



Athlete Safety Procedures for USA Archery Event Organizers Updated: March 2020

Overview

The Athlete Safety Procedures for USA Archery Event Organizers outline what steps event organizers must take to pre-authorize field of play 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” who have access to the field of play at a USA Archery sanctioned event, while athletes are present, are authorized. 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:

1. Field of Play: Access Requirements

Requirement: To access the field of play all “Event Personnel” who are not current members of USA Archery will be required to sign the USA Archery [Non-Athlete Pledge form](#), obtain a current [U.S. Center for SafeSport training](#) and current [USA Archery Background Screen](#).

Implementation: 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 below, before allowing access to the field of play. Please utilize the USA Archery “Event Personnel [Tracking Tool](#) to record this information. USA Archery Event Organizers must retain the “Event Personnel Tracking Tool” for a minimum of 5 years for purposes of USA Archery audit, upon request. “Event

Personnel” must provide proof to USA Archery Event Organizers that they have completed all of the following:

- 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 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” are required to take the online U.S. Center for SafeSport Training 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” may apply for a USA Archery Background Screen 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. **Exception: Volunteers (Includes Vendors) who only have incidental and observable contact with minor athletes at events are exempt from the USA Archery Background Screening Requirement. Please Note: Background screens from other organizations will not be accepted.**
- d. 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](#).

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 participants and “Event Personnel” 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 participants in the USA Archery membership platform by following these steps:
 1. Login to your USA Archery Account and select your club/state association
 2. Click Admin
 3. Click Event box and select Tournaments
 4. Find your event and click the gear icon
 5. Select Entry List and then Members Entries
 6. Click the Advanced Filter button
 7. Select all items under “Registration Fee”
 8. Click Add Selection
 9. Click the Email button
 10. Draft subject and email and Send

- 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 as a registered participant in a USA Archery sanctioned event, you 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:** please complete the USA Archery [SafeSport Reporting Form](#) and submit to safesport@usarchery.org.

Please contact USA Archery at memberships@usarchery.org for more information.

Kind Regards,

- c. Event Organizers are also highly encouraged to post the MAAPP Communication in published event information.

- d. Event organizers will be required to provide proof of [MAAPP](#) communication to registered participants and “Event Personnel” upon request from USA Archery.

3. USA Archery Suspension and Banned List – Verification

Requirement: Event organizers will be required to ensure any “Event Personnel” and/or participants are not currently listed as suspended or banned from USA Archery or the U.S. Center for SafeSport per the [Centralized Disciplinary Database](#).

Implementation:

- a. If the event is hosted on the USA Archery Sport:80 platform, any participant who is suspended or banned from USA Archery will automatically be prevented from registering for any event because a current USA Archery membership is required.
- 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 suspended and banned list [here](#). Any person on this list should be prohibited from registering for the event and also from serving in an “Event Personnel” role.
- c. In all instances event organizers should make sure participants and “Event Personnel” are not listed on the USA Archery suspended or banned list [here](#) or the U.S. Center for SafeSport’s Centralized Disciplinary Database [here](#) (please note this is a manual process).

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.

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

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