



# Regional Event SafeSport Audit Checklist

## Attendance

- Do you have a list of everyone who will be in attendance (officials, bout committee, armorers, athletes, staff, volunteers, vendors, medical training staff, etc.)?
- Do you have a process for tracking day-of staffing additions to ensure they been background checked and have met SafeSport Training requirements before allowing them to participate?
- Do you have a process for tracking coaches that are in attendance should they need to be reported after the event?

## SafeSport Training and Background Check Credentialing

- Have you ensured that the following individuals have been background checked and taken SafeSport Training before allowing them to participate?
  - Referees, armorers, bout committee, and other tournament personnel
  - Staff, volunteers, and vendors
  - Coaches
  - Medical personnel
    - If they are only acting in an "emergency response" capacity, they do not need to be SafeSport Trained. If they are conducting preventive treatments (taping, stretching, etc.) then they are required to be SafeSport Trained and background checked.
- Have you ensured that the above individuals have been credentialed in some manner?
  - Referees are easy to distinguish since they are wearing suits, but for the others, have you issued some form of credential (badge, wristband, name tag, etc.)?

## Communication & Signage

- Did you communicate with your participants a copy of the USA Fencing MAAPP Policy ([usafencing.me/MAAPP](https://usafencing.me/MAAPP)), as well as the [Reporting Mechanism Poster](#) which outlines protocols for reporting concerns, and the name of the designated onsite SafeSport contact?
  - You can simply include those two links in an e-mail out to event participants.
- Have you posted the following signage at your event?
  - One-on-One Interactions Poster — located at the registration area ([usafencing.me/1on1](https://usafencing.me/1on1))
  - Locker Room Poster — located outside each locker room and/or bathroom ([usafencing.me/lockerroom](https://usafencing.me/lockerroom))
  - Reporting Mechanism Poster — located at the registration area ([usafencing.me/safesportcontact](https://usafencing.me/safesportcontact))