



**USATF**

---

**SAFE SPORT**

UCS

# **HANDBOOK**





Dear Coaches, Athletes, and Administrators:

We all have a responsibility for the cultivation of a safe setting for all athletes, coaches, officials, and administrators who participate in our sport.

USATF is highly committed to setting a clear tone atop our organization. With our established background screening program and Coaches Registry, USATF is proud to be a leader in the movement to help identify, eliminate, and prevent misconduct in sport, encourage constructive open dialogue, and provide training, education, and resources that are critical to the success of any athlete.

In 2014, the USOPC recommended the implementation of the **SafeSport** program, and the program has been mandated for national governing bodies since 2015. In this effort, USATF has formed a proud partnership.

Statistically, one in five youth report being bullied, while one in ten youth will be victims of sexual abuse. Working collaboratively with the USOPC and the U.S. Center for SafeSport, our shared goal through SafeSport remains to ensure every athlete is safe and supported, regardless of age.

Coupled with the USATF Coaches Registry, our goal is to promote awareness and protect the participants at all levels, but particularly, the youth participants who are age 18 years old and younger.

Please join us in reviewing the included materials and encouraging awareness through your athletes, coaches, and clubs. Equally important in this handbook is information that details how to effectively respond to and report emotional, sexual, and physical abuse.

We all must work together collectively to strengthen a culture in our sport that is positive and proactive. Specifically, one that promotes respect while preventing abuse. Ultimately, a safe environment in which to participate, compete, and train is a successful environment.

Best Regards,

Max Siegel  
CEO



## TABLE OF CONTENTS

SECTION 1	SAFE SPORT POLICIES .....	1
SECTION 1.1	ANTI-HARASSMENT AND ABUSE POLICY .....	3
SECTION 2	MINOR ATHLETE ABUSE PREVENTION POLICIES .....	11
SECTION 2.1	ONE-ON-ONE INTERACTION .....	13
SECTION 2.2	MEETINGS AND TRAININGS SESSIONS .....	14
SECTION 2.3	ATHLETIC TRAINING MODALITIES, MASSAGES, AND RUBDOWNS.....	16
SECTION 2.4	LOCKER ROOM AND CHANGING AREAS .....	18
SECTION 2.5	ELECTRONIC COMMUNICATIONS.....	20
SECTION 2.6	TRANSPORTATION.....	22
SECTION 2.7	LODGING.....	23
SECTION 2.8	RECOMMENDED POLICIES TO KEEP YOUTH ATHLETES SAFE.....	24
SECTION 3	SCREENING AND BACKGROUND CHECK PROGRAM .....	27
SECTION 3.1	BACKGROUND SCREEN OVERVIEW .....	29
SECTION 4	EDUCATION & TRAINING .....	43
SECTION 4.1	EDUCATION & TRAINING POLICY .....	45
SECTION 5	REPORTING PROCESS .....	49
SECTION 5.1	REPORTING POLICY .....	51
SECTION 5.2	REPORTING PROCEDURE.....	53
SECTION 5.3	CONFIDENTIALITY, ANONYMOUS REPORTING AND BAD-FAITH ALLEGATIONS.....	55
SECTION 5.4	HOW REPORTS ARE HANDLED.....	56
SECTION 5.5	FINDINGS AND SANCTIONS .....	57
SECTION 5.6	NOTIFICATION.....	58

## **About USATF**

Based in Indianapolis, Indiana, USA Track & Field (USATF) is the national governing body for track & field, long-distance running, and race walking in the United States. USATF encompasses the world's oldest organized sports, the most-watched events of Olympic broadcasts, the No. 1 high school and junior high school participatory sport, and more than 30 million adult runners in the United States.

## **Mission Statement**

USA Track & Field drives competitive excellence and popular engagement in our sport in a safe environment for all.

## **What We Do**

As the national governing body, USATF fulfills a range of critical leadership roles and functions for the sport, including:

- Developing, selecting, and leading Team USATF - the World's No. 1 team - at the Olympics, World Championships, and scores of other international events each year. Roughly 700 athletes of all ages wear a Team USA uniform in any given year.
- Establishing grassroots programs, such as the Junior Olympics, to help develop and grow the future stars of the sport.
- Promoting programs of training and competition for men and women, and boys and girls of all ages.
- Establishing and enforcing the rules and regulations of our sport.
- Sanctioning approximately 8,000 events each year.
- Providing administrative and financial sponsorship support in connection with certain USATF national championship events.
- Providing insurance to sanctioned events, member clubs, and member-athletes.
- Certifying racecourses for accuracy and validating records.
- Conducting Coaching Education courses to educate coaches of all levels, across the country.

For the safety of our athletes, particularly our youth athletes, as well as all our member participants, USATF adopted the USATF Safe Sport Program back in 2014. Safe Sport at USATF aims to prevent sexual misconduct and abuse, bullying, hazing, harassment, physical abuse, and emotional abuse, in the sports of track and field, LDR, and race walking. Our goal is to create a clear culture of awareness to protect the participants in our sports at all levels.

USATF's Safe Sport Program includes elements of governance, advocacy, education, communication, compliance, and monitoring. Additionally, an important aspect of USATF's Safe Sport Program is the requirement that certain individuals within USATF be USATF 3-Step Safe Sport Compliant. USATF currently requires members of the following groups to be USATF 3-Step Safe Sport Compliant: including, but not limited to, USATF National Office Staff, USATF Board of Directors, USATF registered coaches, club coaches, USATF certified officials, authorized athlete representatives, club leadership (i.e. club presidents, administrators, secretaries, coaches, etc., Association Safe Sport Volunteer Coordinators, and anyone with a role assigned to them on USATF Connect), National Team staff and other selected personnel,

National Committee Chairs, Association leadership, Youth Executive Committee members, AAC Executive Committee members, AAC Event Leaders, contractors/vendors with access to athletes, and any other adult who has Authority and/or Regular Contact over athletes.

In order to be USATF 3-Step Safe Sport Compliant, these individuals must: 1) have a current USATF membership, 2) successfully complete one USATF background screen (which includes acknowledgement of the USATF Safe Sport Handbook and an agreement to abide by the respective code of conduct), and 3) successfully complete SafeSport training within the past 365 days before having contact with athletes, and in any event, within forty-five (45) days of assuming such position within USATF.

## DEFINITIONS

**Adult Participant:** Any adult (18 years of age or older) who is: a member or license holder of USATF or USATF Affiliate; an employee or board member of USATF or a USATF Affiliate; within the governance or disciplinary jurisdiction of USATF or a USATF Affiliate; or authorized, approved, or appointed by USATF or a USATF Affiliate to have Regular Contact with or Authority over Minor Athletes.

**Adult Participant Personal Care Assistant:** An Adult Participant who assists an athlete requiring help with activities of daily living and preparation for athletic participation. This support can be provided by a guide for blind or visually impaired athletes or can include assistance with transfer, dressing, showering, medication administration, and toileting. Personal Care Assistants are different for every athlete and should be individualized to fit their specific needs. When assisting a Minor Athlete, Adult Participant Personal Care Assistant must be authorized by the athlete's parent/guardian

**Authority:** When one person's position over another person is such that, based on the totality of the circumstances, he/she has the power or right to direct, control, give orders to, or make decisions for that person. *Also see: Power Imbalance definition.*

**Close-in-Age Exception:** An exception applicable to certain policies when an Adult Participant does not have Authority over a Minor Athlete and is not more than four years older than the Minor Athlete (e.g., a 19-year-old and a 16-year-old athlete). Note: this exception only applies within the Minor Athlete Abuse Prevention Policies and not regarding conduct defined in the SafeSport Code.

**Dual Relationships:** An exception applicable to certain policies when an Adult Participant has a dual role or relationship with a Minor Athlete and the Minor Athlete's parent/guardian has provided written consent at least annually authorizing the exception.

**In-Program Contact ("In Program"):** Any contact (including communications, interactions, or activities) between an Adult Participant and any Minor Athlete(s) related to participation in sport.

Examples include, but are not limited to: competition, practices, camps/clinics, training/instructional sessions, pre/post game meals or outings, team travel, review of film, team- or sport-related relationship building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community service, sport education, or competition site visits.

**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 USATF or USATF Affiliate.

**Partial or Full Jurisdiction:** Includes any sanctioned event (including all travel and lodging in connection with the event) by USATF or a USATF Affiliate, or any facility that USATF or a USATF Affiliate owns, leases, or rents for practice, training, or competition.



**Power Imbalance:** A Power Imbalance may exist where, based on the totality of the circumstances, one person has supervisory, evaluative, or other Authority over another. Whether there is a Power Imbalance depends on several factors, including but not limited to: the nature and extent of the supervisory, evaluative, or other Authority over the person; the actual relationship between the parties; the parties' respective roles; the nature and duration of the relationship; the age of the parties involved; whether there is an aggressor; whether there is a significant disparity in age, size, strength, or mental capacity.

Once a coach-athlete relationship is established, a Power Imbalance is presumed to exist throughout the coach-athlete relationship (regardless of age) and is presumed to continue for Minor Athletes after the coach-athlete relationship terminates until the athlete reaches 20 years of age.

A Power Imbalance may exist, but is not presumed, where an intimate relationship existed before the sport relationship (e.g., a relationship between two spouses or life partners that preceded the sport relationship).

**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).

**USATF:** USA Track & Field, Inc. The United States national governing body for the sports of track and field, long distance running, and racewalking.

**USATF 3-Step Safe Sport Compliance:** In order to be USATF 3-Step Safe Sport Compliant, these individuals must: 1) have a current USATF membership, 2) successfully complete one USATF background screen (which includes acknowledgement of the USATF Safe Sport Handbook and an agreement to abide by the respective code of conduct), and 3) successfully complete SafeSport training within the past 365 days before having contact with athletes, and in any event, within forty-five (45) days of assuming such position within USATF.

USATF currently requires members of the following groups to be USATF 3-Step Safe Sport Compliant: including, but not limited to, USATF National Office Staff, USATF Board of Directors, USATF registered coaches, club coaches, USATF certified officials, authorized athlete representatives, club leadership (i.e. club presidents, administrators, secretaries, coaches, etc., Association Safe Sport Volunteer Coordinators, and anyone with a role assigned to them on USATF Connect), National Team staff and other selected personnel, National Committee Chairs, Association leadership, Youth Executive Committee members, AAC Executive Committee members, AAC Event Leaders, contractors/vendors with access to athletes, and any other adult who has Authority and/or Regular Contact over athletes.

**USATF Affiliate:** USATF Associations, including their affiliated clubs, organizational members, and other entities.

**USOPC:** United States Olympic & Paralympic Committee



# **SECTION 1**

# **SAFE SPORT POLICIES**



## SECTION 1.1 ANTI-HARASSMENT AND ABUSE POLICY

### Commitment to Safety

USA Track & Field (USATF) is committed to taking all reasonable steps to prevent harassment or abuse from occurring in its sports. Therefore, in accordance with applicable law, USATF prohibits harassment or abuse because of race, color, religion, sex and/or gender, pregnancy, national origin, ancestry, creed, physical or mental disability, medical condition, marital status, sexual orientation, age, veteran status, gender identity, or any other classification protected by applicable local, state, or federal laws. USATF also prohibits harassment or abuse based upon the perception that a person has, or is associated with a person who has, any of these characteristics.

USATF strictly prohibits unlawful harassment or abuse of and/or by staff members, volunteers, athletes, coaches, officials, athlete representatives, and members of USATF Associations, including their affiliated entities, whether the harassment or abuse occurs at any events controlled by USATF or a USATF Association, including its affiliated entities, or outside of those events. Therefore, any abovementioned individuals should adhere to the highest moral, ethical, and legal behavior and conduct when interacting with other staff members, volunteers, athletes, coaches, officials, athlete representatives, volunteers, and other members of USATF Associations, including their affiliated entities.

**Individuals should not attempt to evaluate the credibility or validity of any harassment or abuse allegations as a condition for reporting to appropriate law enforcement authorities.** Instead, it is the responsibility of each staff member and volunteer to immediately report suspicions or allegations of harassment or abuse to the appropriate party, outlined in the Reporting Process. It is especially important to report any case of harassment or abuse involving a minor.

To enhance safe sport practices and to investigate and resolve safe sport violations, USATF has agreed to comply with the safe sport policies of the U.S. Center for SafeSport (the “Center”) and has incorporated by reference the provision of [the SafeSport Code for the U.S. Olympic and Paralympic Movement \(Code\)](#), including its appendices, into these policies, the Center may update its policies at any time and the changes are effective when published. For the most current safe sport rules, policies and procedures, go to [www.uscenterforsafesport.org](http://www.uscenterforsafesport.org). To the extent any USATF policy in this handbook is inconsistent with the rules of the Center, such USATF rule is hereby superseded.

Each person defined as an “Adult Participant” shall be:

1. Subject to the jurisdiction of USATF and/or the U.S. Center for SafeSport with respect to the investigation and resolution of any allegations that such Adult Participant may have violated
  - a. The sexual abuse and misconduct policies as referenced herein and/or defined by the U.S. Center for SafeSport, or
  - b. Allegations of violations of USATF’s Safe Sport Policies that are reasonably related to and accompany a report or allegation of sexual abuse or misconduct; and

2. Subject to any action taken by the U.S. Center for SafeSport as a result of such allegations, including without limitation, suspension, permanent suspension, and/or referral to law enforcement authorities, all as set forth in the U.S. Center for SafeSport Policies and Procedures.

USATF recognizes that the process for training and motivating athletes will vary with each coach and athlete, but it is important for everyone involved in sport to support the use of motivational and training methods that avoid misconduct. Below are examples of specific types of prohibited conduct, as well as any applicable exceptions.

## **Prohibited Conduct**

### **Sexual Abuse**

1. Any sexual activity where consent is not or cannot be given. This includes sexual contact that is accomplished by deception, manipulation, force or threat of force, regardless of the age of the participants, and all sexual interactions between an adult and a minor, regardless of whether there is a deception or the minor understands the sexual nature of the activity.

**Note concerning peer-to-peer sexual abuse:** Sexual contact between minors also can be abusive. Whether or not a sexual interaction between children constitutes sexual abuse turns on the existence of an aggressor, the age difference between the children, and/or whether there is an imbalance of power and/or intellectual capabilities.

2. Any act or conduct described as sexual abuse under federal or state law.

Exception: None

Examples: Sexually abusive acts may include sexual penetration, sexual touching, or non-contact sexual acts such as verbal acts, sexually suggestive electronic or written communications, exposure, or voyeurism.

### **Emotional Misconduct**

1. A pattern of deliberate, non-contact behavior that has the potential to cause emotional or psychological harm to an athlete. Non-contact behaviors include: (1) verbal acts; (2) physical acts; and (3) acts that deny attention or support.
2. Any act or conduct described as emotional abuse or misconduct under federal or state law (e.g., child abuse, child neglect).

Exception: Emotional misconduct does not include professionally accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline, or improving athletic performance.

Examples: Examples of emotional misconduct prohibited by this Policy include, without

limitation:

1. **Verbal Acts.** A pattern of (a) verbal behaviors that attack an athlete personally (e.g., calling them worthless, fat, or disgusting); or (b) repeatedly and excessively yelling at a particular participant or participants in a manner that services no productive training or motivational purpose.
2. **Physical Acts.** A pattern of physically aggressive behaviors, such as: (a) throwing sport equipment, water bottles, or chairs at, or in the presence of, participants; or (b) punching walls, windows, or other objects.
3. **Acts that Deny Attention and Support.** A pattern of (a) ignoring an athlete for extended periods of time; or (b) routinely or arbitrarily excluding participants from team practices, meetings, or activities.

*Note: Bullying, harassment, and hazing, defined below, often involve some form of emotional misconduct.*

### **Physical Misconduct**

1. Contact or non-contact conduct that results in, or is a reasonable threat to, cause physical harm to an athlete or other sport participant.
2. Any act or conduct described as physical abuse or misconduct under federal or state law (e.g. child abuse, child neglect, assault).

Exception: Physical misconduct does not include professionally-accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline or improving athlete performance. For example, hitting, punching, and kicking are well-regulated forms of contact in combat sports, but have no place in track & field.

Examples: Examples of physical misconduct prohibited by this Policy include, without limitation:

1. **Contact offenses.** Behaviors that include:
  - a. Punching, beating, biting, striking, choking, or slapping an athlete;
  - b. Intentionally hitting an athlete with objects or sporting equipment;
  - c. Providing alcohol to an athlete under the legal drinking age (under U.S. law);
  - d. Providing illegal drugs or non-prescribed medications to any athlete;
  - e. Encouraging or permitting an athlete to return to competition prematurely following a serious injury (e.g., a concussion) and without the clearance of a medical professional; and
  - f. Prescribing dieting or other weight-control methods (e.g., weigh-ins, caliper tests) without regard for the nutritional well-being and health of the athlete.
2. **Non-contact offenses.** Behaviors that include:

- a. Isolating an athlete in a confined space (e.g., locking an athlete in a small space);
- b. Forcing an athlete to assume a painful stance or position that serves no athletic purpose (e.g., requiring an athlete to kneel on a harmful surface); and
- c. Withholding, recommending against or denying adequate hydration, nutrition, medical attention, or sleep.

***Note: Bullying, harassment, and hazing, defined below, often involve some form of physical misconduct.***

### **Sexual Misconduct**

1. Any touching or non-touching sexual interaction that is: (1) nonconsensual or forced; (2) coerced or manipulated; or (3) perpetrated in an aggressive, harassing, exploitative, or threatening manner.
2. Any sexual interaction between an athlete and an individual with evaluative, director, or indirect authority. Such relationships involve an imbalance of power and are likely to impair judgment or be exploitative.
3. Any act or conduct described as sexual abuse or misconduct under federal or state law (e.g. sexual abuse, sexual exploitation, rape).

***Note: An imbalance of power is always assumed between a coach and an athlete.***

#### **Types of Sexual Misconduct:**

1. Sexual assault;
2. Sexual harassment;
3. Sexual abuse; or
4. Any other sexual intimacies that exploit an athlete. **Minors cannot consent to sexual activity with an adult**, and all sexual interactions between an adult and a minor are strictly prohibited.

**Exceptions:** None

**Examples:** Examples of sexual misconduct prohibited under this Policy include, without limitation:

1. **Touching offenses.** Behaviors that include:
  - i. Fondling an athlete's breasts or buttocks;
  - ii. Exchange of reward in sport (e.g., team placement, scores, feedback) for sexual favors;
  - iii. Genital contact; or
  - iv. Sexual relations or intimacies between persons in a position of trust, authority, and/or evaluative and supervisory control over athletes or other sport participants.



## ***Comment***

- (1) ***Authority and Trust.*** Once the unique coach-athlete relationship is established, the authority and trust on the part of the coach over the athlete shall be assumed, regardless of age. Accordingly, sexual interaction or intimacies between a coach and an athlete or other participant are prohibited, regardless of age, both during coaching and during that period following coaching if an imbalance in power could jeopardize effective decision-making.
- (2) ***Imbalance of Power.*** Factors relevant to determining whether there is an imbalance of power include, but are not limited to: (a) the nature and extent of the coach’s supervisory, evaluative, or other authority over the athlete being coached; (b) the actual relationship between the parties; (c) the parties’ respective roles; (d) the nature and duration of the sexual relations or intimacies; (e) the age of the coach; (f) the age of the athlete or participant; and (g) whether the coach has engaged in a pattern of sexual interaction with other athletes or participants.

Exceptions: This section does not apply to a pre-existing relationship between two spouses or life partners.

2. **Non-touching offenses.** Behaviors that include:
  - i. A coach discussing his or her sexual activities with an athlete;
  - ii. A coach asking an athlete about his or her sexual activities;
  - iii. A coach requesting or sending a nude or partial-dress photo to an athlete;
  - iv. Exposing athletes to pornographic material;
  - v. Sending athletes sexually explicit or suggestive electronic or written messages or photos (e.g. “sexting”);
  - vi. Deliberately exposing an athlete to sexual acts;
  - vii. Deliberately exposing an athlete to nudity (except in situations where locker rooms and changing areas are shared); or
  - viii. Sexual harassment; specifically, the sexual solicitation, physical advances, or verbal or nonverbal conduct that is sexual in nature, and
    - i. is unwelcome, offensive or creates a hostile environment, and the offending individual knows or is told this; or
    - ii. is sufficiently severe or intense to be harassing to a reasonable person in the context.

## **Bullying**

1. An intentional, persistent, and repeated pattern of committing or willfully tolerating physical and non-physical behaviors that are intended, or have the reasonable potential, to cause fear, humiliation, or physical harm in an attempt to socially exclude, diminish, or isolate the targeted athlete(s), as a condition of membership.
2. Any act or conduct described as bullying under federal or state law.

Exceptions: Bullying does not include group or team behaviors that: (a) are meant to establish normative team behaviors; or (b) promote team cohesion. For example, bullying does not include verbal admonitions to encourage team members to train harder and to push through a difficult

training regimen.

Examples: Examples of bullying prohibited by this Policy include, without limitation:

1. **Physical behaviors.** Behaviors that include:
  - a. hitting, pushing, punching, beating, biting, striking, kicking, choking, or slapping an athlete; or
  - b. throwing at, or hitting an athlete with, objects such as sporting equipment.
2. **Verbal and emotional behaviors.** Behaviors that include:
  - a. teasing, ridiculing, intimidating;
  - b. spreading rumors or making false statements; or
  - c. using electronic communications, social media, or other technology to harass, frighten, intimidate, or humiliate (“cyber bullying”).

### **Harassment**

1. A repeated pattern of physical and/or non-physical behaviors that: (a) are intended to cause fear, humiliation, or annoyance; (b) offend or degrade; (c) create a hostile environment; or (d) reflect discriminatory bias in an attempt to establish dominance, superiority, or power over an individual athlete or group based on gender, race, ethnicity, culture, religion, sexual orientation, gender expression, or mental or physical disability.
2. Any act or conduct described as harassment under federal or state law.

Exceptions: None

Examples: Examples of harassment prohibited by this Policy include, without limitation:

1. **Physical offenses.** Behaviors that include:
  - a. hitting, pushing, punching, beating, biting, striking, kicking, choking, or slapping an athlete or participant; or
  - b. throwing at or hitting an athlete with objects including sporting equipment.
2. **Non-physical offenses.** Behaviors that include:
  - a. making negative or disparaging comments about an athlete’s sexual orientation, gender expression, disability, religion, skin color, or ethnic traits;
  - b. displaying offensive materials, gestures, or symbols; or
  - c. withholding or reducing playing time to an athlete based on his or her sexual orientation.

### **Hazing**

1. Coercing, requiring, forcing, or willfully tolerating any humiliating, unwelcome, or dangerous activity that serves as a condition for:
  - a. joining a group; or
  - b. being socially accepted by a group’s members.
2. Any act or conduct described as hazing under federal or state law.

Exception: Hazing does not include group or team activities that: (a) are meant to establish

normative team behaviors; or (b) promote team cohesion.

Examples: Examples of hazing prohibited by this Policy include, without limitation:

1. Requiring, forcing, or otherwise requiring the consumption of alcohol or illegal drugs;
2. Tying, taping, or otherwise physically restraining an athlete;
3. Sexual simulations or sexual acts of any nature;
4. Sleep deprivation, otherwise unnecessary schedule disruption or the withholding of water and/or food;
5. Social actions (e.g. grossly inappropriate or provocative clothing) or public displays (e.g. public nudity) that are illegal or meant to draw ridicule;
6. Beating, paddling, or other forms of physical assault; or
7. Excessive training requirements focused on individuals on a team.

**Comment:** Activities that fit the definition of hazing are considered to be hazing regardless of an athlete's willingness to cooperate or participate.

### **Willfully Tolerating Misconduct**

It is a violation of this Anti-Harassment & Abuse Policy if a staff member and/or volunteer knows of misconduct, but takes no action to intervene on behalf of the athlete(s), participant(s), staff member(s), and/or volunteer(s).



**SECTION 2            MINOR ATHLETE  
ABUSE PREVENTION POLICIES (MAAPP)**



**USATF has adopted the following Minor Athlete Abuse Prevention Policies which apply to all Adult Participants.**

**Although the following policies are written with Minor Athletes in mind, USATF strongly encourages all athletes to be familiar with the policies and to use similar safeguards when and where appropriate.**

## **Reporting**

For concerns regarding violations of the Minor Athlete Abuse Prevention Policies, please see Section 6 of this document for specific reporting requirements.

## **SECTION 2.1 ONE-ON-ONE INTERACTIONS**

### **A. Mandatory Components**

#### **1. Observable and Interruptible**

- a. All one-on-one In-Program Contact between an Adult Participant and a Minor Athlete must be observable and interruptible, except in emergency circumstances.
- b. The exceptions below may apply to specific policies, and if the exceptions apply, they are listed in the policy. These exceptions also apply to all one-on-one In-Program Contact not specifically addressed in other policies:
  - i. When a Dual Relationship exists; or
  - ii. When the Close-in-Age Exception applies; or
  - iii. If a Minor Athlete needs an Adult Participant Personal Care Assistant, and:
    - (1) the Minor Athlete's parent/guardian has provided written consent to the Organization for the Adult Participant Personal Care Assistant to work with the Minor Athlete; and
    - (2) the Adult Participant Personal Care Assistant has complied with the Education & Training Policy; and
    - (3) the Adult Participant Personal Care Assistant has complied with the Organization's screening policy; or
  - iv. In other circumstances specifically addressed in this policy that allow for certain one-on-one interactions if the Organization receives parent/guardian consent.

## SECTION 2.2 MEETINGS AND TRAINING SESSIONS

### A. Mandatory Components

1. Observable and Interruptible

Adult Participants must follow the one-on-one interaction policy in all meetings and training sessions where Minor Athlete(s) are present.

2. Individual Training Sessions

a. One-on-one, In-Program, individual training sessions must be observable and interruptible except if:

- i. A Dual Relationship exists; or
- ii. The Close-in-Age Exception applies; or
- iii. A Minor Athlete needs an Adult Participant Personal Care Assistant, and:
  - (1) the Minor Athlete's parent/guardian has provided written consent to the Organization for the Adult Participant Personal Care Assistant to work with the Minor Athlete; and
  - (2) the Adult Participant Personal Care Assistant has complied with the Education & Training Policy; and
  - (3) the Adult Participant Personal Care Assistant has complied with the Organization's screening policy.

b. The Adult Participant providing the individual training session must receive advance, written consent from the Minor Athlete's parent/guardian at least annually, which can be withdrawn at any time; and

c. Parents/guardians must be allowed to observe the individual training session.

3. Meetings with licensed mental health care professionals and health care providers (other than athletic trainers<sup>1</sup>)

If a licensed mental health care professional or licensed health care provider meets one-on-one with a Minor Athlete at a sanctioned event or a facility, which is partially or fully under the Organization's jurisdiction, the meeting must be observable and interruptible except:

- a. If the door remains unlocked; and
- b. Another adult is present at the facility and notified that a meeting is occurring, although the Minor Athlete's identity needs not be disclosed; and
- c. The Organization is notified that the provider will be meeting with a Minor Athlete; and
- d. The provider obtains consent consistent with applicable laws and ethical standards, which can be withdrawn at any time.

---

<sup>1</sup> Athletic trainers who are covered under these policies must follow the "Athletic Training Modalities, Massages, and Rubdowns" policy.



## **B. Recommended Components**

### 1. Monitoring

If a permitted meeting or training session takes place between an Adult Participant(s) and a Minor Athlete(s) at a facility partially or fully under the Organization's jurisdiction, another Adult Participant will monitor each meeting or training session. Monitoring includes reviewing the parent/guardian consent form, knowing that the meeting or training session is occurring, knowing the approximate planned duration of the meeting or training session, and dropping in on the meeting or training session.

### 2. Parent Training

Parents/guardians receive the U.S. Center for SafeSport's education and training on child abuse prevention before providing consent for their Minor Athlete to have a meeting or training session with an Adult Participant subject to these policies.

## **SECTION 2.3 ATHLETIC TRAINING MODALITIES, MESSAGES, AND RUBDOWNS**

### **A. Mandatory Components**

#### 1. Athletic training modality, massage, or rubdown

All In-Program athletic training modalities, massages, or rubdowns of a Minor Athlete must:

- a. Be observable and interruptible; and
- b. Have another Adult Participant physically present for the athletic training modality, massage, or rubdown; and
- c. Have documented consent as explained in subsection (2) below; and
- d. Be performed with the Minor Athlete fully or partially clothed, ensuring that the breasts, buttocks, groin, or genitals are always covered; and
- e. Allow parents/guardians in the room as an observer, except for competition or training venues that limit credentialing.

#### 2. Consent

- a. Providers of athletic training modalities, massages, and rubdowns or the NGB or USOPC, when applicable, must obtain consent at least annually from Minor Athletes' parents/guardians before providing any athletic training modalities, massages, or rubdowns.
- b. Minor Athletes or their parents/guardians can withdraw consent at any time.

### **B. Recommended components**

1. Parents/guardians should complete the U.S. Center for SafeSport education and training on child abuse prevention before providing consent for their Minor Athlete to receive an athletic training modality, massage, or rubdown.
2. The provider should narrate the steps in the massage, rubdown, or athletic training modality before taking them, seeking assent of the Minor Athlete throughout the process.
3. When possible, techniques should be used to reduce physical touch of Minor Athletes.
4. Only licensed providers should administer a massage, rubdown, or athletic training modality.
5. Coaches, regardless of whether they are licensed massage therapists, should not massage Minor Athletes.



## SECTION 2.4 LOCKER ROOMS AND CHANGING AREAS

### A. Mandatory Components

#### 1. Observable and Interruptible

Adult Participants must ensure that all one-on-one In-Program Contact with Minor Athlete(s) in a locker room, changing area, or similar space where Minor Athlete(s) are present is observable and interruptible, except if:

- a. A Dual Relationship exists; or
- b. The Close-in-Age Exception applies; or
- c. A Minor Athlete needs a Personal Care Assistant and:
  - i. the Minor Athlete's parent/guardian has provided written consent to the Organization for the Adult Participant Personal Care Assistant to work with the Minor Athlete; and
  - ii. the Adult Participant Personal Care Assistant has complied with the Education & Training Policy; and
  - iii. the Adult Participant Personal Care Assistant has complied with the Organization's screening policy.

#### 2. Conduct in Locker Rooms, Changing Areas, and Similar Spaces

- a. No Adult Participant or Minor Athlete can use the photographic or recording capabilities of any device in locker rooms, changing areas, or any other area designated as a place for changing clothes or undressing.
- b. Adult Participants must not change clothes or behave in a manner that intentionally or recklessly exposes their breasts, buttocks, groins, or genitals to a Minor Athlete.
- c. Adult Participants must not shower with Minor Athletes unless:
  - i. The Adult Participant meets the Close-in-Age Exception; or
  - ii. The shower is part of a pre- or post-activity rinse while wearing swimwear.
- d. Parents/guardians may request in writing that their Minor Athlete(s) not change or shower with Adult Participant(s) during In-Program Contact. The Organization and the Adult Participant(s) must abide by this request.

#### 3. Media and Championship Celebrations in Locker Rooms

The Organization may permit recording or photography in locker rooms for the purpose of highlighting a sport or athletic accomplishment if:

- i. Parent/guardian consent has been obtained; and
- ii. The Organization approves the specific instance of recording or photography; and

- iii. Two or more Adult Participants are present; and
- iv. Everyone is fully clothed.

4. Personal Care Assistants

Adult Participant Personal Care Assistants are permitted to be with and assist Minor Athlete(s) in locker rooms, changing areas, and similar spaces where other Minor Athletes are present, if they meet the requirements in subsection (1)(a)(iii) above.

5. Availability and Monitoring of Locker Rooms, Changing Areas, and Similar Spaces

- a. The Organization must provide a private or semi-private place for Minor Athletes that need to change clothes or undress at sanctioned events or facilities partially or fully under the Organization's jurisdiction.
- b. The Organization must monitor the use of locker rooms, changing areas, and similar spaces to ensure compliance with these policies at sanctioned events or facilities partially or fully under the Organization's jurisdiction.

## SECTION 2.5 ELECTRONIC COMMUNICATIONS<sup>2</sup>

### A. Mandatory Components

#### 1. Open and Transparent

- a. All one-on-one electronic communications between an Adult Participant and a Minor Athlete must be Open and Transparent except:
  - i. When a Dual Relationship exists; or
  - ii. When the Close-in-Age Exception applies; or
  - iii. If a Minor Athlete needs a Personal Care Assistant and:
    - (1) the Minor Athlete's parent/guardian has provided written consent to the Organization for the Adult Participant Personal Care Assistant to work with the Minor Athlete; and
    - (2) the Adult Participant Personal Care Assistant has complied with the Education & Training Policy; and
    - (3) the Adult Participant Personal Care Assistant has complied with the Organization's screening policy.
- b. Open and Transparent means that the Adult Participant copies or includes the Minor Athlete's parent/guardian, another adult family member of the Minor Athlete, or another Adult Participant.
  - If a Minor Athlete communicates with the Adult Participant first, the Adult Participant must follow this policy if the Adult Participant responds.
- c. Only platforms that allow for Open and Transparent communication may be used to communicate with Minor Athletes.

#### 2. Team Communication

When an Adult Participant communicates electronically to the entire team or any number of Minor Athletes on the team, the Adult Participant must copy or include another Adult Participant or the Minor Athletes' parents/guardians.

#### 3. Content

All electronic communication originating from an Adult Participant(s) to a Minor Athlete(s) must be professional in nature unless an exception in (1)(a) exists.

---

<sup>2</sup> Electronic communications include, but are not limited to phone calls, videoconferencing, video coaching, texting, and social media.

4. Requests to discontinue

Parents/guardians may request in writing that the Organization or an Adult Participant subject to this policy not contact their Minor Athlete through any form of electronic communication. The Organization and the Adult Participant must abide by any request to discontinue, absent emergency circumstances.

**B. Recommended components**

1. Hours

Electronic communications should generally be sent only between the hours of 8:00 a.m. and 8:00 p.m. local time for the location of the Minor Athlete.

2. Social Media Connections

Adult Participants, except those with a Dual Relationship or who meet the Close-in-Age Exception, are not permitted to maintain private social media connections with Minor Athletes and should discontinue existing social media connections with Minor Athletes.

## SECTION 2.6 TRANSPORTATION

### A. Mandatory Components

#### 1. Transportation

- a. An Adult Participant cannot transport a Minor Athlete one-on-one during In-Program travel, except if:
  - i. A Dual Relationship exists; or
  - ii. The Close-in-Age Exception applies; or
  - iii. A Minor Athlete needs a Personal Care Assistant and:
    - (1) the Minor Athlete's parent/guardian has provided written consent to the Organization for the Adult Participant Personal Care Assistant to work with the Minor Athlete; and
    - (2) the Adult Participant Personal Care Assistant has complied with the Education & Training Policy; and
    - (3) the Adult Participant Personal Care Assistant has complied with the Organization's screening policy; or
  - iv. The Adult Participant has advance, written consent to transport the Minor Athlete one-on-one obtained at least annually from the Minor Athlete's parent/guardian.
- b. Minor Athlete(s) or their parent/guardian can withdraw consent at any time.
- c. An Adult Participant meets the In-Program transportation requirements if the Adult Participant is accompanied by another Adult Participant or at least two minors.
- d. Written consent from a Minor Athlete's parent/guardian is required for all transportation sanctioned by an NGB, PSO, USOPC, or LAO at least annually.

### B. Recommended Components

#### 1. Shared or Carpool Travel Arrangement

The Organization encourages parents/guardians to pick up their Minor Athlete first and drop off their Minor Athlete last in any shared or carpool travel arrangement.

#### 2. Parent Training

Parents/guardians receive the U.S. Center for SafeSport education and training on child abuse prevention before providing consent for their Minor Athlete to travel one-on-one with an Adult Participant.



## SECTION 2.7 LODGING

### A. Mandatory Components

#### 1. Hotel Rooms and Other Sleeping Arrangements

- a. All In-Program Contact at a hotel or lodging site between an Adult Participant and a Minor Athlete must be observable and interruptible, and an Adult Participant cannot share a hotel room or otherwise sleep in the same room with a Minor Athlete(s), except if:
  - i. A Dual Relationship Exists, and the Minor Athlete's parent/guardian has provided the Organization with advance, written consent for the lodging arrangement;
  - ii. The Close-in-Age Exception applies, and the Minor Athlete's parent/guardian has provided the Organization with advance, written consent for the lodging arrangement; or
  - iii. The Minor Athlete needs a Personal Care Assistant, and:
    - (1) The Minor Athlete's parent/guardian has provided advance, written consent to the Organization for the Adult Participant Personal Care Assistant to work with the Minor Athlete and for the lodging arrangement;
    - (2) The Adult Participant Personal Care Assistant has complied with the Education & Training Policy; and
    - (3) The Adult Participant Personal Care Assistant has complied with the Organization's screening policy.
- b. Written consent from a Minor Athlete's parent/guardian must be obtained for all In-Program lodging at least annually.

#### 2. Monitoring or Room Checks During In-Program Travel

If the Organization or team performs room checks during In-Program lodging, the one-on-one interaction policy must be followed and at least two adults must be present for the room checks.

#### 3. Additional Requirements for Lodging Authorized or Funded by the Organization

- a. Adult Participants traveling with the Organization must agree to and sign the Organization's lodging policy at least annually.
- b. Adult Participants that travel overnight with Minor Athlete(s) are assumed to have Authority over Minor Athlete(s) and thus must comply with the Center's Education & Training Policy.

### B. Recommended Components

#### Parent Training

Parents/guardians receive the U.S. Center for SafeSport's education and training on child abuse prevention before providing consent for lodging arrangements under this policy.

## **SECTION 2.8 RECOMMENDED POLICIES TO KEEP YOUTH ATHLETES SAFE**

### **A. Out-of-Program Contact**

Adult Participants, who do not meet the Close-in-Age Exception nor have a Dual Relationship with a Minor Athlete, should not have out-of-program contact with Minor Athlete(s) without parent/guardian consent, even if the out-of-program contact is not one-on-one.

### **B. Gifting**

1. Adult Participants, who do not meet the Close-in-Age Exception nor have a Dual Relationship with a Minor Athlete, should not give personal gifts to Minor Athlete(s).
2. Gifts that are equally distributed to all athletes and serve a motivational or educational purpose are permitted.

### **C. Photography/Video**

1. Photographs or videos of athletes may only be taken in public view and must observe generally accepted standards of decency.
2. Adult Participants should not publicly share or post photos or videos of Minor Athlete(s) if the Adult Participant has not obtained the Parent/Guardian and Minor Athlete's consent.





# **SECTION 3 SCREENING AND BACKGROUND CHECK PROGRAM**



## SECTION 3.1 BACKGROUND SCREEN OVERVIEW

USA Track & Field (USATF) is committed to providing a safe and healthy environment in which our members can participate. Background screens have been implemented by USATF to:

1. Help promote a safe, nurturing, and supportive athletic environment in which athletes can pursue their athletic goals;
2. Provide an environment where parents can feel good about allowing their child to participate in the sport of track and field by providing a critical layer of scrutiny for those with contact with athletes; and
3. Maintain the sport of track and field as an environment that discourages the presence of those who would seek to harm athletes.

USATF background screens are valid for two (2) years. USATF's background screening program contains an annual recheck. For the two-year period your background screening authorization is valid, this recheck will automatically occur on or around the 12-month anniversary date of your initial background screening registration. This recheck keeps USATF's program current and up-to-date without the need for you to re-register with NCSI every year. The USATF background screen is not intended to serve as a pre-employment background-screening program, nor can screening guarantee that incidents of abuse by coaches/volunteers will not occur. Background screening is designed as a preventative risk management tool but does not ensure inappropriate behavior will not occur.

USATF currently requires those members who need to be USATF 3-Step Safe Sport Compliant to complete a USATF background screen. These individuals must have a USATF membership, have successfully completed the appropriate USATF background screen, and have successfully completed SafeSport training before having contact with athletes, and in any event, within forty-five (45) days of assuming such position within USATF. If any such individual does not pass the screen (using the criterion further detailed herein), said individual will **NOT** be permitted to serve USATF in such capacity. Please note, the USATF background screen does not apply to individuals younger than 18 years of age. Members only need to complete one screening type in order to be eligible to participate in roles that require USATF 3-Step Safe Sport Compliance.

Additionally, an individual is ineligible to serve in a leadership role with USATF if s/he ever was suspended for a specified period of time and served a period of ineligibility directly or indirectly related to a SafeSport Code violation as defined by the U.S. Center for SafeSport or by any National Governing Body. For the sake of clarity, this does not include a provisional or interim suspension or a written warning or period of probation (unless said interim suspension included a term that disallowed the individual to hold a leadership position).

The type of screen that is available on USATF Connect and a description of who should complete this screening type is below:

Type of Screen	Description of who should complete screen
USATF Staff/BOD/Athlete Representative	A staff member of the USATF National Office, member of the USATF Board of Directors, or a member applying to be a USATF athlete representative. *
Coach/Official/Volunteer/Vendor	A member of USATF applying to be a coach (both youth coach and elite coach), applying to be a USATF certified official, applying to volunteer with a USATF club, USATF event (or who otherwise will have access to USATF athletes), or a supplier (individual or company) that sells goods or provides services at USATF events. *
Elite Athlete	A USATF athlete (aged 18 years of age and older) who has been selected for a USATF national team or currently holds a leadership position; athletes who access or train at the Olympic Training Sites (such as CVEATC). *
Medical	An individual member who is applying to provide medical support, assistance, or services to a USATF athlete or at a USATF event. *
MVR	A motor vehicle screen for a USATF member in a leadership role who is approved to drive a USATF owned or rented vehicle.

*\* International background screening is required for those who currently live or have resided outside the United States for more than six (6) consecutive months in any one country during the last seven (7) years. To the extent additional international background screening costs may be incurred, those international screening costs will be borne by the applicant unless previously approved by USATF.*

#### **BACKGROUND SCREENING INSTRUCTIONS**

Detailed instructions for completing a USATF background screen can be found at: <https://www.usatf.org/safesport/background-screening>.

#### **SCREENING PROVIDER**

USATF has selected the [National Center for Safety Initiatives](#) (NCSI) to conduct background



screens. NCSI is a full-service screening organization that works in accordance with the recommended guidelines established by the National Council on Youth Sports (NCYS) and is the provider recommended to all National Governing Bodies by the United States Olympic and Paralympic Committee (the “USOPC”).

In addition to conducting the background screen, NCSI is responsible for interpreting the search results, communicating with the applicant regarding the search results, and reporting to USATF the determination based on the search results. NCSI is also responsible for complying with the Fair Credit Reporting Act and maintaining the confidentiality of information obtained in the background check process. If you have any questions or problems, please call NCSI at 866-996-7412 (Option 2) or by email at [support@ncsisafe.com](mailto:support@ncsisafe.com).

NCSI provides a comprehensive search with the assurance of the highest quality information available, and it works confidentially with each client. NCSI screens for criminal convictions, sex offender registrations, and pending criminal cases. Screening includes identity verification, two independent multi-jurisdictional criminal database searches, multiple national watch lists including an OFAC terrorist database search, two sex offender registry database searches, and at least one county search of residency within the last seven years.

#### **SEARCH COMPONENTS**

Background checks shall include the following searches on each individual:

1. Social Security Number validation;
2. Name and address history records verification;
3. Two independent Multi-Jurisdictional Criminal Database searches covering 50 states plus DC, Guam, and Puerto Rico;
4. Federal District Courts searches for the district(s) where the individual currently lives or has lived during the past seven years, going back the length of time records are available and reportable based on the name and address the Individual provides and the developed address history records;
5. County Criminal Records searches for the county (or counties) where the individual currently lives or has lived during the past seven years, going back the length of time records are available and reportable for each county searched based on the name and address the Individual provides and the developed address history records;
6. Two Sex Offender Registry database searches of all available states, plus DC, Guam, and Puerto Rico;
7. Multiple National Watch List searches;
8. Comprehensive International Records search for individuals who have lived outside of the United States for six consecutive months in any one country, during the past seven years; and,
9. Professional license/certification verification for certain medical roles.

## BACKGROUND SCREEN FINDINGS & NOTIFICATION

NCSI will issue results to the applicant and USATF based on an “Ineligible/Flagged/Clear” determination system. A “Clear” finding indicates an individual “meets the criteria” and is suitable for participation in USATF with regard to the background screen. A “Flagged” or “Ineligible” finding means the individual “does not meet the criteria” and is potentially not suitable for participation in USATF with regard to the background screen component. If NCSI has questions concerning a background screen, the applicant will be contacted by NCSI and provided the opportunity to correct potential errors in the applicant’s record or provide additional information prior to issuing a “Flagged” or “Ineligible” determination. In such situations, USATF may also be notified.

NCSI shall notify USATF of “Clear”, “Flagged”, and “Ineligible” findings. Upon receiving notification of a “Flagged” or “Ineligible” finding, USATF will not allow the identified person to participate with USATF in a position that requires USATF 3-step Safe Sport Compliance. Any “Flagged” or “Ineligible” findings based on sexual misconduct or child abuse may be reported to the U.S. Center for SafeSport.

## SCREENING CRITERIA

### FLAGGED BASED ON CRITERION

A reportable record or disclosure that contains a disposition or resolution of a criminal proceeding, other than an adjudication of not guilty<sup>1</sup>, or the existence of pending charges, for any of the below criminal offenses will “**flag**” an applicant’s records for further review:

- All felonies (any criminal offense punishable by imprisonment for more than one (1) year; no time bar)
- Any misdemeanors involving:
  - All sexual crimes, criminal offenses of a sexual nature to included but not limited to; rape, child molestation, sexual battery, lewd conduct, possession and distribution of child pornography, possession and distribution of obscene material, prostitution, indecent exposure, public indecency, and any sex offender registrant (any Participant that has been convicted of, received an imposition of a deferred sentence for, or any plea of guilty or no contest for any sexual crime, criminal offense of a sexual nature, and/or is a sex offender registrant must be reported to the U.S. Center for SafeSport);
  - Any drug related offenses;
  - Harm to a minor, including, but not limited to, offenses such as child abandonment, child endangerment/neglect/abuse, contributing to the delinquency of a minor, and DUI with a minor;
  - Violence against a person, force, or threat of force (including crimes involving

---

<sup>1</sup> For purposes of this policy, a “disposition or resolution of a criminal proceeding, other than an adjudication of not guilty” shall include, but is not limited to: an adjudication of guilt or admission to a criminal violation, a plea to the charge or a lesser included offense, a plea of no contest, any plea analogous to an *Alford* or *Kennedy* plea, the disposition of the proceeding through a diversionary program, deferred adjudication, deferred prosecution, disposition of supervision, conditional dismissal, juvenile delinquency adjudication, or similar arrangement, or the existence of an ongoing criminal investigation, a warrant for arrest, or any pending charges.

- deadly weapons and domestic violence);
- Stalking, harassment, blackmail, violation of a protection order, and/or threats;
- Destruction of property, including arson, vandalism, and criminal mischief; and
- Animal abuse, cruelty, or neglect

Any individual who has a “Flagged” finding will not be eligible to participate with USATF unless the individual successfully appeals such determination, as outlined herein.

#### **INELIGIBLE BASED ON A CRITERION**

Convictions for, disclosures of convictions for, and pending dispositions for any of the following crimes, and registrations or sanctions, or disclosures for any listed registrations or sanctions, will prompt a determination that an applicant is “**ineligible**” and does not meet the criminal background screening criteria:

- Any felony involving violence against a person within the previous ten (10) years;
- Any felony involving violent crimes involving weapons (including armed robbery and aggravated assault with a weapon) within the previous ten (10) years;
- Any felony involving animal abuse, cruelty, or neglect;
- Any felony or misdemeanor involving all sexual crimes and criminal offenses of a sexual nature to including, but not limited to: rape, child molestation, sexual battery, lewd conduct, possession or distribution of child pornography, possession and distribution of obscene material, and any sex offender registrant (excluding prostitution, indecent exposure, and public indecency);
- Any felony or misdemeanor involving drug offenses including: drug distribution, intent to distribute, manufacturing, trafficking, or sale within the previous seven (7) years (excluding crimes for drug use or possession); and
- Any felony or misdemeanor involving harm to a minor, including, but not limited to: offenses such as child abandonment, child endangerment/neglect/abuse, contributing to the delinquency of a minor, providing alcohol to a minor, and DUI with a minor.
- Any individual that discloses that he/she is not in good standing (sanctioned) with the United States Anti-Doping Agency (USADA).

“Ineligible” determinations are not appealable.<sup>2</sup> Any individual who has an “Ineligible” determination will not be eligible to participate with USATF in any role that requires USATF 3-Step Safe Sport Compliance.

#### **FULL DISCLOSURE & ONGOING OBLIGATION**

Once an individual has successfully met USATF’s background screening criteria, the individual will be considered in good standing (as it pertains to the background screen component of the USATF 3-Step Safe Sport Compliance requirements) until the expiration of their background check, as applicable; provided, however, if within that period USATF becomes aware of any potential change in status (e.g., criminal activity) either through information received from the individual, the media, third parties, through NCSI’s one-year recheck, or otherwise, USATF

---

<sup>2</sup> Unless you are a USATF athlete as defined by the Ted Stevens Olympic and Amateur Sports Act.

shall have the right to conduct additional background screens at any time, and should the findings meet the criteria outlined above, USATF shall have the right to immediately withdraw the individual's good standing status. In addition, the individual has an ongoing obligation, prior to the expiration of his or her background screen, to inform USATF if there has been any change in his or her status (e.g., criminal activity).

### **INTERNATIONAL SCREENING INFORMATION**

International background screening is required for those who currently live or have resided outside the United States for more than six (6) consecutive months in any one country during the last seven (7) years. To the extent additional international background screening costs may be incurred, those international screening costs will be borne by the applicant unless previously approved by USATF. International background screens can take roughly six (6) weeks for processing.

### **PENNSYLVANIA ACT 153**

Applicants who work with youth and reside or work in Pennsylvania, as determined during their background screen, will be directed to upload the [required documents](#), per the Pennsylvania Act 153, using the Pennsylvania Document Repository Services (PA DRS) through NCSI. NCSI will maintain these records until their expiration. Completed background screen results will be reported to USATF as soon as applicants have completed the PA DRS requirements, if applicable.

### **MEDICAL LICENSURE SCREEN**

All medical personnel (those applying to provide medical support, assistance, or services to a USATF athlete or at a USATF event) will be subject to a criminal background screen as discussed above, in addition to a medical licensure screen, outlined below.

### **SPECIALTY BOARD CERTIFICATION VERIFICATION**

A Specialty Board Verification is a search for a single board certification based on the provider type and a verification of the board classification, specialty, designation and certifying board, if applicable. The Specialty Board Certification product provides a point-in-time verification of a board certification organization and number submitted by the provider, including status, specialty, issue, and expiration date (if applicable).

Specialty Boards will be monitored/reverified upon expiration (if applicable), to determine if the Specialty Board has been renewed. USATF will be notified prior to board expirations.

Results: Verified (Active), Verified (Inactive), or Assess

### **FACIS 3 VERIFICATION AND MONITORING**

FACIS (Fraud Abuse Control Information System) is a Verisys owned and maintained data set consisting of primary source content from federal and state sources for exclusions, sanctions, debarments, and disciplinary actions against healthcare professionals for all published license types and publishing jurisdictions. FACIS is a nationwide database.

FACIS 3 provides a comprehensive search that looks for results or potential matches from federal data sources (OIG, SAM, OFAC-SDN, FDA, DEA, TRICARE, FBI, USDOJ, U.S. Treasury Dept., U.S. State Dept.), all state level Federal Healthcare Entitlement Program (FHEP) sources (State Medicaid Exclusions, State Contractor Disqualification/Debarment Lists, HEAT Task Force News, State Attorney General News, Federal District - Attorney General News, Medicare/Medicaid Opt-Out Lists) as well as the remainder of the FACIS data set (includes State Board and State Agency issued sanctions and disciplinary actions, which contain approximately 2,500 primary sources, with 800+ taxonomies in 56 jurisdictions). The search includes information on disciplinary actions ranging from exclusions and debarments to letters of reprimand and probation. Historical and current primary source records are included. A FACIS 3 search is the gold standard of health care exclusion and debarment screening.

Verifications on the possible matches found during the search will be performed, including provided aliases, to determine true matches. Both clear and match results will be returned. All match results will include unaltered data from the primary source and link to the PDF of the primary source documentation.

The provider will be monitored daily by continuing to gather data from sources with the FACIS dataset, and any new possible matches will be verified and returned.

Results: Clear or Assess

### **LICENSE VERIFICATION AND MONITORING**

The Professional License Verification product provides a point-in-time verification of a license number submitted by the provider, including status, issue and expiration date, primary source information, as well as a PDF of any disciplinary action, current or historical, published by the source. License information is verified from the legal or regulatory authority (primary source) issuing a license, certificate, or registration, to deliver health care goods and/or services in a state or multiple state jurisdictions. Changes in reported information will be relayed to NGB immediately.

Professional License Monitoring looks for a change in license status over the course of time. All licenses will be monitored daily for status changes published by the primary sources and/or for renewal upon expiration. The frequency of publication will vary based on the primary source.

## **DEA VERIFICATION**

A DEA verification provides a point-in-time verification of a DEA number provided by the Partner, including status, expiration date, schedules, and primary source information published by the DEA. Verisys verifies the DEA Registration information for a person or professional from the legal and regulatory authority (primary source) NTIS: DEA.

All DEA registrations will be monitored for renewal upon expiration. All monitored registrations are systematically run against the information obtained from the NTIS: DEA Controlled Substances Registration Database.

Results: Verified or Assess, with the status of the license listed in parenthesis. If what the provider reported is different than what is verified (i.e.: the provider reported “Active”, and it came back “Inactive”, it is “Assess (Inactive)”. If what the provider reported was “Inactive”, and it is “Inactive”, it would come back as “Verified (Inactive)”).

## **ACCESS INFORMATION**

In order to access these products, NCSI partners directly with Verisys on behalf of USATF. The results will be made available to USATF as part of the background screening report as is currently being done and the current account structure being used by the USOPC and USATF could continue, if desired.

Note: CheckMedic is a secure cloud-based solution (SAAS) that is used by healthcare providers and organizations to systematically and continuously manage and primary source verify professional background and credentials data. The CheckMedic platform facilitates the creation of a MedPass®, which is a real-time dynamic and interoperable credentialing repository that can be maintained by a provider and interacted with those it maintains professional relationships with over the course of their career.

## **RESULTS**

Initial results are available within an average of 5-10 business days (or sooner as may be needed). Changes in documented verifications and licenses will be provided to USATF immediately upon receipt from Verisys.

## **APPEAL OF BACKGROUND SCREEN DETERMINATION**

“Ineligible” determinations are not appealable.<sup>3</sup> Any individual who has an “Ineligible” determination will not be eligible to participate with USATF in any role that requires USATF 3-Step Safe Sport Compliance.

Should an individual’s screen be “Flagged”, the individual may appeal the decision to the USATF Background Screen Review Panel (“Review Panel”) if his or her disqualifier does *not* fall under the following criteria:

- Any felony involving violence against a person within the previous ten (10) years;

<sup>3</sup> Unless you are a USATF athlete as defined by the Ted Stevens Olympic and Amateur Sports Act.

- Any felony involving violent crimes involving weapons (including armed robbery and aggravated assault with a weapon) within the previous ten (10) years;
- Any felony involving animal abuse, cruelty, or neglect;
- Any felony or misdemeanor involving all sexual crimes and criminal offenses of a sexual nature to including, but not limited to: rape, child molestation, sexual battery, lewd conduct, possession or distribution of child pornography, possession and distribution of obscene material, and any sex offender registrant (excluding prostitution, indecent exposure, and public indecency);
- Any felony or misdemeanor involving drug offenses including: drug distribution, intent to distribute, manufacturing, trafficking, or sale within the previous seven (7) years (excluding crimes for drug use or possession); and
- Any felony or misdemeanor involving harm to a minor, including, but not limited to: offenses such as child abandonment, child endangerment/neglect/abuse, contributing to the delinquency of a minor, providing alcohol to a minor, and DUI with a minor.
- Any individual that is not in good standing (sanctioned) with the United States Anti-Doping Agency (USADA).

Athletes<sup>4</sup> may appeal either a “Flagged” or “Ineligible” background screening determination to USATF (or the USOPC, if seeking access to an Olympic Training Center (such as CVEATC), or those athletes who are selected to participate in an Olympic, Paralympic, Pan American, Parapan American, Youth Olympic Games, or other international sporting events as designated by the USOPC [as further outlined below]).

#### **APPEAL PROCESS**

To contest the accuracy of the screening result or to dispute the records sourced (e.g. criminal records for John A. Smith were sourced and posted as John B. Smith’s records), applicants need to contact NCSI directly at 866-996-7412 (Option 2) or by email at [support@ncsisafe.com](mailto:support@ncsisafe.com).

To initiate a background screen appeal within USATF, the individual must, within twenty-one (21) calendar days of receiving notice that his/her background screen was “Flagged”, contest the determination of the background screen by:

1. Providing an email with the subject line “Background Screen Appeal” to [usatfsafesport@usatf.org](mailto:usatfsafesport@usatf.org) providing his or her full legal name, contact email, phone number, and a brief description of the position sought or role within USATF (e.g. USATF certified official, youth coach, etc.); and,
2. Providing a reasonable description of the grounds for disqualification and any information that might be useful for the Review Panel to know, including justification for appeal and the individual’s influence on the sport of track & field, long distance running, or racewalk.

***Appeals not emailed to [usatfsafesport@usatf.org](mailto:usatfsafesport@usatf.org) within the 21 calendar day period are barred.***

If the applicant chooses not to appeal, the appeal is not properly submitted within the 21 calendar

---

<sup>4</sup> As defined by the Ted Stevens Olympic and Amateur Sports Act.

day period, or the applicant's appeal is unsuccessful, the applicant's background screen determination will be "Ineligible." When an applicant receives a determination of "Ineligible," the applicant is not eligible to volunteer with USATF in any capacity.

Questions may be directed to [usattsafesport@usatf.org](mailto:usattsafesport@usatf.org). Only logistical questions and questions about the process will be answered. Questions concerning whether or not an appeal will be successful will not be answered until the Review Panel has made its determination.

### **APPEAL COMMITTEE**

Upon receiving such an appeal, the matter will be forwarded to a Review Panel for a determination of the appeal.

USATF's CEO, or his or her designee, shall appoint a three (3) person Review Panel.

The Review Panel shall consist of:

- A representative from USATF's legal department;
- An individual with experience as a AAA or CAS arbitrator and/or U.S. judge (who may or may not be a member of USATF); and,
- At least one USATF Athletes Advisory Committee (AAC) athlete representative.

If the applicant requests USATF to review a flagged Medical screen (for the medical licensure component of the Medical screen), USATF's CEO, or his or her designee, shall also appoint a medical representative to advise the Review Panel.

Review Panel members shall serve four (4) year terms that commence on January 1 of the year following the Summer Olympic Games, as originally scheduled. The Review Panel shall meet once every two months, or as otherwise reasonably appropriate, to review pending "flagged" screens. In making a final determination, the Review Panel will evaluate the circumstances surrounding the disqualifying matter, the dates in which the matter occurred and the overall impact of the matter on the relevant USATF program, event, or position sought. The applicant will be given an opportunity to be heard via telephone or video conferencing, to be communicated to the applicant at least one (1) week in advance of when the Review Panel is scheduled to convene. The Review Panel may take up to 30 calendar days after hearing the appeal to provide the applicant with the Review Panel's final written determination.

### **RESULTS OF APPEAL**

When the Review Panel elects to render a determination on a matter, USATF will notify the applicant (via email) of the applicant's eligibility and/or if there are any restrictions and/or conditions regarding the applicant's ability to participate with USATF (e.g. if the Review Panel feels a safety plan or other remedial measure is appropriate for participation within USATF in light of the information presented).

If the Review Panel grants the appeal, USATF will make the necessary changes to show that the applicant has cleared the background screen and the applicant will be free to participate within



USATF in a manner consistent with the application.

If the Review Panel, however, is willing to grant the appeal, but decides to set any restriction(s) as a condition of the applicant's eligibility to participate within USATF (e.g., not allowed to drive minors, not allowed to hold certain positions, etc.), USATF will also notify the applicable Association President, Association Safe Sport Volunteer Coordinator, and any other persons who have a need to know of the imposed restriction(s). Said individuals will help USATF monitor and enforce that the restriction(s) are being followed in accordance with the Review Panel's direction. In this scenario, the applicant will not be able to participate in any USATF sanctioned events or programs until the applicant acknowledges and accepts in writing any identified restrictions and/or conditions prior to participation in any USATF activities. Should USATF reasonably determine that the applicant violated any restrictions or conditions imposed by the Review Panel, the applicant will be deemed immediately ineligible, and the applicant may be subject to further discipline by USATF.

Should the Review Panel grant the appeal, USATF will make the necessary changes to show that the applicant has cleared the background screen, and will grandfather in those applicants whose appeal USATF has already heard and granted for the same background screen type (e.g. the applicant will not need to appeal future flagged background screens for the same background screen type on the same criminal record sourced) going forward.

If the applicant is deemed ineligible by the Review Panel, USATF will notify NCSI accordingly.

In the event a similar appeal has already been conducted by another National Governing Body, it is incumbent on the applicant to inform the Review Panel of that information and determination (including if that appeal resulted in disqualification of the individual). USATF reserves the right to make its own determination. The failure of an applicant to disclose any such determination by another National Governing Body shall render the applicant ineligible for any USATF appeal.

Please note, there may be members who are required to complete a USATF background screen who are subject to different, and sometimes a more heightened, screening criteria than others.

### **USOPC APPEAL DETERMINATIONS**

USATF is required to notify the USOPC of any decision reached by USATF which impacts an individual who resides, trains, or competes at an Olympic Training Center, or who wishes to participate in an Olympic, Paralympic, Pan American, Parapan American, Youth Olympic Games, or other international sporting events as designated by the USOPC, if the individual's background screen was "flagged" or marked "ineligible" by NCSI for any disposition or resolution of a criminal proceeding, other than an adjudication of not guilty, for any of the below crimes:

Any felony involving:

- Violence against a person within the previous ten (10) years;
- Violent crimes involving weapons (including armed robbery and aggravated assault with a weapon) within the previous ten (10) years; and
- Animal abuse, cruelty, or neglect.

As well as any felony or misdemeanor involving:

- All sexual crimes and criminal offenses of a sexual nature to include, but not limited to: rape, child molestation, sexual battery, lewd conduct, possession, or distribution of child pornography, possession and distribution of obscene material, and any sex offender registrant (excluding prostitution, indecent exposure, and public indecency);
- Drug offenses including: drug distribution, intent to distribute, manufacturing, trafficking, or sale within the previous seven (7) years (excluding crimes for drug use or possession); and
- Harm to a minor or vulnerable person, including, but not limited to: offenses such as child abandonment, child endangerment/neglect/abuse, contributing to the delinquency of a minor, providing alcohol to a minor, and DUI with a minor.

For more details regarding the USOPC's background check policy procedures, and how the USOPC handles said appeals, please visit [here](#).





# **SECTION 4 EDUCATION & TRAINING**



## SECTION 4.1 EDUCATION & TRAINING POLICY

Education is a key component of any abuse and misconduct prevention strategy. The U.S. Center for SafeSport’s training is a tool that teaches core concepts for creating a sport environment that is safe and positive, as well as how to identify, prevent, and respond to issues of physical, emotional, and sexual abuse and misconduct. It is also a strong public statement that the organization places a priority on the safety of its participants.

USATF requires that members have a basic understanding of sexual abusers and the strategies that offenders use to seduce their victims. Using a combination of attention, affection, and gifts, offenders select a victim, win his/her trust (and the trust of the victim’s caregiver or “gatekeeper”), manipulate the victim into sexual activity, and then keep the victim from disclosing abuse.

### **U.S. Center for Safe Sport *SafeSport Trained Core Training***

USATF has adopted the U.S. Center for SafeSport’s training materials, which include a series of online training videos, free of charge. Those who are required to be USATF 3-Step Safe Sport Compliant must complete this training before having Regular Contact with Minor Athletes and within forty-five (45) days of beginning a role that subjects the adult to this policy. Note that USATF may modify these requirements from time to time as it deems appropriate.

### **U.S. Center for SafeSport Refresher Training**

Adult Participants must complete a refresher course on an annual basis (meaning, once every 365 days) beginning the calendar year after completing the *SafeSport Trained Core* course. Every four years, Adult Participants will complete the *SafeSport Trained Core* training. The training series will progress as follows:

Year 1:	<i>SafeSport Trained Core</i> course
Year 2:	Refresher 1
Year 3:	Refresher 2
Year 4:	Refresher 3
Year 5:	<i>SafeSport Trained Core</i> course

Medical providers can take the Health Professional Course in lieu of the *SafeSport Trained Core* course and are required to take the refresher courses on an annual basis if they meet the criteria for being an Adult Participant.

Each member club and program that is primarily and directly responsible for administering and supervising USATF programs must be fully versed in USATF’s Safe Sport Program and possess the information necessary to more effectively monitor its organization, minimize the opportunities for physical and sexual abuse and other types of misconduct, and respond to concerns.

Certain jurisdictions in the United States have mandatory training and testing that may apply to those that work or volunteer with youth athletes. If state-mandated training and testing are in place, then the training and testing shall be consistent with relevant standards of care and state legislation.

Currently, all USATF national event organizers are required to submit a list of event workers to the USATF Youth Programs Director (if applicable) and/or USATF Events staff representatives at least ten (10) days in advance of the event for a compliance review. USATF reserves the right to track and conduct periodic checks for compliance regarding SafeSport training.

### **Minor Athlete Training**

USATF annually offers training to members who are minors regarding prevention and reporting of child abuse. USATF has adopted the U.S. Center for SafeSport's SafeSport training materials that are available for the training of Minor Athletes with parental consent, located at [www.safesporttrained.org](http://www.safesporttrained.org).

These free resources include courses for children of preschool age; grades K-2; grades 3-5; middle school and high school. These online trainings are designed as an introduction for Minor Athletes and their parents or other caregivers to understand the importance of positive, welcoming environments in sports, where misconduct like bullying or abuse is less likely to occur, and to know where to report abuse, should it occur.

Each course requires that a parent/guardian create an account to provide consent for his/her child to access the training. Once an account is created, a parent/guardian can choose which course is best for his/her child based on the child's actual or developmental age. Each course can be found on [www.safesporttrained.org](http://www.safesporttrained.org) and will take less than 30 minutes to complete. A writeable PDF certificate is available at the conclusion of each training, and a parent/guardian is encouraged to create one bearing his/her child's name.

Minor Athletes, who have become adults (18 years of age or older), must complete the U.S. Center for SafeSport's *SafeSport* Core Course and subsequent Core Refresher Courses (once/if applicable) found on [www.safesporttrained.org](http://www.safesporttrained.org). USATF also encourages those former minor athletes, who have become adults (18 years of age or older), to complete the U.S. Center for SafeSport's SafeSport Training for Adult Athletes.

### **Parent/Guardian Training**

USATF annually offers training to parents/guardians on the prevention and reporting of child abuse. USATF has adopted the U.S. Center for SafeSport's parent training materials that are available at [www.safesporttrained.org](http://www.safesporttrained.org).

### **Volunteer Training**

Adult Participants serving in a volunteer capacity, who will not have Regular Contact with or Authority over Minor Athletes, should take the Center's brief Volunteer course (or *SafeSport Trained* Core course) before engaging or interacting with any Minor Athlete(s). USATF will share details on how to complete the Volunteer course when it becomes available.

### **Exemptions and Accommodations**

Exemptions from this Education & Training Policy may be made on a case-by-case basis for victims/survivors. Requests may be sent directly to the U.S. Center for SafeSport at <mailto:exemptions@safesport.org>, or to USATF at <mailto:usatfsafesport@usatf.org>.



The Center will work with USATF on appropriate accommodations for persons with disabilities and individuals with limited English proficiency to satisfy these training requirements. USATF must provide reasonable accommodations and track any exemptions for individuals with disabilities and individuals with limited English proficiency



# **SECTION 5 REPORTING PROCESS**



## SECTION 5.1 REPORTING POLICY

USATF requires the reporting of the following:

1. violations of the USATF Safe Sport Handbook;
2. misconduct as defined in USATF's Anti-Harassment & Abuse Policy; and
3. suspicions or allegations of child physical or sexual abuse.

**As a matter of policy, USATF members should not investigate suspicions or allegations of child physical or sexual abuse or attempt to evaluate the credibility or validity of such allegations as a condition for reporting to the appropriate law enforcement authorities. Please note, neither criminal nor civil statutes of limitations apply to reporting a Safe Sport complaint.**

### Reporting Child Physical or Sexual Abuse

#### *Child Physical or Sexual Abuse*

USATF requires the reporting of suspicions or allegations of child sexual abuse, sexual misconduct, non-consensual sexual conduct, sexual harassment, and intimate relationships involving an imbalance of power to the U.S. Center for SafeSport, as well as notification to USATF that the report(s) was made.

**Contact your local authorities if you have a reasonable suspicion that child sexual abuse or neglect has occurred. All reports of child abuse or sexual assault of a minor must also be immediately reported to local authorities. Reports of abuse not involving a minor may also be immediately reported to local authorities.**

#### *Grooming*

Because sexual abusers “groom” children for abuse – the process used by offenders to select a child, to win the child’s trust (and the trust of the child’s parent or guardian), to manipulate the child into sexual activity, and to keep the child from disclosing abuse – it is possible that a staff member, coach, official, Athlete Representative, athlete, and/or volunteer may witness behavior intended to groom a child for sexual abuse. **All questions or concerns related to inappropriate, suspicious, or suspected grooming behavior should be immediately directed to the U.S. Center for SafeSport, as well as timely notification to USATF that the report(s) was made.**

#### *Peer-to-Peer Sexual Abuse*

Approximately 1/3 of all child sexual abuse occurs at the hands of other children and the obligation to report extends to peer-to-peer child sexual abuse. Whether or not a sexual interaction between children constitutes child sexual abuse turns on the existence of an aggressor, the age difference between the children, and/or whether there is an imbalance of power or intellectual capabilities. **If you have any concerns that an interaction between children may constitute sexual abuse, immediately report it to the appropriate law enforcement authorities and the U.S. Center for SafeSport immediately, as well as timely notify USASTF that the report(s) was made.**

**Immediately contact your local authorities if you have a reasonable suspicion that child sexual abuse or neglect has occurred. All reports of child abuse or sexual assault of a minor must also be immediately reported to local authorities. Reports of abuse not involving a minor may also be immediately reported to local authorities.**

### **Reporting Misconduct and Policy Violations**

If anyone receives an allegation or observes misconduct or other inappropriate behavior, such as bullying, harassment, hazing, or physical or emotional misconduct, that is not reportable to the appropriate law enforcement authorities, it is the responsibility of each such person to timely report his or her observations to USATF. Please note, neither criminal nor civil statutes of limitations apply to reporting a Safe Sport complaint.

USATF also encourages member parents, athletes, and other sport participants to immediately communicate violations of USATF's Safe Sport Handbook and/or allegations and suspicions of child physical and sexual abuse to the U.S. Center for SafeSport, as well as timely notify USATF that a report(s) was made. Where applicable, those individuals may also immediately report such alleged misconduct or suspicions to the appropriate law enforcement authorities.

## SECTION 5.2 REPORTING PROCEDURE

**Immediately contact your local authorities if you have a reasonable suspicion that child sexual abuse or neglect has occurred. All reports of child abuse or sexual assault of a minor must also be immediately reported to local authorities. Reports of abuse not involving a minor may also be immediately reported to local authorities. Please note, neither criminal nor civil statutes of limitations apply to reporting a Safe Sport complaint.**

### **To Whom to Report**

For concerns of child sexual abuse, sexual misconduct, non-consensual sexual conduct, sexual harassment, or intimate relationships involving an imbalance of power, all individuals should immediately report concerns to the U.S. Center for SafeSport, as well as timely notify USATF that a report(s) was made.

For concerns of physical or emotional misconduct, bullying, harassment, hazing, or any other violation of USATF's Safe Sport Handbook, all individuals should timely report concerns to USATF. **In addition, individuals should, and in most cases, must immediately report any allegation of child physical or sexual abuse to relevant law enforcement authorities.**

### **How to Report**

To report to the U.S. Center for SafeSport, you may use the online reporting form at <https://uscenterforsafesport.org/report-a-concern/>, or call to report at 833-5US-SAFE (587-7233).

To report a concern to USATF, you may use the online reporting form at <https://www.usatf.org/safe-sport/reporting-a-safesport-complaint>, or call 317-261-0500, or by email at [usatfsafesport@usatf.org](mailto:usatfsafesport@usatf.org). USATF will withhold the complainant's name, upon request, to maintain confidentiality to the extent permitted by law.

If reporting a concern by email, it is helpful to USATF for individuals to provide the following information when filing a report:

1. Name of individual you are reporting;
2. Age or approximate age of individual you are reporting;
3. Gender or gender type of individual you are reporting;
4. Address of individual you are reporting;
5. Position(s) this individual holds/held;
6. Club/Association where individual works and/or volunteers or worked/volunteered previously;
7. Type of offense (What happened? Please be as detailed as possible);
8. Where did the incident(s) take place;
9. Victim's name (If you are the victim and want to remain anonymous, you may do so);
10. Age or approximate age of victim;
11. Club/Association affiliation of victim;
12. Contact phone number of victim (or guardian if victim is under 18 years of age);
13. Contact email address of victim (or guardian if victim is under 18 years of age);

14. Victim's gender or gender type;
15. Complainant's name (You may remain anonymous if you wish; however, providing your information is vastly beneficial to an effective and efficient investigation. A person reporting alleged misconduct should not fear any retribution and/or consequence when filing a report that he/she believes to be true);
16. Complainant's phone number;
17. Complainant's email address;
18. Complainant's Club/Association affiliation;
19. Complainant's relationship to the victim or the incident; and
20. Any other information that would be beneficial to an investigation of the alleged offense you have reported.

### **What Should I Expect After I Have Reported My Concern?**

If you've reported a concern to USATF either by phone, email, or the online reporting form, you can expect the following:

- Your concern will be timely directed to the appropriate Safe Sport contact who will investigate the complaint as soon as possible.
- Once a determination has been made, USATF will properly notify the parties, and USATF will take further action if deemed appropriate and warranted.
- The investigation will be closed for all matters pertaining to the complaint.
- A follow-up review will be conducted to ensure misbehavior is not persisting, retaliation, or punishment have not been an issue, and to resolve any outstanding questions or issues.

If you've reported a concern to the U.S. Center for SafeSport, a representative will assist you in your case.



## **SECTION 5.3 CONFIDENTIALITY, ANONYMOUS REPORTING, AND BAD- FAITH ALLEGATIONS**

### **Confidentiality**

To the extent permitted by law, and as deemed appropriate, USATF will maintain confidentiality regarding the claimant’s or the witness’s name (upon request) and also refrain from making public the names of potential victims, the alleged perpetrator, or the individual(s) who made a report of child physical and sexual abuse to law enforcement authorities.

### **Anonymous Reporting**

USATF recognizes that it can be difficult for an athlete, teammate, friend, or family member to report an allegation of misconduct and therefore, strives to remove as many potential barriers to reporting as possible. **Anonymous reports may be made to USATF. An individual may use the online reporting form at <https://www.usatf.org/safe-sport/reporting-a-safesport-complaint>, or call (317) 261-0500, or email [usatfsafesport@usatf.org](mailto:usatfsafesport@usatf.org) with any and all information the complainant is willing to share.**

**However, anonymous reporting may make it challenging for USATF to properly investigate or address allegations. Please note, neither criminal nor civil statutes of limitations apply to reporting a Safe Sport complaint.**

All suspicions of child physical or sexual abuse will be immediately reported to the appropriate law enforcement authorities.

### **“Whistleblower” Protection**

Regardless of the potential outcome, USATF will support the complainant(s) and his/her right to express concerns in good faith. USATF will not encourage, allow, condone, or tolerate any attempts from an individual(s) to retaliate, deter, punish, or in any way harm a “whistleblower”, who reports a concern in good faith. Such actions against a “whistleblower” will be considered detrimental to the purpose and mission of USATF and/or athletics and will be considered a violation of the USATF Code of Ethics and its related Codes of Conduct—serving as grounds for disciplinary action.

### **Bad-Faith Allegations**

A report of abuse, misconduct, or policy violations that is malicious, frivolous, or made in bad faith by a complainant is prohibited. Such report(s) will be considered detrimental to the purpose and mission of USATF and/or athletics and will be considered a violation of the USATF Code of Ethics and its related Codes of Conduct—serving as grounds for disciplinary action. Depending on the nature of the allegation(s), a complainant making a malicious, frivolous, or bad-faith report may also be subject to civil or criminal proceedings (as deemed appropriate)

## SECTION 5.4 HOW REPORTS ARE HANDLED

### Suspicious or Allegations of Child Physical or Sexual Abuse

#### *Reporting to Law Enforcement and/or Child Protective Services*

An independent investigation can harm athletes and/or interfere with the legal investigative process. **As a matter of policy, USATF members should not investigate suspicions or allegations of child physical or sexual abuse or attempt to evaluate the credibility or validity of such allegations as a condition for reporting to the appropriate law enforcement authorities.** As necessary, however, USATF may ask a few clarifying questions of the complainant making the report to adequately report the suspicion or allegation to law enforcement authorities.

#### *Immediate Suspension or Termination*

When an allegation of child physical or sexual abuse is made against a USATF member, USATF may immediately remove that individual from contact with any children in the program until the allegation has been properly investigated by an official agency. As deemed necessary and at its own discretion, USATF may suspend or change the assignment of a USATF member.

Failure to timely report a concern to USATF is a violation of this policy and serves as grounds for termination, suspension, and/or dismissal of a such member.

### Misconduct and Policy Violations

USATF addresses internally alleged policy violations and misconduct – bullying, harassment, hazing, emotional, physical, and sexual – that are not reportable under relevant state or federal law. Staff members, coaches, officials, Athlete Representatives, athletes, and/or volunteers must report policy violations and misconduct to USATF.

USATF may also independently investigate allegations of child physical or sexual abuse that are reportable, if such investigation does not interfere with any ongoing criminal investigation or prosecution for abuse by law enforcement authorities or agencies. Such allegations may include:

- Emotional abuse; or
- Abuse reported outside the relevant statutes of limitation; or
- Allegations of abuse that were reported to authorities, but: (a) legal authorities did not press criminal charges; (b) criminal charges were filed, but not pursued to trial; or (c) the alleged offender was acquitted at trial.

## SECTION 5.5 FINDINGS AND SANCTIONS

USATF has the discretion to impose sanctions on the individual if it finds, based on a preponderance of the evidence, that any violations of the USATF Safe Sport Handbook have occurred. USATF will communicate its findings to the individual. Its findings shall describe the facts that support any sanctions it concludes are necessary along with a statement of the rule(s) and/or policy(ies) that were found to have been violated by the individual. USATF may impose sanctions on the individual in its findings. Any sanctions imposed by USATF must be proportionate and reasonable, relative to the findings and conclusions of USATF as to what has occurred. The decision regarding the appropriate disciplinary action shall be up to USATF. In imposing any potential discipline, USATF shall consider:

1. The legitimate interest of USATF, the USATF Association, including its related entities, in providing a safe environment for its participants;
2. The seriousness of the offense or act and impact on the victim;
3. The age of the accused individual and alleged victim when the offense or act occurred;
4. Any information produced by the accused individual, or produced on behalf of the individual, in regard to the individual's rehabilitation and good conduct;
5. The effect on the reputation of USATF, the USATF Association, including its related entities;
6. Whether the accused individual poses an ongoing concern for the safety of participants in USATF, the USATF Association, including its related entities; and
7. Any other information, which in the determination of USATF, bears on the appropriate discipline.

Appropriate issued discipline may range from a written warning/reprimand to even permanent banishment from any involvement in any USATF programs. Potential disciplinary measures issued by USATF may also include a suspension from any involvement in USATF programs for a set period of time or any other probationary terms, conditions, or restrictions imposed by USATF as deemed necessary.

## **SECTION 5.6 NOTIFICATION**

Following USATF's notice of a credible allegation that results in the removal of an employee, coach, official, Athlete Representative, or other volunteer, USATF may consider the circumstances in which it will notify other parents of athletes with whom the accused individual may have had contact. In USATF's discretion, as deemed appropriate, and after consultation with counsel, USATF may notify its staff members, contractors, volunteers, parents, and/or athletes of any allegation of child physical or sexual abuse or other criminal behavior that (1) law enforcement authorities are actively investigating; or (2) that USATF is independently investigating internally.

The USOPC's Security & Athlete Safety Office shall be notified of all violations that occurred at an Olympic & Paralympic Training Center ("OPTC") or USOPC Delegation Event and any interim safety measures imposed as a result of such violations. The USOPC's Security & Athlete Safety Office shall also be notified of all interim safety measures imposed or removed on individuals who may attend a Delegation event, have access to an OPTC, or receive a benefit and/or service from the USOPC.