnel

- Review Event Tracking Tool
- Copy and paste email addresses from tracking tool
- Copy and paste MAAPP and Reporting Communication Template into email body

*If Coach Registration is through Sport:80, follow instructions *For Athletes*. If Coach Registration is manual, follow instructions *For Event Personnel*.

**Event Organizer must keep a record of the recipient list for audit purposes.

MAAPP and Reporting Communication Template

Dear (Archer or Event Personnel),

In preparation for the upcoming [Insert Event Name], this email is a formal reminder that all registered competitors and event personnel at a USA Archery sanctioned event, are required to adhere to the [Minor Athlete Abuse Prevention Policies \(MAAPP\)](#) for the duration of the event.

What is MAAPP?

- MAAPP is a proactive prevention policy that aims to prevent abuse of Minor Athletes in sport. MAAPP attempts to accomplish this by providing guidelines for one-on-one interactions between Adult Participants and Minor Athletes during In-Program activities (i.e. Events, Tournaments, Camps, etc.).
- MAAPP is based on the premise that by limiting one-on-one contact and interactions between Adult Participants and Minor Athletes, we are providing a greater opportunity to ensure the safety of our Minor Athletes.
- MAAPP also requires specific credentialing of Adult Participants that will have regular contact with and/or authority over minors (i.e. Coaches, Judges, Event Organizers, etc.).
 - These Adult Participants must have a current USAA Membership or Non-Athlete Pledge, a current SafeSport training, and a current Background Screen on file. Furthermore, they must not be prohibited from participating in sport.
- MAAPP provides information on how to report an actual or suspected violation.
- MAAPP is the policy, and the SafeSport Code is what holds individuals or organizations accountable for policy violations.

*MAAPP does not apply to Adult-Only Programs

To Report a Concern or Violation:

Reporting misconduct is vital to protecting athletes and preventing further incidents.

- **To Report Sexual Misconduct or Child Abuse:** The Center has exclusive jurisdiction to investigate and resolve reports affecting the Movement in these categories. All reports of Sexual Misconduct or Child Abuse, including Child Sexual Abuse, must be reported to the Center - <https://uscenterforsafesport.org/report-a-concern/>

If you suspect Child Abuse or Neglect, you must report it to law enforcement, in addition to (and before) reporting it to the Center. If you are an Adult Participant, you are a mandatory reporter and are required by law to do so; know your state's specific criteria.

- **To Report Emotional and Physical Misconduct, or violations of the Minor Athlete Abuse Prevention Policies:** You may make a report to the Center or to USA Archery: https://www.usarchery.org/about/report-a-concern_

For more information on MAAPP Requirements and Reporting Information, to include policies on Meetings, Individual Training Sessions, Manual Therapy and Therapeutic and Recovery Modalities, Locker Rooms and Changing Areas, Electronic Communications, Transportation, and Lodging and Residential Environments please review the MAAPP as stated above.

If you would like more information on the MAAPP or need to access Consent Forms, you can visit [USAA's Resource Center](#), under the Athlete Safety category or visit [USAA's SafeSport Page](#).

Please contact USAA at memberships@usarchery.org for more information.

If you registered on behalf of a family member, please forward this message to them to review.

Kind Regards,
USAA
[Event Host Name]

DURING EVENT SETUP

Pre-Event Meeting

- Event Organizers should remind Judges and Officials of the following:
 - Sexual Misconduct and Child Abuse, including Child Sexual Abuse, must be reported to the U.S. Center for SafeSport, and law enforcement immediately and consistent with local and state mandatory reporting laws.
 - Emotional Misconduct, Physical Misconduct, or violations of the MAAPP should be reported to USA Archery.
 - Information on MAAPP and How to Report was provided in an electronic communication prior to the event. Posters with QR Codes are also posted throughout the event.

Restricted Areas

Restrict Field of Play

- Cordon off Field of Play from Spectator Area
 - **Option 1:** Use a physical barrier, such as tables, caution tape, or chairs.
 - **Option 2:** Use a visual barrier, such as tape on the ground.
- Post signs that state "Athletes Only Area" or "Restricted Area"
- Station volunteers at points of entry during the event to monitor and enforce credentialing

Other Restricted Areas

- Make sure trailers, storage/ Conex boxes are closed and locked.
- Periodically monitor Restricted Areas
 - Event Restroom Check tracking sheet available [here](#).

Athlete Safety Posters

- Post Athlete Safety Posters around the event including:
 - Entry points
 - Portable toilets and restroom facilities
 - Locker rooms (if applicable)
 - Restricted areas
 - Trailers
 - Storage units/ Conex boxes

Posters

- Athlete Only Area or Restricted Area
- MAAPP How to Report a Concern
- MAAPP General Event Signage
- MAAPP Locker Room Event Signage (If Applicable)

Placemat

- Check-in/ Registration Placemat

Day-Of Event Personnel

Event Organizers must pre-authorize access for any Day-Of Event Personnel. Day-Of Event Personnel must demonstrate that they have met the requirements AND be provided a MAAPP and Reporting Communication PRIOR to volunteering. Day-Of Event Personnel may register through the USA Archery Membership Services Platform if registration is open through the duration of the event. The tables advise when you must manually check for this information if using the USA Archery Membership Services Platform, Sport:80, versus a Third-

Party Registration Platform or other manual system.

Option 1: Day-Of Event Personnel – USAA Membership

- Check that each Day-Of Event Personnel – has a valid USAA Membership and is not on the Organizational Exclusion List.

	Sport:80	Third-Party or Manual
Membership	No*	Yes
Suspended/ Ineligible	No*	Yes
Jurisdictional Hold	No*	Yes

*If you are hosting your event registration on the Sport:80 platform, you can set up dependencies that will not allow an individual to register for the event if they do not have a current membership or are suspended/ineligible.

To set up dependencies, review the section **Instructions for Dependencies** for detailed procedures on how to set up.

Event Personnel registration completed through Sport:80 automatically generates a report that can be used in place of the Event Tracking Tool.

For assistance with setting up Event Personnel registration, please email events@usarchery.org.

Option 2: Day-Of Event Personnel – Non-Athlete Pledge

- Check that each Event Personnel have a signed Non-Athlete Pledge, and is not on the Organizational Exclusion List.

	Sport:80	Third-Party or Manual
Non-Athlete Pledge	Yes*	Yes
Suspended/ Ineligible	Yes*	Yes
Jurisdictional Hold	Yes*	Yes

*All required checks must be completed manually as no dependencies are built in. Individuals will need to create an account with Sport:80 to use the Sport:80 platform.

Review the section **Instructions for Manual Credential Check** for detailed procedures on how to manually check requirements.

Event Personnel registration completed through Sport:80 automatically generates a report that can be used in place of the Event Tracking Tool.

Day-Of Event Personnel may create an account with Sport:80 to register, or the Event Organizer can download the report and add the Day-Of Event Personnel manually after-the-fact. Requirements for Day-Of Event Personnel must be checked prior to participation.

For assistance with setting up Event Personnel registration, please email events@usarchery.org.

MAAPP and Reporting Communication Template

- Send MAAPP and Reporting Communication Template
- If using QR Code, individual must be verbally cued to scan and review the information

DURING CHECK-IN

Issue Visual Identifiers

Event Organizers must issue credentials prior to accessing a restricted area or Field of Play.

Athletes, Event Personnel, Coaches

- Download Participant Entry List Report
 - If registration is through USA Archery's Membership Services Platform:
 - Access the *Tournament Admin Panel*
 - Select *Reports*
 - Click Download *Member Entries Report*
- Check-in Athletes against the Participant Entry List Report
 - **Option 1:** Check-in Athletes at venue point of entry.
 - **Option 2:** Line up Athletes for Equipment Inspection to complete check-in or registration.
 - **Option 3:** Line up Athletes on the Field of Play to complete check-in or registration. Any individual without a credential must be cleared from the Field of Play prior to the start of the event.
- Issue visual identifier
- Confirm how visual identifier must be worn
 - (e.g. wristband must be worn on wrist only, or wristband can be worn on wrist, ankle, or placed on quiver).

Visual Identifier Options

- Wristband
- Sticker
- Stamp
- Quiver Tag
- Number
- Shirt

DURING THE EVENT

MAAPP Announcements

Event Organizers, or their designee, including but not limited to the Director of Shooting, make announcements about MAAPP throughout the event.

Sample Announcement Option 1:

This is a reminder that all participants must adhere to the Minor Athlete Abuse Prevention Policies, or the MAAPP, for the duration of the event.

There are posters throughout the venue to learn more about the MAAPP and information on how to report suspected Sexual Misconduct, Emotional Misconduct, Physical Misconduct, or violations of the MAAPP.

Sample Announcement Option 2:

This is a reminder that all participants must adhere to the Minor Athlete Abuse Prevention Policies, or the MAAPP, for the duration of the event.

MAAPP is a proactive prevention policy that is designed to prevent abuse of Minor Athletes in sport. MAAPP provides guidelines for one-on-one interactions between Adult Participants and Minor Athletes during In-Program activities, such as events.

Monitor Restricted Areas

- Place volunteers, if staffing permits, at entry points to restricted areas or the Field of Play to monitor access and check credentials
 - If there are Locker Rooms or Changing Rooms in the Restroom Facilities, Event Organizers may use the Event Restroom Check tracking spreadsheet to document monitoring.
- Report violations to the Event Organizer
- Repeated violations should be reported to USA Archery

PART 3: ATHLETE SAFETY RESOURCES

CLUBS

Coming Soon!

Athlete Safety Posters for Clubs

- Range Pass
- MAAPP
- How to Report

EVENTS

Athlete Safety Posters for Events

- MAAPP QR Code
- Check-In Placemat – Coming Soon!
- Athletes Only Area Poster
- Restricted Area Poster
- How to Report Poster
- General Event Poster
- Locker Room Poster
- Event Restroom Checks

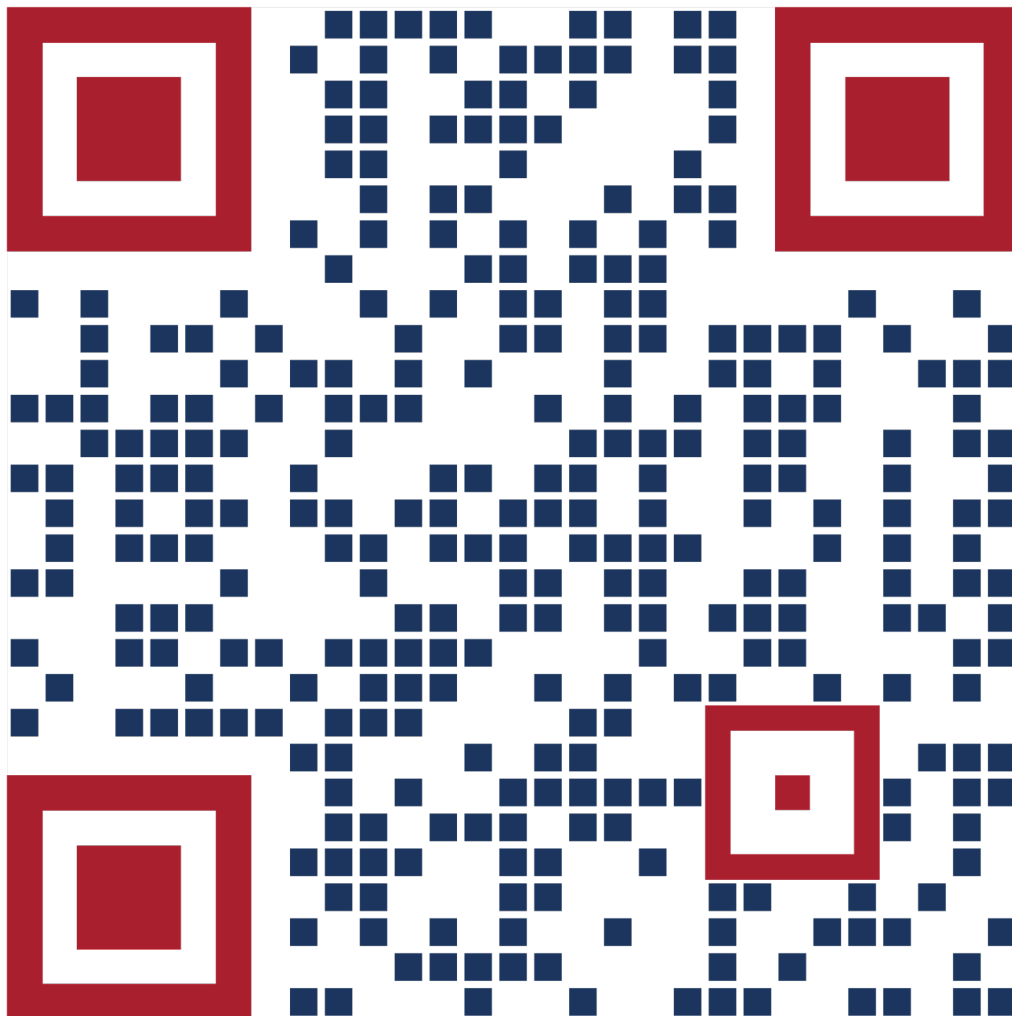


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MINOR ATHLETE ABUSE AND PREVENTION POLICY



**ATHLETES
ONLY**

USA★ARCHERY™

**RESTRICTED
AREA**

USA★ARCHERY™



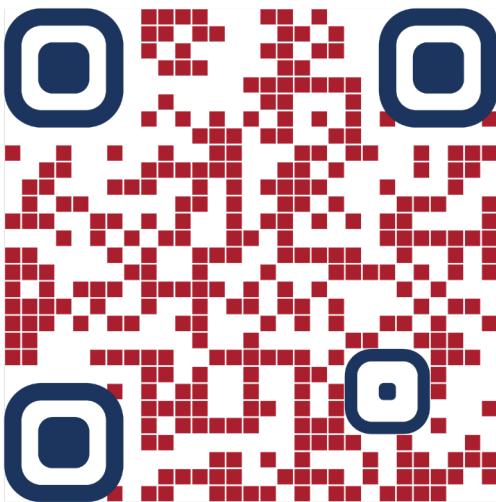
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**ALL REPORTS OF SEXUAL MISCONDUCT OR CHILD ABUSE
MUST BE REPORTED TO THE U.S. CENTER FOR SAFESPORT.**

**REPORTS OF EMOTIONAL MISCONDUCT, PHYSICAL MISCONDUCT, OR
VIOLATIONS OF THE MAAPP MAY BE SUBMITTED EITHER TO THE U.S.
CENTER FOR SAFESPORT OR USA ARCHERY.**



REPORT TO USA ARCHERY



REPORT TO U.S. CENTER FOR SAFESPORT

There are no costs, fees, or other financial barriers associated with submitting a report, and individuals may report anonymously.

IF YOU SUSPECT CHILD ABUSE OR NEGLECT

Report it to your local authorities, in addition to (and before) reporting it to the U.S. Center for SafeSport. If you are a mandatory reporter, you are required by law to do so: know your state's specific criteria.

AT THIS EVENT

All one-on-one interactions between an Adult Participant and a Minor Athlete must be:

1

OBSERVABLE

2

INTERRUPTIBLE

Thank you for helping ensure all athletes are safe, supported, and strengthened.

MAAPP

MINOR ATHLETE ABUSE
PREVENTION POLICIES

These requirements are a component of the Minor Athlete Abuse Protection Policies (MAAPP), developed by the U.S. Center for Safesport. To learn about the MAAPP, including legal definitions of terms capitalized here, visit uscenterforsafesport.org/maapp

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DOES THE MAAPP APPLY TO YOU?

IT DOES, IF YOU ARE

DEFINED IN THE MAAPP AS AN ADULT PARTICIPANT*.

*An Adult Participant is any adult (18 years of age or older) who is a USA Archery member; An employee or board member of USA Archery or Local Affiliated Organizations (LAO); Within the governance or disciplinary jurisdiction of USA Archery or LAO; or Authorized, approved, or appointed by USA Archery or LAO to have regular contact with or authority over Minor Athletes.

**Thank you for helping ensure all
athletes are safe, supported, and
strengthened.**

MAAPP

MINOR ATHLETE ABUSE
PREVENTION POLICIES

The Minor Athlete Abuse Prevention Policies (MAAPP) is developed and by the U.S. Center for SafeSport, a national organization with authority over this event's athlete safety policies. To learn more about the MAAPP, including legal definitions of terms capitalized here, visit uscenterforsafesport.org/maapp

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IN THIS LOCKER ROOM

(MONITORED REGULARLY AT THIS EVENT)

1

All one-on-one interactions between Adult Participants and Minor Athletes must be Observable and Interruptible

2

Use of photographic or recording capabilities of any device is prohibited.

3

Adult participants must not shower with Minor Athletes*.

Thank you for helping ensure all athletes are safe, supported and strengthened.

MAAPP

MINOR ATHLETE ABUSE
PREVENTION POLICIES

*Exceptions: individuals who meet the MAAPP's Close-in-Age Exception, or if the shower is a part of a pre- or post- activity rinse while wearing swimwear.

These requirements are a component of the Minor Athlete Abuse Protection Policies (MAAPP), developed by the U.S. Center for SafeSport. To learn about the MAAPP, including legal definitions of terms capitalized here, visit uscenterforsafesport.org/maapp

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ATHLETIC TRAINING NOTICE

AT THIS EVENT

All Athletic training modalities, massages, or rubdowns must be Observable and Interruptible.

1

Another Adult participant must be present

2

Minor Athletes must remain fully or partially clothes

3

Documented consent from a parent or legal guardian is required annually

Thank you for helping ensure all athletes are safe, supported, and strengthened.

MAAPP

MINOR ATHLETE ABUSE
PREVENTION POLICIES

These requirements are a component of the Minor Athlete Abuse Protection Policies (MAAPP), developed by the U.S. Center for SafeSport. To learn about the MAAPP, including legal definitions of terms capitalized here, visit uscenterforsafesport.org/maapp

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EVENT RESTROOM CHECKS

Day	
Enter Staff Initials	

Time	Restroom 1	Restroom 2	Restroom 3	Restroom 4	Locker Room 1	Locker Room 2	Other Areas as Designated by Staff
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							