



Athlete Safety Procedures for USA Archery Event Organizers Updated: June 2021

Overview

The Athlete Safety Procedures for USA Archery Event Organizers outline what steps event organizers must take to pre-authorize event access for all volunteers, media, vendors, medical personnel, athlete assistants, coaches and judges, etc. (hereafter, “Event Personnel”). Event organizers are encouraged to plan ahead to make sure all “Event Personnel” whose role requires them to have Regular Contact¹ with athletes at a USA Archery sanctioned event, have completed the proper requirements related to USA Archery Background Screening, U.S. Center for SafeSport Training and Membership/Non-Athlete Pledge. USA Archery and/or the U.S. Center for SafeSport may audit any USA Archery sanctioned event at any time to verify compliance either in person or through a request for compliance information.

It is the responsibility of each USA Archery event organizer, club and/or state association to monitor and enforce the requirements set forth in these procedures. As a reminder, the USA Archery [Code of Conduct](#), which includes provisions for adhering to the USA Archery [Background Screen Policy](#), [SafeSport Code](#) and [Minor Athlete Abuse Prevention Policy](#) (includes U.S. Center for SafeSport training requirements), is also included in the USA Archery Event Sanction form, Non-Athlete Pledge form, member terms and conditions, club and state association member agreements terms and conditions.

The following requirements should be adhered to at all sanctioned USA Archery events to include local, state, regional, national and international events. Event Organizers should refer to the Athlete Safety Procedures for Event Organizers Decision Making Assistant (Appendix A) at the end of this policy to help determine which requirements Event Personnel will need to complete prior to the event, depending on the structure of their event and that individual’s role at the event. Event Organizers should ask themselves the following questions in determining which requirements are necessary for which Event Personnel:

- 1. Does my USA Archery Sanctioned Event have MINORS (under age 18) competing?**
- 2. Do Event Personnel have Regular Contact with athletes or will their contact be incidental and observable?**

Section 1: Event Access Requirements for an Event with Minors Competing

¹ Regular Contact is defined as ongoing interactions during a 12-month period wherein an Adult Participant is in a role of direct and active engagement with any Minor Athlete(s).

Requirement: If the USA Archery Sanctioned Event **will** have minors competing, Event Personnel, depending on their role, may be subject to the following requirements (these requirements must be completed PRIOR to start date of the event):

- [USA Archery Background Screening](#)
- [U.S. Center for SafeSport Training](#)
- [USA Archery Membership](#) or [Non-Athlete Pledge form](#)

Implementation: Event organizers will implement requirements based on Event Personnel roles as outlined below:

The following individuals are required to complete a USA Archery Background Screening, U.S. Center for SafeSport Training and must have a current USA Archery Membership or Non-Athlete Pledge Form on file (if a non-member) prior to serving as Event Personnel:

- Officials – USA Archery Judge or Director of Shooting
- Staff – USA Archery Staff or Contractual Staff
- Scoring Team – Responsible for scoring management and results
- Coaches – Any individual with a coach credential or whose purpose at the event is to coach an athlete on the field of play
- Arrow Agents (Pre-Planned) – Assigned to assist athletes to retrieve arrows and/or load arrows

The following individuals are not required to complete a USA Archery Background Screening, U.S. Center for SafeSport Training (as long as contact with athletes is incidental and observable). Individuals should have a USA Archery Membership or Non-Athlete Pledge Form on file (if non-member):

- Media – Photographers, videographers and/or reporters
- Field Crew – Responsible for field set-up, maintenance and tear down
- Vendors – Businesses, sponsors or partners with an event booth
- Water Station Volunteers – Provides water bottles to event participants/staff
- Registration Volunteers – Processes athlete/event personnel check-in
- EMTs/Volunteer Medical – Provides medical support to event participants/staff

*Note: For all Event Personnel, event organizers should:

- Check individual names against the [USA Archery's Organization Exclusion List](#), this is a list of all individuals in USA Archery who have been banned, suspended or placed on an Administrative Hold, hereafter referred to as USA Archery's Organizational Exclusion List.
- Provide a copy of the Minor Athlete Abuse Prevention Policies email to all Event Personnel upon check-in. At check-in the Event Organize should read this information to all Event Personnel (see Section 2).

- For any Event Personnel listed above not required to complete U.S Center for SafeSport Training, Event Organizer should distribute a copy of the MAAP At-A-Glance Document (See Appendix B) to each individual upon check-in

Section 2: Communication of the Minor Athlete Abuse and Prevention Policy (MAAPP)

Requirement: Prior to each event, through the registration process or some other form of communication, all registered competitors and “Event Personnel” noted in Section 1, must receive a copy of the USA Archery [MAAPP](#).

Implementation:

- a. Event organizers must communicate to all registered participants and “Event Personnel” that they will be required to adhere to the [MAAPP](#) for the duration of the event. **This information must be communicated no earlier than 30 days prior to the event.** Event Organizers can send emails to registered competitors in the USA Archery membership platform by following these steps:
 1. Login to your USA Archery Account and select your club/state association
 2. In the left-hand menu, scroll down and select Events Admin
 3. Click “Tournaments”
 4. Click into the gear icon next to the tournament
 5. Select Entry List and then Members Entries
 6. Click the Advanced Filter button
 7. Select all items under “Event Registration”
 8. Click “Add Selection” to add all registered athletes
 9. Click the Email button
 10. Enter your email Subject, “USA Archery Minor Athlete Abuse Prevention Policy”
 11. Copy and paste template below into body of email
 12. NOTE: By clicking “Save” at this point, your email will be sent.
- b. Please utilize the example copy below for this communication:

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](#) for the duration of the event.

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

- **Sexual Misconduct:** If you have a reasonable suspicion that child sexual abuse or neglect has occurred, the first step should be to make a report to law enforcement. Please also report sexual misconduct to the U.S. Center for SafeSport here: <https://www.safesport.org/report-a-concern>
- **All Other Forms of Misconduct Including Minor Athlete Abuse Prevention Policies:** please complete the USA Archery [Athlete Safety Reporting Form](#) and submit to athletesafety@usarchery.org.

Please contact USA Archery at memberships@usarchery.org for more information. If you registered on behalf of your family or team member, please forward this message to them to review.

Kind Regards,

- c. If event organizers are not utilizing the Sport 80 membership services platform for event registration, they will need to check the final event registration list against the [USA Archery Organization Exclusion List](#).

Event organizers will need to manually send the email from Section 2 (b) above to all Event Personnel and registered competitors using their personal email service.

- d. Event organizers will be required to provide proof of [MAAPP](#) communication to registered participants **and** “Event Personnel” upon request from USA Archery. Event organizers may send a separate email to Event Personnel using the same text noted above. Event organizers should keep a record of the email to Event Personnel.
- e. Event Organizers should also post information on How to Report a MAAPP violation 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.. Event organizers should also conduct random checks in these areas throughout the event to ensure areas remain safe. Please [click here](#) to access a customizable form to post at your event.
- f. Event Organizers are also highly encouraged to post the MAAPP Communication in published event information.

Section 3: USA Archery Organizational Exclusion List – Verification

Requirement: Event organizers will be required to ensure any “Event Personnel” noted in Section 1, and/or competitors, are not currently listed on USA Archery’s Organizational Exclusion List.

Implementation:

- a. If the event is hosted on the USA Archery Sport:80 platform, any competitor who is listed on USA Archery's Organization Exclusion List will automatically be prevented from registering for any event because a current USA Archery membership is required to register for a sanction event. An individual who is listed on USA Archery's Organizational Exclusion List will have a Suspended status and will therefore not be able to proceed through the registration form.
- b. If the event is not hosted on the USA Archery Sport:80 platform, event organizers will need to manually check the final participant registration list against the USA Archery Organization Exclusion list [here](#). Any person on this list should be prohibited from participating at the event and also from serving in an "Event Personnel" role.
- c. In all instances event organizers should make sure competitors and "Event Personnel" noted in Section 1 are not listed on the USA Archery's Organization Exclusion list [here](#).

Section 4: Adherence to the MAAPP

Requirement: Event organizers should proactively complete a risk assessment related to the [MAAPP](#) criteria and eliminate all vulnerabilities that may exist as related to the MAAPP when the event has minors registered as competitors.

Implementation: Per the MAAPP, event organizers should actively complete a risk assessment prior to each event to mitigate and/or eliminate applicable risks for:

- One on One Interactions
- Massage and Athletic Training Modalities
- Locker Rooms/Changing Areas
- Social Media/Messaging (Includes Texts and Emails)
 - No event communication should be sent to an individual minor athlete, but rather use group communications only and copy other adults, including the minor's parents.
- Local and Team Travel

Section 5: Event Access Requirements for an Event Without Minors Competing

Requirement: If the USA Archery Sanctioned Event **will not** have minors competing, Event Personnel, depending on their role, may be subject to the following requirements (these requirements must be completed PRIOR to start date of the event):

- [USA Archery Background Screening](#)
- [USA Archery Membership or Non-Athlete Pledge Form on file \(if a non-member\)](#)

Implementation: Event organizers will implement requirements based on Event Personnel roles as outlined below:

The following individuals will be required to complete USA Archery Background Screening, and have a USA Archery Membership or Non-Athlete Pledge Form on file (if a non-member):

- Officials – USA Archery Judge or Director of Shooting
- Staff – USA Archery Staff or Contractual Staff
- Scoring Team – Responsible for scoring management and results
- Coaches – Any individual with a coach credential or whose purpose at the event is to coach an athlete or athletes
- Arrow Agents (Pre-Planned) – Assigned to assist athletes to retrieve arrows and/or load arrows

The following individuals are not required to complete USA Archery Background Screening (as long as contact with athletes is incidental and observable). Individuals should have a USA Archery Membership or Non-Athlete Pledge Form on file (if non-member):

- Media – Photographers, videographers and/or reporters
- Field Crew – Responsible for field set-up, maintenance and tear down
- Vendors – Businesses, sponsors or partners with an event booth
- Water Station Volunteers – Provides water bottles to event participants/staff
- Registration Volunteers – Processes athlete/event personnel check-in
- EMTs/Volunteer Medical – Provides medical support to event participants/staff

In all instances event organizers should make sure competitors and “Event Personnel” noted in Section 1 are not listed on the USA Archery’s Organization Exclusion list [here](#).

Section 6: Event Personnel Tracking Tool

All event organizers should maintain a roster of “Event Personnel” for each sanctioned event, to include their role and verification that they have each completed the necessary requirements set forth above, prior to the start date of the event. Please utilize the USA Archery “Event Personnel [Tracking Tool](#)” to record this information. USA Archery Event Organizers must submit an Event Tracking tool to USA Archery for every sanctioned event (send to: athletesafety@usarchery.org) and retain the “Event Personnel Tracking Tool” for a minimum of 5 years for purposes of USA Archery audit, upon request.:

- a. USA Archery Non-Athlete Pledge: “Event Personnel” who are not members of USA Archery will be required to sign the USA Archery Non Athlete Pledge found [here](#). This pledge will be good for one year and must

be signed annually. The event organizer should verify all “Event Personnel” have a Non-Athlete Pledge (or current USA Archery Membership) on file prior to the event. Event organizers will be required to provide proof of Non-Athlete Pledge verification for “Event Personnel” upon request from USA Archery.

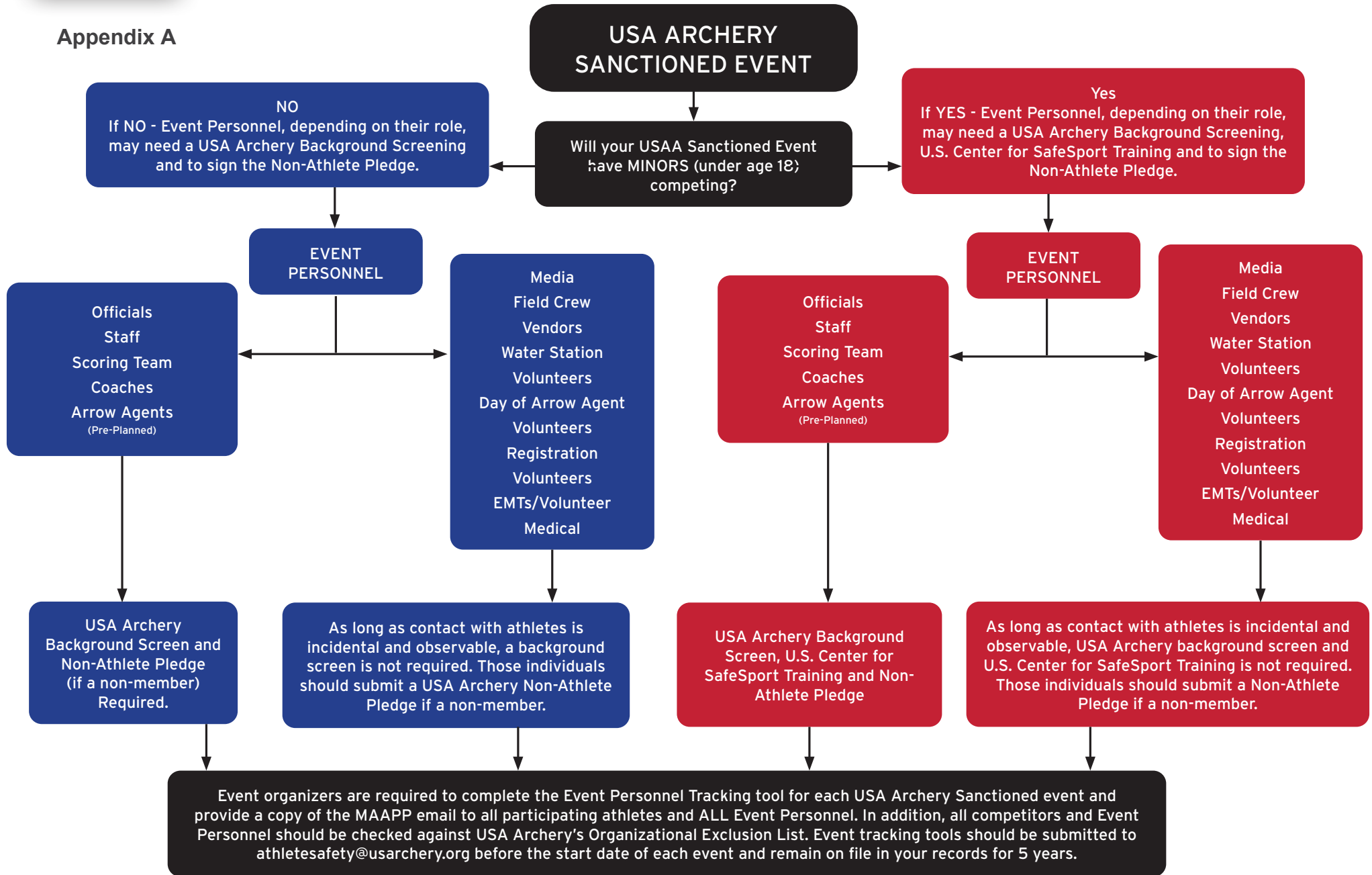
- b. U.S. Center for SafeSport Training: “Event Personnel” that are required to complete the online U.S. Center for SafeSport Training (see Section 1) can do so by logging in to the USA Archery membership services platform [here](#). If the “Event Personnel” is not a USA Archery member he or she will be required to create a profile before the training will be accessible. This 90-minute training is FREE to all USA Archery members and “Event Personnel”. Upon completion of the training, “Event Personnel” will receive a certificate of completion, which can be shared with the event organizer. The event organizer should verify the U.S. Center for SafeSport training will be current through the date of the event.
- c. USA Archery Background Screen: “Event Personnel” that are required to complete a USA Archery Background Screen (see Section 1 and Section 5) may do so by logging in to the USA Archery membership services platform [here](#). If the “Event Personnel” is not a USA Archery member he or she will be required to create a profile before a background screen may be added. The cost will be \$35* and the Background Screen will be good for two years from date of completion. Upon completion of the Background Screen, “Event Personnel” will receive a red or green light status update in their USA Archery account, which can be shared with the event organizer. The event organizer should verify the USA Archery Background Screen will be current through the date of the event.
- d. USA Archery Organization Exclusion List: Event organizers will be required to ensure any “Event Personnel” are not currently listed as [Suspended or banned](#) from USA Archery and are not on the [USA Archery Administrative/Hold List](#).
- e. Photographers and Media: To determine what requirements Photographers and Media must have, event organizers should review and adhere to the USA Archery [Photo and Media Policy](#).

For more information on these procedures please contact athletesafety@usarchery.org.



ATHLETE SAFETY PROCEDURES FOR EVENT ORGANIZERS DECISION ASSISTANT

Appendix A



AT-A-GLANCE

2022 MINOR ATHLETE ABUSE PREVENTION POLICIES



Appendix B

In September 2020, the U.S. Center for SafeSport (the Center) published the Minor Athlete Abuse Prevention Policies (MAAPP) with Mandatory Components that NGBs, PSOs, and the USOPC were required to adopt.

_____ adopted its _____ on _____.

This document is based on the minimum mandatory components of the Center's Model MAAPP. Every Organization may choose to go beyond these minimum requirements and set standards that are stricter. Additionally, Adult Participants must be familiar with their respective Organization's policies and be aware of all requirements.

EDUCATION AND TRAINING

REMEMBER:

- If you have Regular Contact with or Authority over a Minor Athlete, or if you are an employee or board member of an NGB, PSO, LAO or the USOPC, you are required to complete the *SafeSport Trained Core* and subsequent Refresher Courses.
- Adult Participants who also are medical providers obligated to complete training can take the Health Professionals Course in lieu of the *SafeSport Trained Core*.
- Adult Participants must complete training:
 - » Before Regular Contact with a Minor Athlete begins; and
 - » Within the first 45 days of initial membership or upon beginning a new role subjecting the adult to this policy

IN-PROGRAM CONTACT

As the equation illustrates, all three components (Adult Participant, Minor Athlete, and Related to Participation in Sport) must be present for the MAAPP to apply. If one component is absent, then the interaction or activity would NOT be considered In-Program and thus not covered by the MAAPP.



1 | ADULT PARTICIPANT: Any adult (18 years of age or older) who is:

- A** A member or license holder of an NGB, PSO, LAO, or USOPC;
- B** An employee or board member of an NGB, PSO, LAO, or USOPC;
- C** Within the governance or disciplinary jurisdiction of an NGB, PSO, LAO, or USOPC;
- D** Authorized, approved, or appointed by an NGB, PSO, LAO, or USOPC to have Regular Contact with or Authority over Minor Athletes.

2 | 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, an NGB, PSO, USOPC, or LAO.

Common examples of activities **Related to Participation in Sport:**



REGULAR CONTACT

Ongoing interactions during a 12-month period wherein an Adult Participant is in a role of direct and active engagement with any Minor Athlete(s). Some examples of NGB/PSO/USOPC/LAO members who MAY have Regular Contact with Minor Athletes include:

- Coaches
- Adult Athletes on teams with Minor Athletes
- Volunteers in positions of Regular Contact (e.g., locker room monitors, parent chaperones)
- Athletic Trainers
- Health Professionals
- Officials

****REMEMBER:** NGB/LAO/PSO/USOPC Staff and Board Members are required to complete the *SafeSport Trained Core/Health Professionals Course* and subsequent Refreshers regardless of whether they have Regular Contact with or Authority over Minor Athletes.

AUTHORITY

When one person's position over another person is such that, based on the totality of the circumstances, they have the power or right to direct, control, give orders to, or make decisions for that person.

REQUIRED PREVENTION POLICIES



In addition to the above three exceptions there is an overarching Emergency Exception that applies in all areas of the MAAPP.

MAAPP EXCEPTIONS:

In the MAAPP, there are multiple areas where exceptions have been built into the Required Prevention Policies to address common relationships and situations that occur throughout the U.S. Olympic & Paralympic Movement. If an exception applies to a specific policy, it will be listed as a possible exception, along with any additional requirements. The exceptions found in the MAAPP are:

1 | **AN EMERGENCY.**

2 | CLOSE-IN-AGE: When an Adult Participant does not have Authority over the Minor Athlete and is no more than four years older than the Minor Athlete.

3 | PERSONAL CARE ASSISTANT (PCA): When an Adult Participant is a Personal Care Assistant and has met the following requirements:

- The Minor Athlete's parent/guardian must provide written consent to the Organization for the PCA to provide care/work with their Minor Athlete.
- The PCA must complete the required training as defined in the Education & Training Policy.
- The PCA must meet all screening requirements of the Organization.

4 | DUAL RELATIONSHIPS: When an Adult Participant has a relationship with a Minor Athlete that is outside of the sport program. A parent/guardian must provide written consent to the Organization on an annual basis for this exception to be granted.

ONE-ON-ONE INTERACTIONS POLICY

- Policy Jurisdiction: All In-Program Contact.
- All one-on-one interactions between an Adult Participant and Minor Athlete **MUST** be:
 - » Observable
 - » Interruptible
- Exceptions to the One-on-One Interactions Policy:
 - » Emergency Circumstances
 - » Dual Relationships
 - » Close-In-Age
 - » Personal Care Assistant who meets the requirements

MEETING AND TRAINING SESSIONS

- Must follow One-on-One Interactions Policy when Minor Athletes are present.
- Individual Training Sessions.
 - » Policy Jurisdiction: All In-Program Contact.
 - » Consent required from parent/guardian annually. Can be withdrawn at any time.
 - » Parents/Guardians must be allowed to observe.
- One-on-One Interactions Policy Exceptions are allowed for In-Program meetings and individual training sessions.
- Meetings with licensed mental health care professionals and health care providers.
 - » Policy Jurisdiction: At facilities that are partially or fully under the jurisdiction of the Organization.
 - » Meetings do not need to be observable and interruptible if the following requirements are met:
 - a. Door is unlocked.
 - b. Another adult is present in the facility and is aware of the meeting.
 - c. Organization is aware of the meeting.
 - d. The provider obtains appropriate consent as required by law and ethical standards.

ATHLETIC TRAINING MODALITIES, MESSAGES, AND RUBDOWNS

- Must follow One-on-One Interactions Policy.
- Must **ALWAYS** have a second **Adult Participant** in the room during treatment.
- Required consent from parent/guardian that needs to be documented at least annually.
- During treatment Minor Athlete's breast, buttocks, groin, and genitals **MUST** always be covered.
- Parents/Guardians **must** be allowed to attend treatment unless in a restricted area.
- **No** policy exceptions.

LOCKER ROOMS AND CHANGING AREAS

- Must follow One-on-One Interactions Policy.
- The photographic or recording capabilities of any device (cell phones, cameras, tablets) cannot be used by any Participant in locker rooms or changing areas during In-Program activities.
- Adult Participants **MUST NOT** change clothes or behave in a way that exposes their breast, buttocks, groin, or genitals to a Minor Athlete.
- Adult Participants **CANNOT** shower with a Minor Athlete unless:
 - » The Adult Participant is an athlete with no Authority over the Minor Athlete and there is no more than four years age difference (Close-in-Age Exception).
 - » The Adult Participant and Minor Athlete are wearing swimwear and the shower is part of a pre- or post-activity rinse.
- Media and Championship Celebration recordings are allowed if they meet specific requirements.
- Monitoring must occur for all locker rooms and changing areas at sanctioned events and facilities partially or fully under Organization's jurisdiction.
- A semi-private or private area to change must be provided to all Minor Athletes at sanctioned events and facilities partially or fully under the Organization's jurisdiction.

ELECTRONIC COMMUNICATIONS

- Must be Open and Transparent, meaning that:
 - » Communication between an Adult Participant and a Minor Athlete must include a parent/guardian, another adult family member of the Minor Athlete, or another Adult Participant.
 - » This includes all communication started by a Minor Athlete.
- Only electronic platforms that can be Open and Transparent should be used.
- All team communication or communications with multiple Minor Athletes from an Adult Participant must copy or include another Adult Participant, or all the Minor Athletes' parents/guardians.
- All communication must be professional in nature.
- Organizations must honor a parent/guardian's request to discontinue communication with their Minor Athlete unless there is an emergency.
- One-one-One exceptions are allowed.





TRANSPORTATION

- Must follow One-on-One Interactions Policy, unless an exception exists or appropriate consent is obtained.
- In-Program transportation requirements are met if the Adult Participant is accompanied by another Adult Participant or at least two minors.
- One-on-One In-Program travel is permitted between an Adult Participant and a Minor Athlete when advance written consent is obtained from a parent/guardian on an annual basis. Can be withdrawn at any time.
- Written consent must be obtained from a parent/guardian annually for all transportation sanctioned by the Organization.
- One-on-One Exceptions are allowed.

LODGING

- Must follow One-on-One Interactions Policy.
- An Adult Participant **CANNOT** share a hotel room or otherwise sleep in the same room with a Minor Athlete during In-Program lodging except:
 - » When there is a Dual Relationship and written consent is provided by a parent/guardian prior to the lodging arrangement.
 - » When there is a Close-In-Age Exception and written consent is provided by a parent/guardian prior to the lodging arrangement.
 - » When there is a Personal Care Assistant Exception, all PCA requirements have been met, and written consent is provided by a parent/guardian prior to the lodging arrangement.
- Written consent is required for all In-Program lodging at least annually.
- Adult Participants traveling with an Organization overnight:
 - » Must agree to and sign the Organization's lodging policy annually.
 - » Are assumed to have "Authority" and must comply with the Center's Education & Training Policy.

RECOMMENDED POLICIES FOR KEEPING YOUNG ATHLETES SAFE

OUT-OF-PROGRAM CONTACT

- Adult Participants should not have Out-of-Program Contact with Minor Athletes, unless an exception exists, or appropriate consent has been obtained.
- Out-of-Program Contact should be avoided even if the contact is not one-on-one.

GIFTING

- Adult Participants should not give personal gifts to Minor Athletes unless an applicable exception exists (Close-in-Age or Dual Relationship).
- Gifts are permitted if distributed equally for all athletes.
- Gifts that serve a motivational or educational purpose are permitted.

PHOTOGRAPHY/VIDEO

- Photographs or videos of athletes should only be taken in public view.
- Must observe generally accepted standards of decency.
- Adult Participants should not share or post photos or videos of Minor Athletes unless proper consent has been obtained from the Minor Athlete and the Minor Athlete's parent/guardian.

