



## Athlete Safety Procedures for USA Archery Event Organizers Updated: October 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 Contact<sup>1</sup> with athletes at a USA Archery sanctioned event or serve in a position of authority, 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**

<sup>1</sup> 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
- Day of Arrow Agent Volunteers
- 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 prior to the start of 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](mailto:athletesafety@usarchery.org).

Please contact USA Archery at [memberships@usarchery.org](mailto: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: 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 4: 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) and be offered a wristband or similar to identify they are compliant:

- 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), but

should have a USA Archery Membership or Non-Athlete Pledge Form on file (if non-member) and be offered a wristband or similar to identify they are compliant:

- 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
- Day of Arrow Agent Volunteers
- 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 5: USA Archery Organizational Exclusion List – Verification**

**Requirement:** Event organizers will be required to ensure any “Event Personnel” noted in Section 1 and Section 4 and/or competitors (USA Archery with Minors competing and those without Minors competing), 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 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](mailto: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](#).
- f. Event organizers are encouraged to issue wristband, or similar item, to Event Personnel to identify these individuals and monitor access to the

field of play for those required to complete U.S. Center for SafeSport Training.

For more information on these procedures please contact [athletesafety@usarchery.org](mailto:athletesafety@usarchery.org).