



USA PENTATHLON MULTISPORT

Quality Control System

Updated: September 2025

Overview

The USA Pentathlon Multisport (USAPM) Athlete Safety Procedures for Event Organizers outlines what steps USAPM and event organizers must take to pre-authorize event access for all registered participants, event personnel e.g., volunteers, media, vendors, medical personnel, coordinators, certified coaches, certified officials and USAPM staff, if applicable. USAPM staff will communicate this policy on an annual basis to any relevant event organizers involved in USAPM sanctioned events.

It is the responsibility of USAPM staff, its event organizer, and host facility to monitor and enforce the requirements set forth in these procedures.

The following requirements should be adhered to at all sanctioned USAPM events including local, regional, national and international events.

The U.S. Center for SafeSport may audit any USAPM sanctioned event at any time to verify compliance either in person or through a request for compliance information.

Section 1: Education and Training/Background screen Requirements

Implementation: USAPM Staff or Event organizers will implement requirements based on Event Personnel roles as outlined below:

The following individuals are considered to have Regular Contact¹ with or authority over amateur athletes who are minors and are required to have a USAPM Adult membership that requires and includes a Background Screening and U.S. Center for SafeSport Training prior to participating in the event as Event Personnel:

- Event Organizer
- Head Discipline Official

¹ Regular Contact is defined as 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).

- Volunteer Coordinator
- USAPM Staff
- USAPM Board members
- Discipline Officials
- Discipline Coaches
- Any other Adult USAPM determines as having regular contact and/or authority over minor athletes.

To obtain a USAPM membership and/or complete the compliance requirements. Purchase the appropriate membership, located [here](#). Create an account and add the required membership by clicking “Memberships” on the left side.

The following individuals are not required to complete a USAPM Background Screening or U.S. Center for SafeSport Training (as long as contact with athletes does not rise to the level of regular contact or authority over minors). *Note- The U.S. Center for SafeSport Training is recommended

- Volunteer Check-in
- Athlete/Coach Check-in
- Parent/Spectator Check-in
- Discipline scorekeepers, times, etc.
- Volunteer
- Score Entry
- Athlete Stager
- Restroom monitor
- Event only license adult athletes
- Any other adult USAPM determines to not have regular contact and/or authority over minor athletes

The following individuals are not required to complete a USAPM Background Screening, U.S. Center for SafeSport Training (as long as contact with athletes does not rise to the level of regular contact or authority over minors).

- Media – Photographers, videographers and/or reporters
 - Build Crew – Responsible for set-up, maintenance and tear down
 - Vendors – Businesses, sponsors or partners with an event booth
 - EMTs/Volunteer Medical – Responds with medical support to event participants/staff, not preventative athletic training modalities
- a. U.S. Center for SafeSport Training: Training can be accessed by logging in to the USAPM membership services platform [here](#) and clicking on “Center for SafeSport Training” on the left side. This 90-minute training is FREE for all USAPM members. Upon completion the training will reflect a “current” status on a member’s profile.

- b. USAPM's Background Screen: Individuals required to complete the Background Screening can do so by logging in to the USAPM membership services platform [here](#) and clicking "Background Screening" on the left side. **Note- The Background Screening could take up to 10 days to process.** If there are no findings, the screen will reflect "current" on a member's profile.

Day of Participants and/or last-minute Substitutions of Event Personnel: USAPM does not allow "day of entries" for competitors under any circumstances. For last-minute substitutions of event personnel, all substitutes must meet the SafeSport requirements indicated for their event role (see section 1 above) without exception. USAPM staff or the event organizer is responsible for ensuring that substitutes meet requirements by verifying applicable background checks and SafeSport certification using the online verification system and the USAPM tracking tool. In addition, all substitutes will be checked to ensure no individuals who have been banned or suspended can participate in the event or competition.

Section 2: Communication of the [Minor Athlete Abuse and Prevention Policy\(MAAPP\)](#)

Requirement: Prior to each event, through the registration process or some other form of communication, all competitors and "Event Personnel" noted in Section 1, must receive a copy of the USAPM MAAPP and reporting information.

Implementation:

- a. USAPM Staff or the Event organizers must communicate to all competitors and "Event Personnel" that they will be required to adhere to the MAAPP for the duration of the event. **This information must be communicated no earlier than 30 days prior to the event.**
- b. Please utilize the example copy below for this communication:

Dear (athlete or event staff),

In preparation for the upcoming (insert event name here) in regards to

Athlete Safety, please ensure you are following the [Minor Athlete Abuse Prevention Policies](#) and the [Team Travel Policy](#). If you see any violations of the USAPM MAAPP, or emotional or physical misconduct, please fill out and submit USAPM's [Incident Report Form](#). To report a concern of sexual misconduct, please visit the U.S. Center for SafeSport at <https://uscenterforsafesport.org/report-a-concern/>. QR codes, copies of the policies and instructions on how to report are posted throughout the facility for reference.

Minors and parents of minor athletes are provided free online access to the Centers parent and minor athlete courses, located at safesporttrained.org, and are encouraged to take the training.

If you have any questions about the policies or need assistance with how to report, please find someone with a credential. For any questions or concerns, contact athletesafety@usapentathlon.org for more information.

Please contact USAPM for more information.

If you registered on behalf of your family or team member, please forward this message to them to review.

Kind Regards,

- c. If event registration is being done outside of SportsEngine, USAPM staff or Event Organizers must email the above communication to all registered participants.
- d. Event Organizers are also highly encouraged to post the MAAPP Communication in published event information.
- e. If Event organizers send the communications, they will be required to provide proof of MAAPP communication and reporting information to competitors **and** "Event Personnel" upon request from USAPM. Event organizers may send a separate email to Event Personnel using the same text noted above. Event organizers should keep a record of the email to Event Personnel for one year.
- f. Event Organizers should also post information on [How to Report a MAAPP violation](#) on any door that leads to an area that is not observable and interruptible (example restrooms/locker rooms etc.). Event organizers should also conduct random checks in these areas throughout the event to ensure areas remain safe.

- g. For any day of Event Personnel listed above, Event Organizer should distribute a hard or digital copy of the MAAPP At-A-Glance Document (See Appendix 1) and [How to Report Document](#) to each individual upon check-in.

Section 3: USAPM's Ineligible List – Verification

Requirement: USAPM Staff or the Event organizers will be required to ensure any “Event Personnel” noted in Section 1, and/or competitors, are not currently listed on USAPM's Ineligible list.

Implementation:

- a. If the event is hosted on the USAPM SportsEngine platform, any competitor who is listed on USAPM's Ineligible List will automatically be prevented from registering for any event because a current USAPM membership or event license is required. An individual who is Suspended/Banned or on a Jurisdictional Hold, will not have a membership in a current status, and will therefore not be able to proceed through the registration form.
- b. If the event is not hosted on the USAPM SportsEngine, USAPM Staff or event organizers will need to manually check the final participant registration list against the USAPM Ineligible list [here](#). Any person on this list should be prohibited from participating at the event and also from serving in an “Event Personnel” role. If at any time, an individual listed on USAPM's Ineligible list attempts to participate, Event Organizers need to inform USAPM at athletesafety@usapentathlon.org
- c. In all instances event organizers should make sure competitors and “Event Personnel” noted in Section 1 are not listed on the USAPM's Ineligible List.

*Note: For all Event Personnel, USAPM Staff or the event organizers should:

- Check individual names against USAPM's Ineligible list, this is a list of all individuals in USAPM who have been banned, suspended or placed on a Jurisdictional Hold
- Upon receiving a USAPM event sanction (typically 2-3 months in advance of a competition start date) the organizer is notified that they

must provide proof of US Center for SafeSport training not less than 7 days after receiving the event sanction. The event director is added to the USAPM tracking spreadsheet and is then verified by USAPM staff by checking the SafeSport certifications.

- Email the Minor Athlete Abuse Prevention Policies to all Event Personnel prior to the event
- For any day of Event Personnel listed above, Event Organizer should confirm that they are not listed on USAPM's Ineligible List.

Section 4: Adherence to the MAAPP

Requirement: Event organizers should proactively complete a risk assessment related to the [MAAPP](#) criteria and eliminate all vulnerabilities that may exist as related to the MAAPP when the event has minors registered as competitors.

Implementation: Per the MAAPP, event organizers should actively complete a risk assessment prior to each event to mitigate and/or eliminate applicable risks for:

- One on One Interactions
 - Check for areas that are potential risk for One-on-One Interactions
 - If there are rooms that are not being used, close and lock the door.
 - Actively monitor for One-on-One interactions throughout the competition.
- [Massage and Athletic Training Modalities](#)
- Locker Rooms/Changing Areas
 - [Post Locker Room Signage](#) outside of Locker Rooms/Changing Areas
 - Perform Regular/Random Monitoring of the Locker Room Area
- Social Media/Messaging (Includes Texts and Emails)
 - No event communication should be sent to an individual minor athlete but rather use group communications only and copy another Adult Participant or an athlete relative or parent/guardian for each Minor Athlete.
- Local and Team Travel

When ONE Adult Participant and ONE Minor Athlete travel to an event/competition a written consent form MUST be obtained from a parent/legal guardian by the Adult Participant prior to traveling with the Minor Athlete. An Adult Participant cannot share a hotel room or sleeping space with a Minor Athlete unless an exception applies AND the Adult Participant has received written consent from the Minor Athlete's parent or guardian.

Section 6: Event Personnel Tracking Tool

USAPM staff and the event organizers should maintain a roster of “Event Personnel” for each sanctioned event, to include their role and verification that they have each completed the necessary requirements set forth above, prior to the start date of the event. USAPM staff and Event organizers should confirm that no one listed on the Tracking Tool is on USAPM’s Ineligible List. Please utilize the USAPM “[Event Personnel Tracking Tool](#)” to record this information. The event tracking tool should be maintained for a minimum of 5 years for purposes of an audit.

Section 7: Event Review and Compliance

To maintain the operational effectiveness of its procedures, USAPM will annually review two (Tier 2) level events, Regional competitions.

If deficiencies are identified during a review, USAPM will coordinate a meeting with the Regional Coordinators and/or the Event Host to discuss the findings and determine how USAPM can support successful resolution.

Persistent or repeated deficiencies may result in the Event Host becoming ineligible to sanction future events.

For more information on these procedures please contact:
athletessafety@usapentathlon.org

Appendix 1:

[MAAPP Policy](#)

[MAAP-At-A-Glance](#)