



## USA ARCHERY SAFE SPORT POLICY AND BACKGROUND SCREEN CRITERIA AND REVIEW POLICY

Updated: December 2025

### SECTION 1. INTRODUCTION

#### 1. Purpose

USA Archery (**USAA**) is committed to maintaining cooperative work, training and sports environment in which there exists mutual respect for all athletes, coaches, judges, and for all **USAA** directors, officers, employees, volunteers and contractors. **USAA** is committed to creating a safe and positive environment for its athletes and participants involved in sport, free of misconduct.

This policy sets forth USAA's background check standards and SafeSport training requirements.

#### 2. Applicability of Policy

The requirements of this policy applies to all individuals that are 18 years of age or older in the following categories ("Covered Participants"):

- **USAA** employees;
- Individuals **USAA** formally authorizes or appoints to (a) serve in a position of authority over, or (b) have regular contact with athletes. This shall include, but not be limited to staff, volunteers<sup>1</sup>, instructors, coaches, judges, administrators, board members, committee members, trainers, medical personnel, club and state association directors, officers and contractors, independent contractors, and third party vendors, as applicable;
- Assistants, or personal care assistants who are funded, have a contractual obligation with, or are credentialed by **USAA**, or otherwise have regular contact with **USAA** athletes;

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<sup>1</sup> Volunteers who only have incidental and observable contact with athletes at events are exempt from this requirement.

- All athletes and alternates, training partners<sup>2</sup>, and guides 18 years of age or older who are selected by **USAA** to participate in national or international teams or Delegation Events<sup>3,4</sup>;
- All athletes and alternates, training partners, and guides that are selected by **USAA** to train at any Olympic & Paralympic Training Center, USOPC High Performance Training Center, or USAA Training Site; and
- Any other individuals who have regular contact with athletes as determined by USAA.

Each USAA Training Site shall require criminal background checks and SafeSport training in compliance with the background search components, for those individuals it formally authorizes, approves or appoints (a) to serve in a position of authority over athletes, or (b) to have regular contact with athletes.

Individuals affiliated with the media, who are authorized or credentialed by USAA to access a Training Site or attend a competition run by USAA are required to undergo a criminal background check and complete the required SafeSport training if they have unsupervised one-on-one interactions with athletes.

USAA's contracts with third-party vendors or contractors that are in a position of authority over or in regular contact with athletes will be included the background check and SafeSport training requirements set forth in this policy. The contracts shall also specify that certification must be provided by the vendor or contractor upon request by USAA to establish that the mandated background checks were conducted.

When partnering with community organizations for events, USAA shall ensure that the partnership agreement includes language regarding background check and SafeSport training requirements. The agreements shall also specify that certification must be provided by the community organization upon request by USAA, to establish that the mandated background checks were conducted.

When USAA partners with a local or state government entity (i.e. a Department of Parks and Recreation), the partner's background check may be accepted to fulfill the background check requirement. USAA shall ensure that the partnership agreement with the local or state government entity reflects this exemption.

*[Note: Applicability of this policy does not supersede or replace applicability to USOPC Background Check requirements or state law. Some members of USAA may be subject to this policy that are not subject to the USOPC policy and vice versa.]*

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<sup>2</sup> International training partners staying less than 14 days are exempt from this requirement.

<sup>3</sup> Delegation Event means international sporting events as designated by the USOPC, including, but not limited to the Olympic, Paralympic, Pan American, Parapan American and Youth Olympic Games.

<sup>4</sup> Individuals referenced in this subsection shall have 45 days after reaching the age of majority (18 years of age), to come into compliance with this background screening requirement.

## **SECTION 2. BACKGROUND CHECKS**

### **1. Background Check Requirements**

No Applicable Individual may have contact with athletes if they do not pass the applicable background check.

It is the responsibility of each event organizer, Club and State Association to monitor this policy with regard to its participants, volunteers and administrators, etc.

A background check shall be conducted prior to the commencement of a new role or competition for all Applicable Individuals and shall be completed no less than every two (2) years thereafter with supplemental background checks in the off-years.

Background checks may be conducted more frequently as part of routine background check updates and/or if a permissible purpose (as defined by state law) has been determined.

### **2. Background Check Search Requirements**

Full background screens will include at least the following search components:

- Social Security Number validation<sup>5</sup>;
- Name and address history records;
- Multi-Jurisdictional Criminal Database searches covering 50 states plus DC, Guam and Puerto Rico;
- Federal District Courts search for each name used and district where the individual currently lives or has lived during the past seven years, going back the length of time records are available and reportable;
- County Criminal Records for each name used and county where the individual currently lives or has lived during the past seven years, going back the length of time records are available and reportable for each county searched;
- National Sex Offender Registry database search of all available states, plus DC, Guam and Puerto Rico;
- Multiple National Watch Lists;
- SafeSport Disciplinary Records<sup>6</sup>;
- Comprehensive International Records search U.S. citizens who have lived outside of the United States for six consecutive months in any one country, during the past seven years<sup>7</sup>; and
- Motor Vehicle Records of at least a 3-year history in the state of licensure (if driving is required for position).

Supplemental (off-year) background screening will include at least the following search components:

- Multi-Jurisdictional criminal database covering 50 states plus DC, Guam and Puerto Rico;

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<sup>5</sup> Or suitable alternative identification verification process as determined by the background check vendor.

<sup>6</sup> Until the process is automated, this component will not be audited.

<sup>7</sup> International record checks vary from country to country. The background check vendor will provide comparable search components depending on the laws of that specific country.

- Sex Offender Registry database searches of all available states, plus DC, Guam and Puerto Rico; and
- SafeSport Disciplinary Records.

### 3. Flagged Offenses

**USAA** initiated background screening that result in a report of a disposition or resolution of a criminal proceeding, other than an adjudication of not guilty<sup>8</sup>, for any of the below criminal offenses will be subject to **USAA's** determination as to the individual's level of access and involvement in **USAA**:

- A. Any felony<sup>9</sup>; and
- B. Any misdemeanor involving:
  - i. All sexual crimes, criminal offenses of a sexual nature to include but not limited to; rape, child molestation, sexual battery, lewd conduct, possession and distribution of child pornography, possession and distribution of obscene material, prostitution, indecent exposure, public indecency, and any sex offender registrant<sup>10</sup>;
  - ii. Any drug related offenses;
  - iii. Harm to a minor and vulnerable person, including, but not limited to, offenses such as child abandonment, child endangerment/neglect/abuse, contributing to the delinquency of a minor, and DUI with a minor;
  - iv. Violence against a person (including crimes involving firearms and domestic violence);
  - v. Stalking, harassment, blackmail, violation of a protection order and/or threats;
  - vi. Destruction of property, including arson, vandalism, and criminal mischief; and
  - vii. Animal abuse, cruelty, or neglect.

#### Offense Preliminary Review

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<sup>8</sup> A "disposition or resolution of a criminal proceeding, other than an adjudication of not guilty" shall include, but is not limited to: an adjudication of guilt or admission to a criminal violation, a plea to the charge or a lesser included offense, a plea of no contest, any plea analogous to an Alford or Kennedy plea, the disposition of the proceeding through a diversionary program, deferred adjudication, deferred prosecution, disposition of supervision, conditional dismissal, juvenile delinquency adjudication, or similar arrangement, or the existence of an ongoing criminal investigation, a warrant for arrest, or any pending charges.

<sup>9</sup> For purposes of these procedures, the term "felony" shall refer to any criminal offense punishable by imprisonment for more than one year.

<sup>10</sup> Any participant that has been convicted of, received an imposition of a deferred sentence for, or any plea of guilty or no contest for any sexual crime, criminal offense of a sexual nature, and/or is a sex offender registrant must report this to **USAA**. **USAA** will report the same to USOPC.

Individuals will receive two separate Green Light/Red Light notifications: one for their criminal check and one for their driving history check (if applicable). In the event of a Red Light, **USAA's** background screening provider will send an adverse action letter to the individual.

After receiving notification of a Red Light, the **USAA** Board of Justice, or in some cases the USOPC will determine if and to what degree the individual will be: (a) affiliated with the **USAA**, (b) granted access to an Olympic & Paralympic Training Center, (c) permitted to participate in a Delegation Event, or (d) granted driving privileges in accordance with the Background Screening Policy and these procedures.

#### Review of Preliminary Ruling

To request a secondary background screen review, please email [athletesafety@usarchery.org](mailto:athletesafety@usarchery.org) any time after receiving a Red Light notification. Upon receipt the Board of Justice may request supplemental documentation prior to scheduling a hearing and/or rendering a decision. Failure to provide the requested documentation within 30 days will be considered withdrawal of the request.

In the event a Red Light appeal is reviewed and approved by the Board of Justice and the same issue produces a Red Light in subsequent background screens, a Board of Justice Review Panel will not be required; provided no new criminal charges or findings have arisen.

#### Additional Information

**USAA** will notify the USOPC of any decision reached by **USAA**, which has the effect of allowing a participant covered by **USAA's** Safe Sport Policy and Background Screen Criteria and Review Policy to reside, train or compete at an Olympic & Paralympic Training Center or participate in a Delegation Event

Any person's participation in a USOPC event or competition will be subject to appropriate USOPC background checks and potentially to a USOPC secondary review of previously completed **USAA** background checks.

In all instances, payment for the background screen will be the responsibility of the individual requesting the screen.

### **4. Review Panel**

**USAA's** Background Screening Review Panel shall consist of the Board of Justice (and/or their designees).

- A. The **USAA** Review Panel may conduct a hearing or may complete a file review. If the Review Panel schedules a hearing, the individual will be notified of a specific date and time so that they may participate if they wish.

Unless the Review Panel requires the individual to attend the hearing in person, the individual may appear by telephone conference call. The individual has the right to be represented by legal counsel at the hearing.

At the hearing the individual will be allowed to present any evidence or argument that they wish the Review Panel to consider. The Review Panel may require that evidence and the names of any witnesses be disclosed prior to the hearing.

Upon the request of the individual, and if it is necessary to expedite the proceeding to resolve a matter relating to training or a competition that is scheduled, the Review Panel may render an expedited determination.

- B. A determination of the individual's involvement with **USAA** will be made based on a majority vote of the Review Panel and may include interim measures. In rendering its finding, the Review Panel shall consider the following:
- i. The legitimate interest of **USAA** in providing a safe environment for athletes and other individuals involved in the sport;
  - ii. The seriousness of the criminal offense or act;
  - iii. The time which has elapsed since the occurrence of the criminal offense or act;
  - iv. The age of the person at the time of occurrence of the criminal offense or act;
  - v. The bearing, if any, the criminal offense or act has on the individual's ability to perform the necessary functions of their role or otherwise be a representative of the **USAA**;
  - vi. Any information produced by the individual, or produced on behalf of the individual with respect to the individual's rehabilitation and good conduct;
  - vii. Any voluntary restrictions on access proposed by the individual;
  - viii. Any other information, which in the determination of the Review Panel, would bear on whether or not the individual should represent **USAA**.
- C. The Review Panel will communicate its finding to the individual. If the individual disagrees with the finding of the Review Panel, they may appeal the decision by filing a demand for arbitration with the American Arbitration Association ("AAA") within thirty (30) days of the Review Panel's decision. A decision rendered by the AAA shall be final and binding on all parties.

## **5. Limitations on Action**

### Screening Reviews Conducted in Relation to Nominations

In addition to reviews above, the results of a pre-appointment review of a candidate for a governance position may be considered by the Nominating and Governance Committee at their discretion. The Committee may not reduce, limit or constrain any of the requirements in this policy.

### CEO Discretion in Requiring Background Checks

The CEO (or, the Board in a situation where the CEO is involved or conflicted) may require background check requirements beyond those mandated in this policy at their discretion and in conformance with state or federal law.

The CEO may not reduce, limit or constrain any of the requirements in this policy.

### **SECTION 3. TRAINING AND EDUCATION**

Covered Participants, as outlined in Section 1. Introduction, 2. Applicability of Policy, are required to complete the U.S. Center for SafeSport's® Trained Core Course training through USAA's membership platform. Covered Participants must complete a refresher course on an annual basis, within 12 months after completing the SafeSport® Trained Core Course training. Every four years, Covered Participants will complete the SafeSport® Trained Core Course training.

Adult Participants who are medical providers required to take training can take the Health Professionals Course in lieu of the SafeSport® Trained Core Course. Please contact Athlete Safety at [athletesafety@usarchery.org](mailto:athletesafety@usarchery.org) for information on how to access this training.

Adult Participants who have completed the required training through another NGB may submit their completion certificate to USAA at [athletesafety@usarchery.org](mailto:athletesafety@usarchery.org) to review for transferability.

#### Timing of Training

Adult Participants must complete this training before Regular Contact with an Amateur Athlete who is a Minor begins or within the first 45 days of beginning a new role subjecting the Adult to this policy, whichever comes first.

#### Accessing the Training Online

The SafeSport® Trained Core Course, the Health Professionals Course, and the Refresher training can be accessed as [usarchery.sport80.com](http://usarchery.sport80.com).

If you are under the age of 18, parental consent is required to take the training.

#### Optional Training

USAA will, on an annual basis, offer training to the parents/guardians of Minor Athletes, as well as Minor Athletes. These trainings will be offered by way of electronic newsletter.

#### Additional Requirements

To the extent Covered Participants have regular contact with amateur athletes who are minors (i.e., those under the age of 18), they must abide by **USAA's** Minor Athlete Abuse Prevention Policy (the "MAAPP") located at [www.usarchery.org](http://www.usarchery.org).

Minor athletes who reach 18 years of age and then obtain a position of authority that presents a power imbalance, such as becoming a coach or official, must also abide by the policies and additional training requirements set forth in the MAAPP regardless of the age of the minor athletes with whom they will interact. Prior to the age of 18 years old, minor athletes may serve in a position of authority (i.e. coach, event personnel, etc...) and are not required to have a current SafeSport Training.

**USAA** will track all U.S. Center for SafeSport Training and perform periodic checks to ensure compliance with this policy.

It is the responsibility of each event organizer, Club and State Association to monitor this policy and the Code with regard to its participants, volunteers and administrators, etc.

## **1. Reporting**

Every Covered Participant must report violations of the Code (including violations of any Minor Athlete Abuse Prevention Policies) and suspicions or allegations of misconduct. All cases of suspected emotional, physical or sexual abuse of a minor (under the age of 18) must be reported to law enforcement immediately. Filing a report with the Center and/or **USAA** does not satisfy this obligation.

**USAA** and the U.S. Center for SafeSport recognize that it can be difficult to report an allegation of misconduct and strives to remove as many barriers to reporting as possible. **Anonymous reports may be made in writing as set forth below. There is no fee to file a SafeSport complaint.** Please note, an anonymous report may limit **USAA's** ability to investigate and respond to a report. Thus, **USAA** strongly encourages those making a report to provide their name and contact information.

### Report to the U.S. Center for SafeSport

Please visit <https://uscenterforsafesport.org/report-a-concern/> to report a concern.

### Report to USAA

Please visit <https://www.usarchery.org/about/report-a-concern> to report a concern.

If any party is alleged to have violated the Code, or if **USAA** receives a complaint or a report that is required to be referred to the U.S. Center for SafeSport, **USAA** shall report and refer such matter to the U.S. Center for SafeSport which shall have jurisdiction and authority over such matter; provided that such referral shall not supersede any local, state, or federal reporting requirements or jurisdiction.

All alleged violations over which the U.S. Center for SafeSport does not exercise either exclusive or discretionary authority and falls within **USAA's** jurisdiction will be processed according to the USAA Disciplinary Proceedings and Grievance Policy and USAA Response and Resolution Policy.

## **2. Willfully Tolerating SafeSport Code Violations**

Willfully tolerating violations of the SafeSport Code is unacceptable and a violation of this policy and the Code. It is a violation of the Code if a party knows of misconduct but takes no action to report it. You may file a report of misconduct as set forth in the Reporting section above.

## **3. False and Malicious Accusations**



Any person who makes a false, frivolous or malicious complaint of misconduct (as contrasted with complaints which, even if erroneous, are made in good faith) will be subject to disciplinary action. Depending on the nature of the allegation, a person making a false, frivolous or malicious report may also be subject to civil or criminal proceedings.

#### **4. Resources**

For guidance and questions regarding the Code please contact the U.S. Center for SafeSport at <https://uscenterforsafesport.org/about/contact-us/>.

For guidance and questions regarding USAA's Safe Sport Policy and Background Screen Criteria and Review Policy please contact USAA at [athletesafety@usarchery.org](mailto:athletesafety@usarchery.org).