



Athlete Safety Procedures for USA Archery Event Organizers

Updated: April 2024

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 uninterruptible 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).

To that end, USA Archery has developed the Athlete Safety Procedures for USA Archery (USAA) Event Organizers to outline what steps event organizers must take to pre-authorize event access for all non-competitors, to include volunteers, media, vendors, medical personnel, athlete assistants, coaches and judges, etc. (hereafter, "Event Personnel").

Event organizers should plan ahead to make sure all "Event Personnel" whose role requires them to have Restricted Area Contact/ Field of Play Access with athletes at a USAA sanctioned event or serve in a position of authority, have completed the proper requirements prior to the event. 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.

This policy also outlines what steps are completed through the event registration process to ensure that all competitors are eligible USAA members in good standing, and to verify they are not listed on the Organizational Exclusion List.

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

The following requirements outlined in the below sections 1 and 2 should be adhered to at all sanctioned USAA events to include local, state, regional, collegiate and national 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 question when determining which requirements are necessary for which Event

Personnel:

1. Do Event Personnel have Restricted Area Contact/ Field of Play Access or authority over athletes?

SECTION 1: REQUIREMENTS FOR COMPETITORS

- A. Athletes must possess a valid USAA Membership and must not be listed on the Organizational Exclusion List to be eligible to compete and access the field of play. Event registration through the USAA Event Registration Platform automatically checks these requirements through the following mechanisms:

All event registration completed through the USAA Event Registration Platform requires the athlete to possess the following:

- Valid USAA Membership
 - Pursuant to the USAA's Membership Terms and Conditions, valid members agree to abide by all USAA policies, to include, but not limited to the Minor Athlete Abuse Prevention Policy (MAAPP) and the SafeSport Code.
 - If an athlete is on the Organizational Exclusion List, which is comprised of the [Suspension List](#) and [Jurisdictional Hold](#) List, they will be unable to register for the event.
 - If an athlete is on the Suspension List, their membership is not valid and this athlete will be unable to register for an event.
 - If an athlete is on the Jurisdictional Hold List, their membership has lapsed or expired, and therefore, will be unable to register for the event.
 - Athletes, when registering, must also agree to abide by the USAA Event Participation Waiver, where they agree to abide by and adhere to all USAA policies and procedures, to include the SafeSport Code and Minor Athlete Abuse Prevention Policy.

- B. **Event Registration NOT completed through the Event Registration Platform:** All event registrations **NOT** completed through the USAA Event Registration Platform have the same requirements as stated above.

Pursuant to USAA's Event Sanction Terms and Conditions, if events are held outside the USAA membership services platform, event organizer agrees to enforce and collect a USAA waiver and release of liability form from all participants.

The USAA event waiver and release of liability states that the event organizers agree to abide by all USAA policies, to include, but not limited to the MAAPP and the SafeSport Code, and to enforce the same requirements for all event participants.

Event organizers are responsible for manually checking all registered event participants, both competitors and non-competitors, against the Organizational Exclusion List, which is comprised of the Suspension List and the Jurisdictional Hold List.

- C. Event Organizers, regardless of where the event registration is located, are required to provide a communication to all competitors prior to the event with information about the Minor Athlete Abuse Prevention Policies and information on how to report a concern or violation (see Section 5: Communication of the MAAPP).

- D. Event Organizers must issue a wristband, or similar item, to competitors to identify and monitor these individuals.

SECTION 2: REQUIREMENTS FOR NON-COMPETITORS (“EVENT PERSONNEL”)

- A. Non-Competitors, including day of event-personnel, on-site registrations, and/or last-minute event personnel substitutions, **with Restricted Area Contact/ Field of Play Access** must possess the following requirements PRIOR to the start date of the event. They must also be checked against the Organizational Exclusion List, which is comprised of the Suspension List and Jurisdictional Hold List:

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

Non-Competitors subject to these requirements include:

- Officials – USAA Judge and Director of Shooting
- Staff – USAA Staff, Event Staff and 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
- Interpreters (Pre-Planned)

*Of note, pre-planned event personnel, although not all have Restricted Area Contact/ Field of Play Access and/or authority over minor athletes, are checked against the same requirements as those Event Personnel that do have Restricted Area Contact/ Field of Play Access and/or authority over minor athletes as their information is available and as is best practice.

- B. Non-Competitors who **DO NOT have Restricted Area Contact/ Field of Play Access** are not required to complete a USAA Background Screening or U.S. Center for SafeSport Training if their contact with minor athletes is incidental and observable. This is due in part to the event layout, which is open, observable, and interruptible, and limits the possibility of impermissible one-on-one interactions to occur. Furthermore, these roles, to include day-of volunteers, do not have Restricted Area Contact/ Field of Play Access, nor do they have authority over minor athletes. Non-Competitors who DO NOT have Restricted Area Contact/ Field of Play Access must possess the following requirements and must also be checked against the Organizational Exclusion List, which is comprised of the Suspension List and Jurisdictional Hold List:

- USAA Membership or Non-Athlete Pledge Form

Non-Competitors subject to these requirements include:

- Media – Photographers, videographers and/or reporters
 - Also subject to requirements as outlined in the USAA [Photo and Media Policy](#).
- 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
 - Day of Interpreters
- C. Event Organizers are required to provide a communication to all non-competitors (“Event Personnel”), both with and without Restricted Area Contact/ Field of Play Access and/or authority over minor athletes, prior to the event with information about the Minor Athlete Abuse Prevention Policies and information on how to report a concern or violation (see Section 5: Communication of the MAAPP).

Additionally, any day-of non-competitors (“Event Personnel”) must be provided a copy of the Minor Athlete Abuse Prevention Policy at check-in. See the Event Organizer Resource Packet, Appendix D, for a QR Code that can be used to provide the non-competitor access to MAAPP and information on how to report a concern or violation directly.

- D. Event Organizers will document all non-competitors and corresponding requirements as outlined in Section 7: Event Tracking.
- E. Event Organizers must issue a wristband, or similar item, to Event Personnel with Restricted Area Contact/ Field of Play Access to identify and monitor these individuals.

SECTION 3: RESTRICTED AREA CONTACT/ FIELD OF PLAY

The Field of Play must be observable and interruptible, but also restricted. There are no restrictions as to whom may spectate.

The Field of Play should be cordoned off from the spectator area. This can be done with a physical barrier like caution tape, rope or a fence or may be as simple as a taped line on the ground.

Only credentialed personnel may enter the Field of Play. Event Personnel and coaches that meet event access requirements as outlined above in Section 2 and are credentialed, may enter Restricted Areas/Field of Play. It is at the discretion of Event Organizers for local, state, regional and collegiate events whether to issue coach credentials. Indoor Nationals are not permitted to issue coach credentials.

Athletes that meet registration requirements as outlined in Section 1 and are credentialed, may enter the Field of Play.

The Event Organizer may also include signage that states “Athletes Only Area” or “Restricted Area”.

SECTION 4: INSTRUCTIONS FOR REQUIREMENT VALIDATION

Event organizers can receive permission to look-up credentials of event personnel in the USAA Membership Services System. To request this permission, contact memberships@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](#) 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
 - Note: Membership, Background Screening, and SafeSport Training must be current through the duration of the event.

SECTION 5: COMMUNICATION OF THE MINOR ATHLETE ABUSE AND PREVENTION POLICY (MAAPP)

- A. Prior to each event, through the registration process or some other form of communication, all registered competitors and non-competitors ("Event Personnel") noted in sections 1 and 2, must receive a copy of the MAAPP and information on how to report a concern or violation.
 1. Event organizers must communicate to all registered competitors and "Event Personnel" that they will be required to adhere to the MAAPP (see Appendix C for Sample MAAPP Communication Template for Event Organizers) for the duration of the event. Furthermore, this communication will also include information on how to report a concern or violation. **This information must be communicated prior to the start of the event.**
 - a. Event Organizers can send emails to registered competitors in the USAA Membership Services System by following steps as outlined in Appendix B. Event Organizers can use the example communication as outlined in Appendix C.
 - b. If event organizers are not utilizing the USAA Membership Services System for event registration, event organizers will need to manually send the email Appendix C to all Event Personnel and registered competitors using their personal email service.
 - c. 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.
 2. Event Organizers should post MAAPP signage throughout the venue.
 3. Event Organizers should post information on how to report a concern or 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.
 4. Event Organizers should conduct random checks in these areas throughout the event to ensure areas remain safe.
 5. Event Organizers are also highly encouraged to post the MAAPP Communication in published event information.

SECTION 6: RISK ASSESSMENTS

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.

Event Organizers should look to mitigate and/or eliminate applicable risks as it relates to:

- One-on-One Interactions
- Massage and Athletic Training Modalities
- Locker Rooms/Changing Areas
- Electronic Communications (Includes Texts, Emails and Social Media)
 - 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.
- Transportation and Lodging

Eliminating risks may include but is not limited to providing the appropriate consent forms, blocking off restricted areas, and conducting bathroom checks.

Eliminating risks may also include encouraging competitors, non-competitors, and spectators to say something if they see something.

Event organizers should review Appendix D, USAA's (USAA) Guide to Minor Athlete Abuse Prevention Policies (MAAPP) and Event Audit Compliance, for additional guidance on specific compliance requirements.

SECTION 7: EVENT TRACKING

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 USAA "[Event Personnel Tracking Tool](#)" to record this information.

USAA Event Organizers must submit an Event Tracking tool to USAA 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 USAA audit, upon request.

Any Non-Athlete Pledges may also be submitted to athletesafety@usarchery.org.

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

SECTION 8: COMMUNICATION OF THIS POLICY

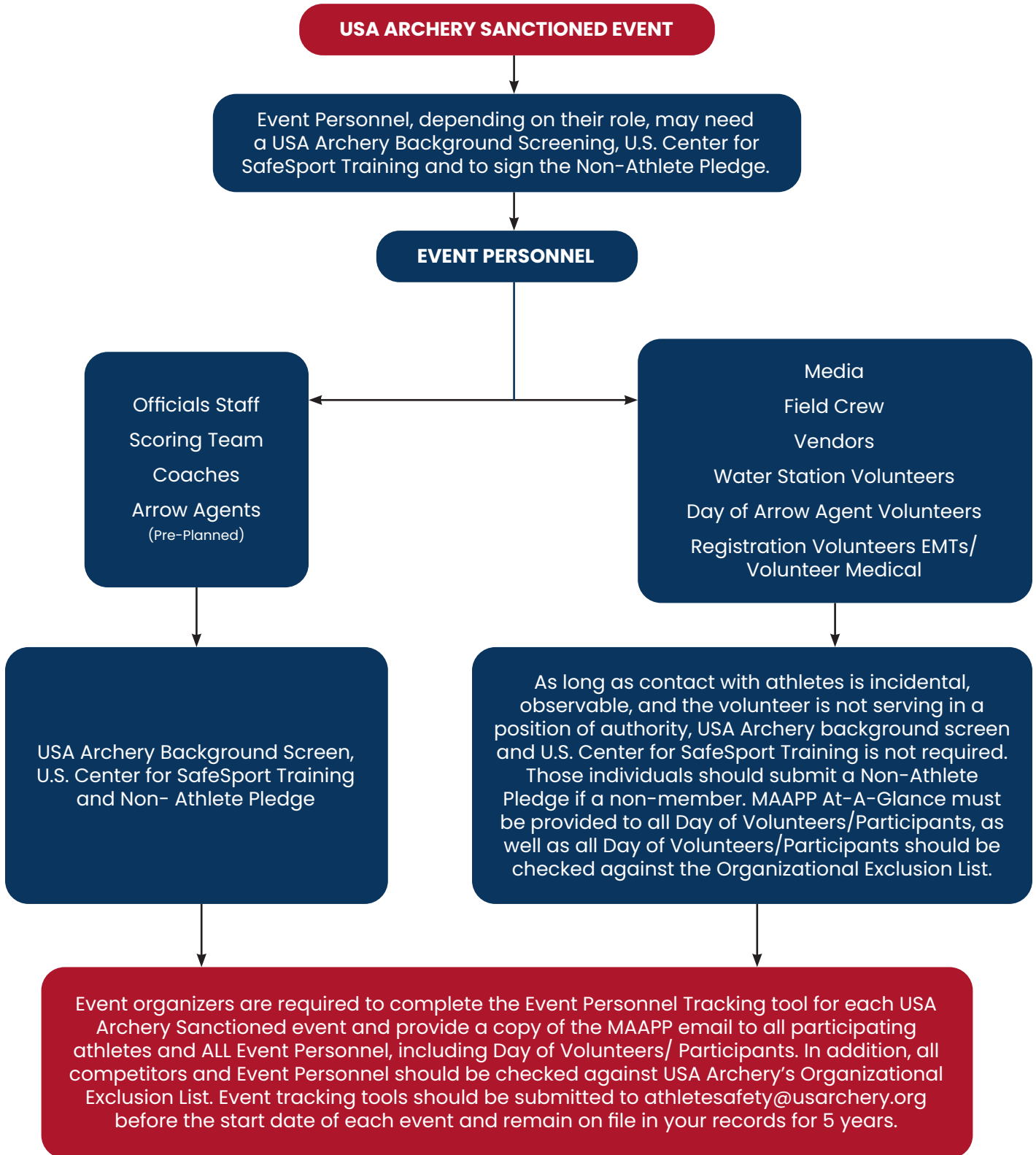
At a minimum, annually, USAA will communicate this policy to Event Organizers through targeted email communications.

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.

ATHLETE SAFETY PROCEDURES FOR EVENT ORGANIZERS

DECISION ASSISTANT

APPENDIX A



Appendix B: Sending a MAAPP Communication in Sport:80

1. Login to your USAA Account and select your club/state association
2. In the left-hand menu, scroll down and select Events Admin
3. Select "Tournaments"
4. Search and select event
5. Select "Entries"
6. Filter to Entry Status "Complete"
7. Select All (Top Left Box)
8. Click to select all items
9. Select "Email"
10. Enter your email Subject, "USAA Minor Athlete Abuse Prevention Policy," click Next
11. Copy and paste template below into body of email
12. Update Event Name and Event Host Name
13. Click "Send"

Appendix C: Sample MAAPP Communication Template for Event Organizers

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:** 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>
- **To Report Emotional and Physical Misconduct Including Minor Athlete Abuse Prevention Policies:** please complete the USAA [Athlete Safety Reporting Form](#)

For more information on MAAPP Requirements and Reporting Information, to include policies on Electronic Communications, Meetings, Athlete Training Modalities, Massages, and Rubdowns, 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 your family or team member, please forward this message to them to review.

Kind Regards,
USAA
[Event Host Name]

EVENT ORGANIZER CHECK-IN RESOURCES QR CODE

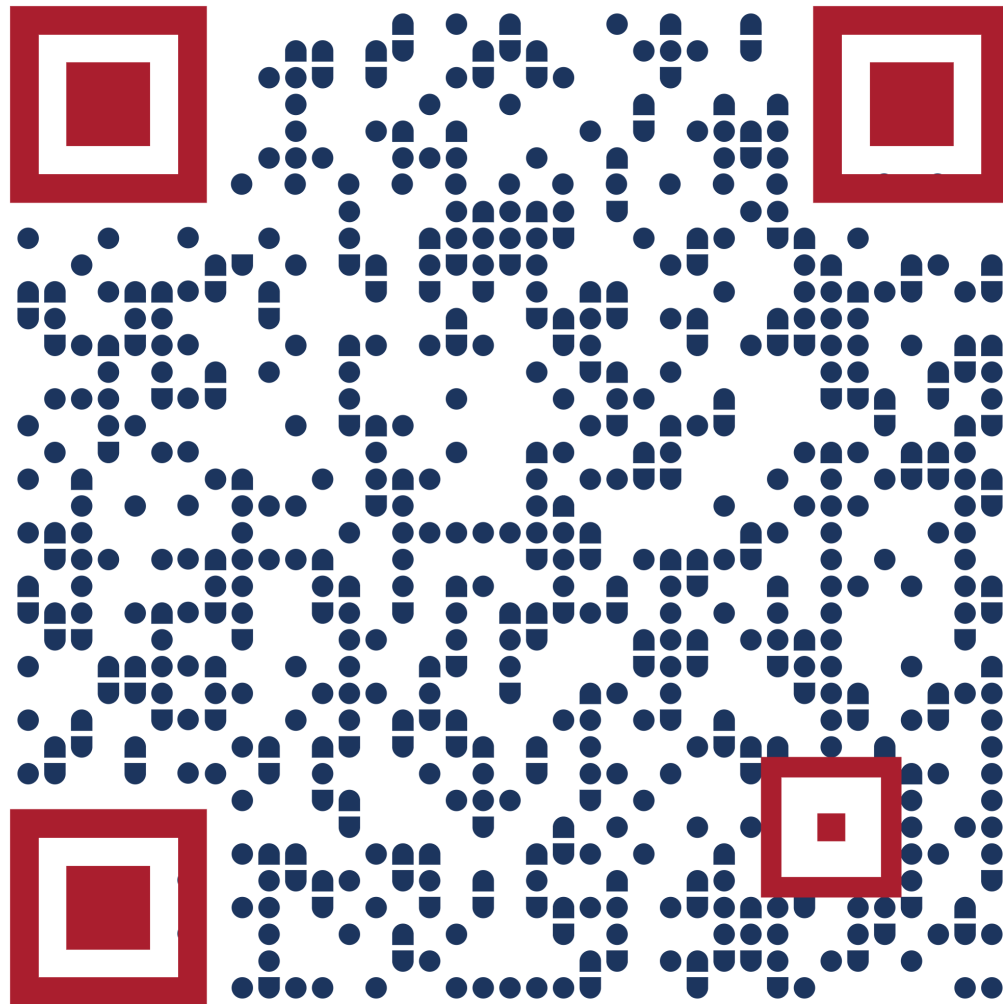
FOR EVENT ORGANIZER USE ONLY

Appendix D

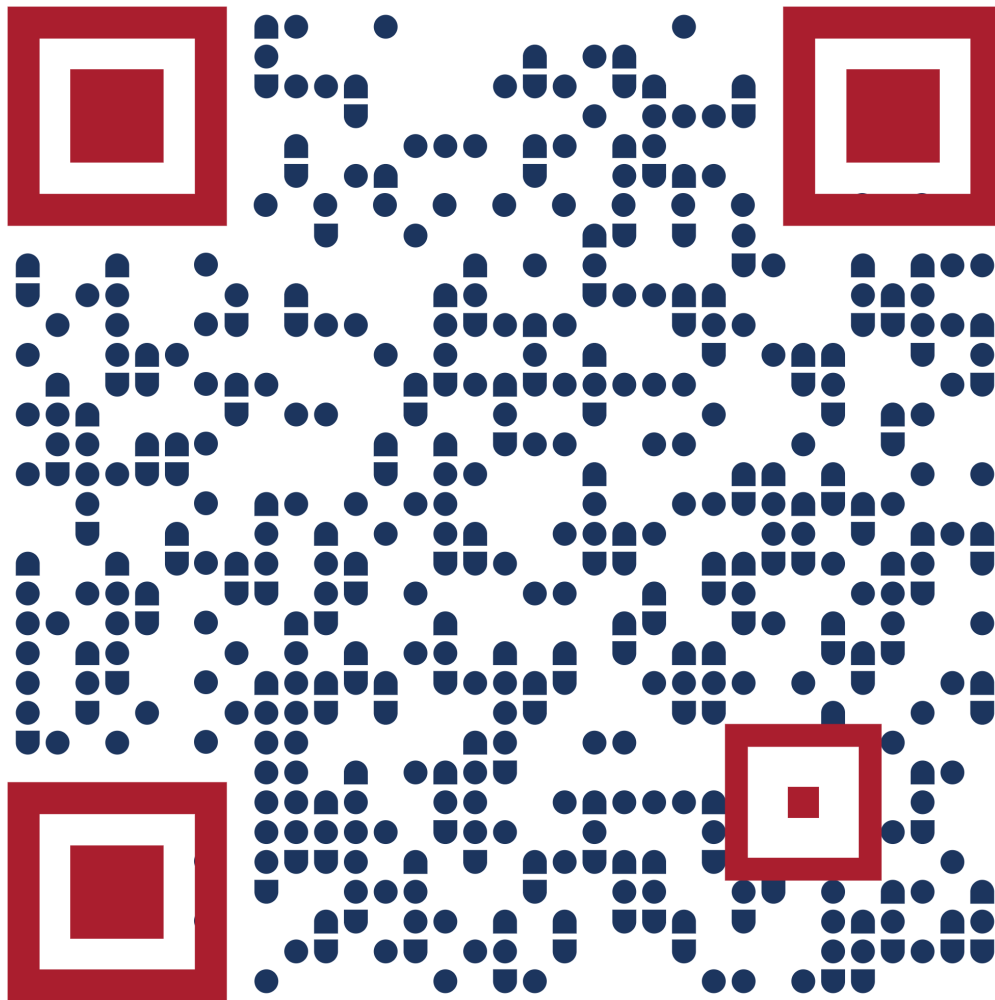
Scan the QR code below to view our event organizer check-in resources.

RESOURCES INCLUDE:

- Organizational Exclusion List for Event Organizers
- Minor Athlete Abuse Prevention Policy (MAAPP)
- USA Archery SafeSport: Reporting



MINOR ATHLETE ABUSE AND PREVENTION POLICY



USA ARCHERY'S (USAA) GUIDE TO MINOR ATHLETE ABUSE PREVENTION POLICIES (MAAPP) AND EVENT AUDIT COMPLIANCE

Appendix E

PURPOSE

The U.S. Center for SafeSport's ('the Center') Minor Athlete Abuse Prevention Policies (MAAPP) list several requirements to ensure athlete safety at events. This tool was modified from the Center's checklist to be specific to USA Archery (USAA) in order to assist Event Organizers and compliance with MAAPP Requirements.

If you require assistance or have any questions, the points of contact are as follows:

- Local, State, Regional, Collegiate: clubs@usarchery.org
- National: athletesafety@usarchery.org

If you would like to review the Center's references, they are available by topic as listed below:

- [MAAPP At-A-Glance](#)
- [MAAPP Transportation](#)
- [MAAPP Meeting and Training Sessions](#)
- [MAAPP In-Program Contact](#)
- [MAAPP Electronics Communication](#)
- [MAAPP Locker Room and Changing Areas](#)
- [MAAPP Athletic Training, Massages, and Rubdowns](#)

If you would like additional information as to why the below listed tasks are required, please contact athletesafety@usarchery.org.

Day-Of Participants and Event Personnel:

All Day-Of Participants and Event Personnel, to include Volunteers, Vendors, Coaches, and Officials, must be recorded on the event tracking tool, provided a copy of MAAPP, and information on how to report violations. An updated Event Tracking Tool may be submitted after the tournament.

USAA highly recommends maintaining a copy of the Event Organizer Check-In Packet on-site during the event, so that Event Organizers may access and utilize the event personnel tracking tool, MAAPP communications, organizational exclusion lists, and other resources.

REQUIRED ITEMS

CHECKLIST	TOOLS & RESOURCES
AT LEAST THREE DAYS PRIOR TO EVENT	
<p>Finalize the Event Tracking Tool</p>	<p>Resource Location: USAA Resource Center: Event Personnel Tracking Tool USAA Event Organizer Resource Packet</p> <p>Send a Copy to: athletesafety@usarchery.org</p> <p>Organizational Exclusion Lists:</p> <ul style="list-style-type: none"> ● Jurisdictional Hold List ● Suspension List
<p>Send the MAAPP Communication</p>	<p>Resource Location: Athlete Safety Procedures for USA Archery Event Organizers USAA Event Organizer Resource Packet</p> <p>Send a Copy to: athletesafety@usarchery.org</p> <p>If you are not using the USAA Membership Services Platform, you will need to generate an email distribution manually.</p> <p>If not using the MAAPP Communication Sample Template, please be advised that the communication you send must explicitly provide information on how to report all forms of misconduct (sexual, physical, emotional misconduct and violations of the MAAPP) and should be communicated along with the MAAPP policy.</p>
DURING EVENT SETUP	
<p>Conduct Pre-Event Walk-Through</p>	<p>Identify and Restrict Areas that are not public, observable or interruptible</p>
<p>Post Athlete Safety Flyers and Posters at Your Event</p>	<ul style="list-style-type: none"> ● MAAPP How to Report a Concern ● MAAPP Event Signage ● MAAPP Locker Room Event Signage
DURING CHECK IN	
<p>Implement Visual Identifiers to those with Access to Field of Play</p>	<p>Provide wristbands, lanyards, or stickers, etc.</p> <p>Non-Competitors with a Visual Identifier have a:</p> <ul style="list-style-type: none"> ● Current Background Screen ● Current SafeSport Training ● USAA Membership or Non-Athlete Pledge ● Have received information on MAAPP and how to report a concern or violation <p>Competitors with a Visual Identifier have a:</p> <ul style="list-style-type: none"> ● USAA Membership in Good Standing ● Are not on any Organizational Exclusion List ● Have received information on MAAPP and how to report a concern or violation <p>*Event Organizer is under no obligation to permit access to restricted areas to anyone other than athletes and pre-approved event staff.</p> <p>*This includes athletes and all persons listed on the Event Personnel Tracking Tool.</p>
<p>Provide copy of MAAPP and Information on How to Report to Vendors</p>	<p>Event Organizers can also utilize the Event Organizer Check-In Resource QR Code Tool included as an Appendix in the Athlete Safety Procedures for USA Archery Event Organizers Procedures</p>

REQUIRED IMPLEMENTATION STEPS, AS APPLICABLE

CHECKLIST	TOOLS & RESOURCES
PRIOR TO EVENT	
Provide Minor Consent Forms	<p>Provide for each situation that applies.</p> <p><u>Minor Consent Forms:</u></p> <ul style="list-style-type: none"> ● Dual Relationship ● Personal Care Assistant ● Electronic Communications ● Individual Training Sessions ● Meetings ● Locker Rooms and Changing Areas ● Transportation ● Lodging ● Athletic Training Modalities, Massages, and Rubdowns
Pre-Event Meeting Discussion Items	<ul style="list-style-type: none"> ● MAAPP Requirements ● Reporting Information ● Policies on Electronic Communications, Meetings, Athlete Training Modalities, Massages & Rubdowns <p>*This should be a review of information provided in the MAAPP communication.</p>

BEST PRACTICES

CHECKLIST	TOOLS & RESOURCES
PRIOR TO EVENT	
Lodging	<p>If you are suggesting or providing Lodging for the event, you must also advise of MAAPP and Consent Forms.</p> <p>Local/State: Must advise of MAAPP requirements and location of Consent Forms, in conjunction with Lodging Information and Availability</p> <p>National: No Further Action Required, Completed by Main Office (MAAPP requirements posted on each individual event page under Related Resources)</p>
DURING THE EVENT	
MAAPP Announcements	<p>Ensure MAAPP Requirements and Reporting Information are included in Field of Play or Day-Of Event Announcements and Event Program</p> <p>Local/State: For script templates or event program recommendations, contact athletesafety@usarchery.org</p> <p>National: No Further Action Required, Completed by USA Archery</p>
Bathroom Checks	<p>Conduct routine bathroom checks if staffing allows.</p> <p><u>Bathroom Tracking Spreadsheet</u></p>