



EVENT ORGANIZER RESOURCE PACKET



THIS PACKET CONTAINS EVERYTHING YOU NEED TO HOST A MAAPP COMPLIANT EVENT.

TABLE OF CONTENTS

USA ARCHERY’S (USAA) GUIDE TO MINOR ATHLETE ABUSE PREVENTION POLICIES (MAAPP) AND EVENT AUDIT COMPLIANCE 2

USAA’S GUIDE TO MAAPP AND EVENT AUDIT COMPLIANCE..... 3

EVENT ORGANIZER CHECK-IN RESOURCES QR CODE 5

SAMPLE DOS SCRIPTS 7

HOW TO REPORT - EVENT SIGNAGE..... 8

GENERAL EVENT SIGNAGE 9

LOCKER ROOM AND CHANGING ROOM SIGNAGE..... 11

ATHLETIC TRAINING NOTICE12

ATHLETE SAFETY PROCEDURES FOR EVENT ORGANIZERS DECISION ASSISTANT

APPENDIX A.....13

USA ARCHERY EVENT PERSONNEL TRACKING TOOL

APPENDIX B.....14

SAMPLE MAAPP COMMUNICATION TEMPLATE FOR EVENT ORGANIZERS

APPENDIX C.....15

EVENT RESTROOM CHECKS.....17

MAAPP LODGING ONE-PAGER18

LODGING COMMON QUESTIONS

.....19

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

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>

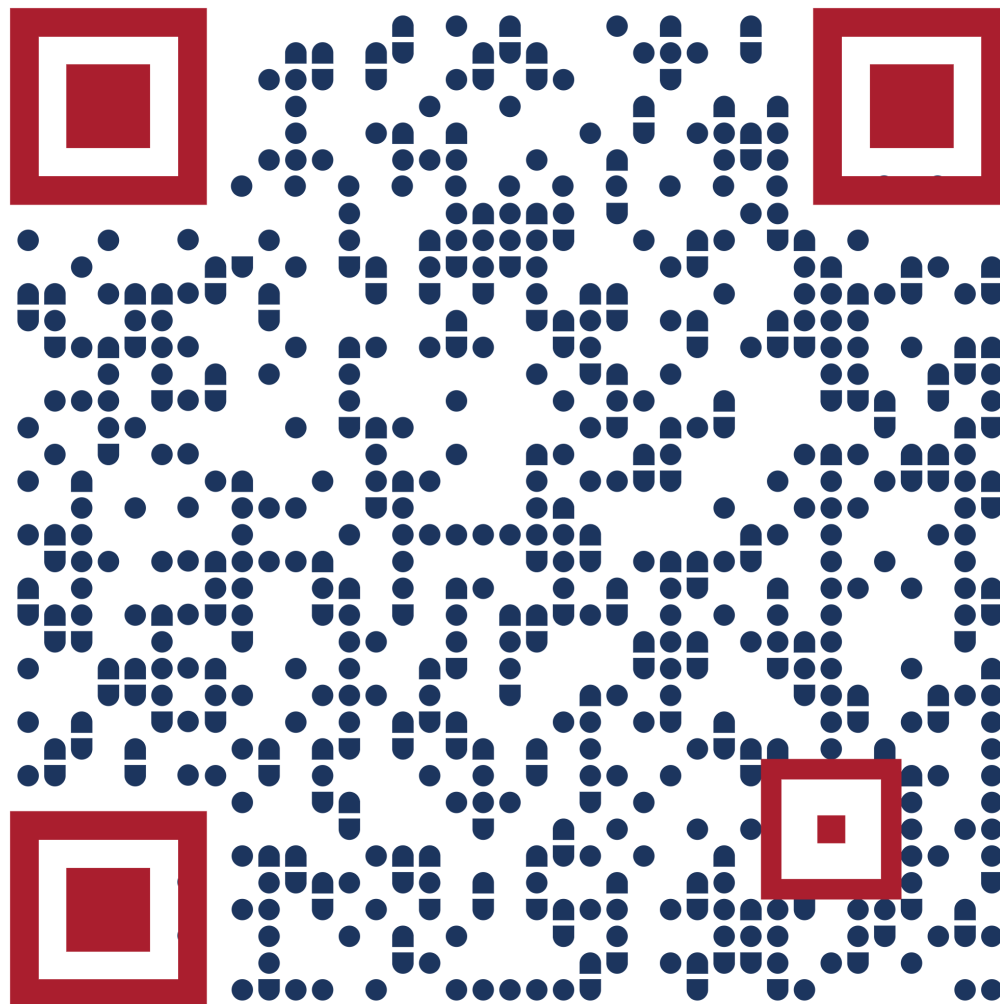
EVENT ORGANIZER CHECK-IN RESOURCES QR CODE

FOR EVENT ORGANIZER USE ONLY

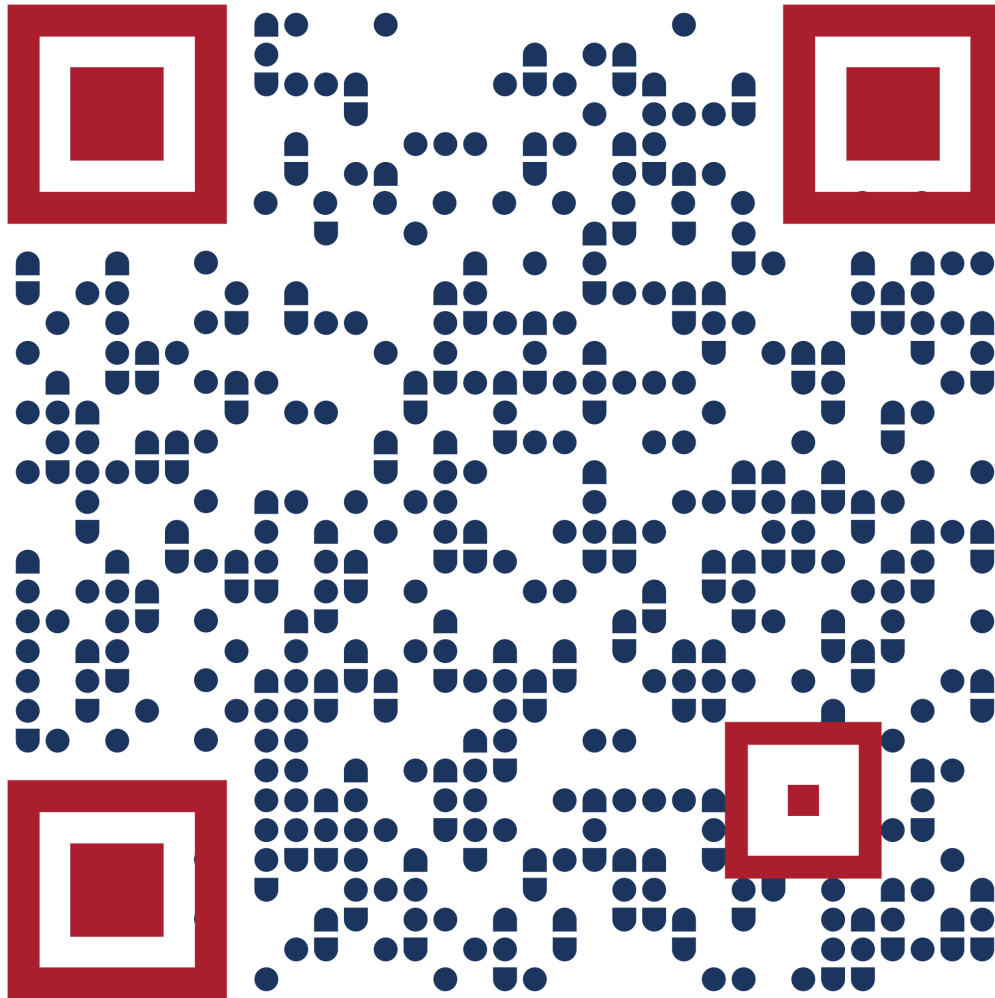
Scan the QR code below to view our event organizer check-in resources.

RESOURCES INCLUDE:

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



MINOR ATHLETE ABUSE AND PREVENTION POLICY



SAMPLE DOS SCRIPTS

The U.S. Center for SafeSport’s (hereafter, “Center”) Event Audit Requirements require that the Event Organizer provide direct communication to registered competitors and event personnel, prior to the start of the event, of the MAAPP and information on how to report actual or suspected violations. Furthermore, it is required that any day-of participants also be provided MAAPP and information on how to report actual or suspected violations.

The Center’s General Best Practices for Event Compliance Success advises Event Organizers to make announcements during the event about MAAPP requirements and how to report actual or suspected violations.

USA Archery has developed the below sample scripts to provide guidance and consistency among DOS announcements.

OPTION 1: _____

This is a reminder the Minor Athlete Abuse Prevention Policy (MAAPP) is required to be adhered to for the duration of the event.

To review this policy, visit USA Archery’s SafeSport page and select Minor Athlete Abuse Prevention Policy Resources and Athlete Safety.

To report actual or suspected misconduct, visit USA Archery’s SafeSport page and select ‘Reporting’.

OPTION 2: _____

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

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: uscenterforsafesport.org/report-a-concern.

For all other reports of misconduct, go to usarchery.org and visit the SafeSport page complete the [USA Archery Athlete Safety Reporting Form](#).

OPTION 3: _____

This is a reminder that all registered competitors, spectators, and event personnel are expected to adhere to the Minor Athlete Abuse Prevention Policy (MAAPP) for the duration of the event.

MAAPP is a proactive prevention policy that aims to prevent abuse of Minor Athletes in sport. MAAPP provides guidelines for one-on-one interactions between Adult Participants and Minor Athletes during In-Program activities, such as Events and Tournaments.

If you would like more information on the MAAPP or need to access Consent Forms, you can visit [USA Archery’s Resource Center, under the Athlete Safety category](#) or visit USA Archery’s [SafeSport Page](#).

HOW TO REPORT ABUSE OR MISCONDUCT INCLUDING MAAPP VIOLATIONS

USA ARCHERY REPORTING POLICY AND EVENT CONTACT



(719) 866-3461



athletesafety@usarchery.org

**ALWAYS REPORT SEXUAL MISCONDUCT AND ABUSE
(INCLUDING CHILD SEXUAL ABUSE) AND RETALIATION TO THE
U.S. CENTER FOR SAFESPORT***

CALL

303-5US-SAFE
(303-587-7233)

REPORT ONLINE

USCENTERFORSAFESPORT.ORG/REPORT-A-CONCERN

*Information about, or reasonable suspicion of, child abuse, including child sexual abuse, must be immediately reported to law enforcement and the U.S. Center for SafeSport, and individuals must comply with all other applicable state or federal laws.

AT THIS EVENT

All one-on-one interactions between an Adult Participant and a Minor Athlete must be:

1

OBSERVABLE

2

INTERRUPTIBLE

Thank you for helping ensure all athletes are safe, supported, and strengthened.

MAAPP

MINOR ATHLETE ABUSE
PREVENTION POLICIES

These requirements are a component of the Minor Athlete Abuse Protection Policies (MAAPP), developed by the U.S. Center for Safesport. To learn about the MAAPP, including legal definitions of terms capitalized here, visit uscenterforsafesport.org/maapp

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DOES THE MAAPP APPLY TO YOU?

IT DOES, IF YOU ARE

DEFINED IN THE MAAPP AS AN ADULT PARTICIPANT*.

*An Adult Participant is any adult (18 years of age or older) who is a USA Archery member; An employee or board member of USA Archery or Local Affiliated Organizations (LAO); Within the governance or disciplinary jurisdiction of USA Archery or LAO; or Authorized, approved, or appointed by USA Archery or LAO to have regular contact with or authority over Minor Athletes.

**Thank you for helping ensure all
athletes are safe, supported, and
strengthened.**

MAAPP

MINOR ATHLETE ABUSE
PREVENTION POLICIES

The Minor Athlete Abuse Prevention Policies (MAAPP) is developed and by the U.S. Center for SafeSport, a national organization with authority over this event's athlete safety policies. To learn more about the MAAPP, including legal definitions of terms capitalized here, visit uscenterforsafesport.org/maapp

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IN THIS LOCKER ROOM

(MONITORED REGULARLY AT THIS EVENT)

1

All one-on-one interactions between Adult Participants and Minor Athletes must be Observable and Interruptible

2

Use of photographic or recording capabilities of any device is prohibited.

3

Adult participants must not shower with Minor Athletes*.

Thank you for helping ensure all athletes are safe, supported and strengthened.

MAAPP

MINOR ATHLETE ABUSE
PREVENTION POLICIES

*Exceptions: individuals who meet the MAAPP's Close-in-Age Exception, or if the shower is a part of a pre- or post- activity rinse while wearing swimwear.

These requirements are a component of the Minor Athlete Abuse Protection Policies (MAAPP), developed by the U.S. Center for SafeSport. To learn about the MAAPP, including legal definitions of terms capitalized here, visit uscenterforsafesport.org/maapp

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ATHLETIC TRAINING NOTICE

AT THIS EVENT

All Athletic training modalities, massages, or rubdowns must be **Observable and Interruptible**.

1

Another Adult participant must be present

2

Minor Athletes must remain fully or partially clothes

3

Documented consent from a parent or legal guardian is required annually

Thank you for helping ensure all athletes are safe, supported, and strengthened.

MAAPP

MINOR ATHLETE ABUSE
PREVENTION POLICIES

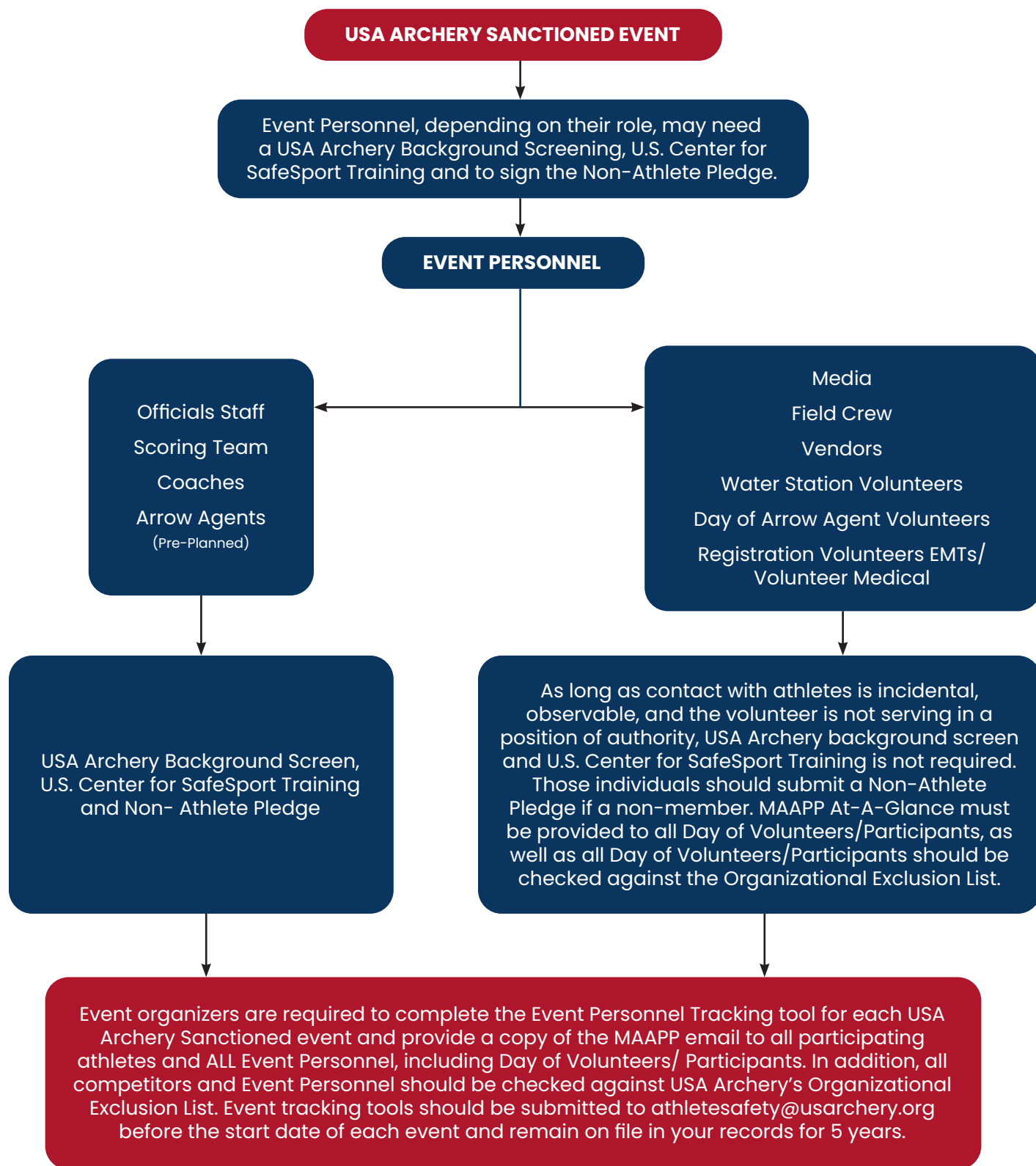
These requirements are a component of the Minor Athlete Abuse Protection Policies (MAAPP), developed by the U.S. Center for SafeSport. To learn about the MAAPP, including legal definitions of terms capitalized here, visit uscenterforsafesport.org/maapp

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ATHLETE SAFETY PROCEDURES FOR EVENT ORGANIZERS

DECISION ASSISTANT

Appendix A



USA ARCHERY EVENT PERSONNEL TRACKING TOOL

Appendix B

Please return completed form to: athletesafety@usarchery.org

Event Name	
Event Date	
Event Organizer Name	
Event Organizer Email	

First name	Last Name	Email	Event Role	U.S. Center for Safesport Training Expiration Date	USA Archery Background Screen Expiration Date*	USA Archery Membership Expiration Date*	USA Non-Athlete Pledge on File (Yes or No, if not a current USA Archery Member*)	Is this person on USA Archery's Organizational/ Exclusion List? (Yes/No)	Date MAAPP Communication Sent	If any event personnel were exempted from requirements, please explain why in this column. For example, the news reporter was under direct supervision at all times.

*Must be post-event, if not required on role, state 'N/A'

SAMPLE MAAPP COMMUNICATION TEMPLATE FOR EVENT ORGANIZERS

Appendix C

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

* An Adult Participant is any adult (18 years of age or older) who is a USA Archery member; An employee or board member of USA Archery or LAO; Within the governance or disciplinary jurisdiction of USA Archery or LAO; or Authorized, approved, or appointed by USA Archery or LAO to have regular contact with or authority over Minor Athletes.

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](#).

EMOTIONAL AND PHYSICAL MISCONDUCT INCLUDING MINOR ATHLETE ABUSE PREVENTION POLICIES ---

Please complete the [**USA Archery 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 Minor Athlete Abuse Prevention Policies as stated above. If you would like more information on the MAAPP or need to access Consent Forms, you can visit [**USA Archery's Resource Center**](#), under the Athlete Safety category or visit the [**USA Archery's SafeSport Page**](#).

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,

USA Archery

[Event Host Name]

EVENT RESTROOM CHECKS

Day	
Enter Staff Initials	

Time	Restroom 1	Restroom 2	Restroom 3	Restroom 4	Locker Room 1	Locker Room 2	Other Areas as Designated by Staff
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							

LODGING POLICY

MINOR ATHLETE ABUSE PREVENTION POLICIES

POLICY APPLICATION

Policy applies to all In-Program Contact at a hotel or lodging site.

POLICY REQUIREMENTS

- 1. Must follow ALL aspects of the One-on-One Interactions Policy.**
 - Observable
 - Interruptible
- 2. 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.
- 3. Written consent is required for all In-Program lodging on an annual basis.**
- 4. Adult Participants traveling with an Organization overnight:**
 - Must agree to and sign the Organization's lodging policy on an annual basis.
 - Are assumed to have "Authority" and must comply with the Center's Education & Training Policy.

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LODGING COMMON QUESTIONS

If lodging arrangements are organized between parents who are not Adult Participants, is that arrangement covered under the policy?



A: No. Lodging arrangements made between two parents, when neither are Adult Participants, would not be covered under the policy and no consent would be required.

Should the One-on-One Interactions Policy be followed when staying at hotels for a sanctioned event?



A: Yes. Any interaction between a Minor Athlete and an Adult Participant while staying at a hotel during a sanctioned event would be considered related to participation in sport and In-Program Contact. The MAAPP would need to be followed while at the hotel.

Should parents of Minor Athletes take abuse prevention training before In-Program Lodging occurs?



A: While it is not required that parents take training, it is recommended before granting consent for In-Program Lodging for their Minor Athlete. The U.S. Center for SafeSport provides parent training at athletesafety.org.