



United States Biathlon Association  
2002 Soldier Hollow Ln.  
Midway, UT 84049  
1-800-242-BIATHLN  
[www.usbiathlon.org](http://www.usbiathlon.org)

## U.S. Biathlon SafeSport Quality Control System for Events

U.S. Biathlon's Quality Control System (QCS) is intended to ensure compliance with SafeSport training and policies for USBA sanctioned events. All such events should follow the outlined procedures. U.S. Biathlon will send this QCS to event organizers prior to the event. It is also available on the US Biathlon website (<https://www.teamusa.org/us-biathlon/resources/safesport>). Questions can be directed to US Biathlon Director of Operations, Sara Studebaker-Hall ([sara@usbiathlon.org](mailto:sara@usbiathlon.org)).

### Definitions:

- ***Participant***: Defined as anyone participating in the event in any capacity, except spectators. This includes racers, coaches, officials, volunteers, USBA staff, OC staff, medical personnel, and media. (\*Note that "participant" is differently defined in the MAAPP and SafeSport Code.)
- ***LOC***: Local Organizing Committee. This is the local group putting on the event (sometimes referred to as the "OC").
- ***LAO***: Local Affiliate Organization. Organizations who run sport at the local level. For USBA, these are our clubs.

### SafeSport Training:

#### *Who requires training for events?*

- USBA requires all those acting as key officials to be trained - this includes Chief of Competition, Chief of Range, Chief of Stadium, and Chief of Course.
- All NGB/LAO Staff and Board Members in attendance.
- All coaches must have current SafeSport training.
- Other people may require training for your club, but may not in the context of the event.

#### *Who does NOT require training at events?*

- Athletes competing in the event.
- Most volunteers (if a volunteer will have one-on-one contact with an athlete, training may be required. For example, a locker room monitor).
- Media
- Spectators
- Other participants not having regular contact or authority over minor athletes.
- Please direct questions about training requirements to [sara@usbiathlon.org](mailto:sara@usbiathlon.org).

### Event Registration:

- All events shall have online registration systems. Events shall require coaches to register in addition to athlete participants. This allows easy transfer of registration data to USBA personnel for checking of compliance.
- LOC staff will share the registration (either login info or a list of registrants) with USBA Director of Operations. USBA staff will then check all registrants for necessary SafeSport



training and check the registration list against USBA's Exclusion List, which includes all individuals currently banned, suspended and Jurisdictional holds. USBA will notify the LOC of any registrants (coaches and athletes) on the Exclusion List who should not be allowed to participate and contact any registrants needing to update SafeSport training.

-OR-

LOC staff can use the "Member Status Checker" (see Appendix 1) to check for membership and SafeSport training compliance.

- LOC will share all event participants (including officials, volunteers, medical staff, and known media) with USBA staff as soon as possible and no later than one week before the event begins<sup>1</sup> to check against USBA's Exclusion List. USBA will notify the LOC of any participants on the Exclusion List who should not be allowed to participate and contact any participants needing to complete or update SafeSport training.<sup>2</sup>
- For day-of checks, the USBA representative at the event will hold the USBA Exclusion List to check event participants against. In the absence of an USBA representative, USBA will designate someone from the LOC to check day-of participants against the exclusion list. This applies to day-of racer registration, media check-ins, last minute volunteers, etc.
- For any events allowing day-of registration, a list of current members, including coaches and officials with current in SafeSport training and Background Checks, shall be provided to the LOC via the USBA online member status checker. As requested, USBA can provide a hard copy list of members. This list must be requested at least 48 hours prior to the start of the event. This will help ensure all necessary participants have current SafeSport training and USBA membership.
- Anyone required to be SafeSport trained but not completing SafeSport training by the first event day (e.g. Official Training Day) will NOT be given credentials to attend the event. This includes day-of registrants. A list of individuals requiring training can be found on page one under the "SafeSport Training" section of this document.

#### MAAPP Communication:

All participants must be notified that the USBA SafeSport MAAPP is in effect.

#### *Pre-Event:*

- No more than 30 days before the event, but no less than 24 hours prior to the first official training, all event participants must be sent communication including the USBA MAAPP or MAAPP At-A-Glance and information on how to report any suspected emotional, physical or sexual misconduct, or violations of the MAAPP. See appendix 2 for example communication.

---

<sup>1</sup> LOC may send updated lists to USBA up until 48 hours before event begins. After that point, participants will fall into day-of check category.

<sup>2</sup> USBA will inform LOC if the Exclusion List is empty, meaning the LOC will not need to share participants, other than those requiring membership or SafeSport training, such as racers, coaches and some officials as noted.



#### *Team Captains Meeting:*

- Please mention during any pre-event meetings that the USBA SafeSport MAAPP is in effect.
- LOC should also note how participants may report a concern.

#### *Late Registration/Day-of Volunteers:*

- Any event participant who did not receive pre-event communication must be shown the USBA MAAPP and how to report information and sign that they have seen this information. That signature page must be produced to USBA upon request. USBA recommends that OC's especially call out the importance of avoiding one-on-one interactions with minors that are not observable and interruptible.

#### *Signage:*

This is a list of signage needed for events. Templates for most signage can be requested from U.S. Biathlon.

- Signage is required notifying people how to report a SafeSport or MAAPP violation or concern.
- Signage is required for any changing areas (locker rooms) notifying users there is regular monitoring, there should be no recording in the locker area, and one-on-one interactions between non-related minors and adults is prohibited.
- The USBA MAAPP or MAAPP At-A-Glance should be posted.
- We recommend information about team travel rules be posted or provided to participants.

#### Other important information for Event Organizers:

##### *Locker Rooms:*

- If a LOC has locker rooms that are open during the event, they must have signage (see above) and be regularly and randomly checked. These checks should be planned and recorded by LOC staff.
- The LOC must provide a private changing area for minor athletes (a tent, locked bathroom stalls close by, etc).
- It is encouraged that locker rooms be restricted to either minor or adult participants, to limit accidental one-on-one interaction between minors and adults.

##### *Credentials/Access:*

- The OC should have some way to differentiate between coaches who can have access to coach areas and are USBA certified, and spectators. We suggest coach bibs, as they are visible.
- Access to coach areas like the range or any official on-course coaching zones should be limited to those with coaching credentials.



- USBA encourages the OC to similarly identify volunteers in some way to differentiate them from spectators.

*Other:*

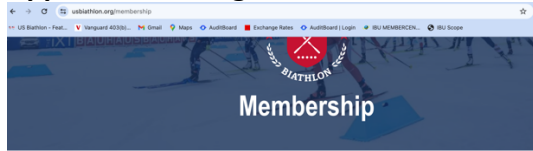
- USBA encourages LOCs to lock any areas that may allow one-on-one interactions to occur (wax rooms not in use, offices, etc).
- USBA encourages any announcers to remind all participants that the USBA MAAPP is in effect and how they can report any concerns.
- USBA encourages LOC's to regularly monitor any enclosed areas (such as wax rooms or tents) to ensure MAAPP requirements (such as no one-on-one interactions with minors) are being followed.

Enforcement:

- U.S. Biathlon reserves the right to audit any event at any time for compliance with USBA and SafeSport requirements.
- Organizers are recommended to keep participant lists, tracking documents, and all relevant information and documentation after the event for at least one year.
- Any questions can be directed to USBA via email at [info@usbiathlon.org](mailto:info@usbiathlon.org).



## Appendix 1: Using the Member Status Checker



Navigate to

[www.usbiathlon.org/membership](http://www.usbiathlon.org/membership)

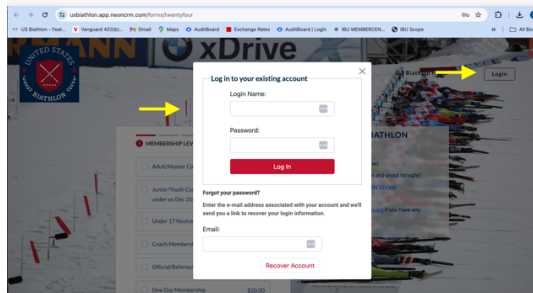
Click to access the online member portal



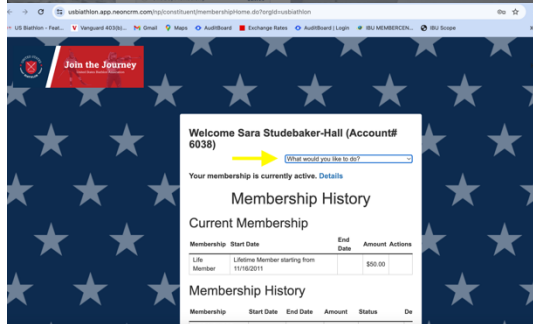
Thank you for your interest in joining U.S. Biathlon! Access the online membership account application [here](#).

If you have ever had a membership with U.S. Biathlon in the past, either as a club or an individual, but can't remember your password click [here](#) to reset your password. If you have any membership questions, please reach out to [info@usbiathlon.org](mailto:info@usbiathlon.org).

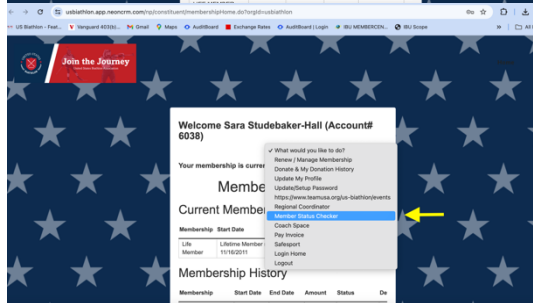
A pop-up screen should ask you to login. If not, click "Login" in the upper right hand corner.



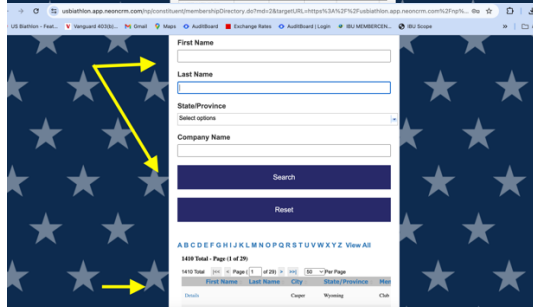
Login to your account. You can also create an account without purchasing a membership if needed.



Use the drop-down menu on the top of the membership portal homepage ("What would you like to do?").



Select "Member Status Checker" from the drop-down.



Search for members using name or team ("Company Name").

*Only current members in good standing will show up. If someone does not have current SafeSport training who needs it (a coach member, for example), they will be listed as "SUSPENDED." Competitor members are not required to have SafeSport Training, so only a current Coach or Officials membership type will show SafeSport training compliance. For questions about using the Member Status Checker, please contact USBA at [info@usbiathlon.org](mailto:info@usbiathlon.org).*



## **Appendix 2: Example Pre-event Communication to Participants:**

*Dear Participants,*

*Thank you for participating in the **XXX Event** in **LOCATION** on **DATE**. As a reminder, this event is sanctioned by U.S. Biathlon and therefore all U.S. Biathlon SafeSport and Minor Athlete Abuse Prevention Policies (MAAPP) are in effect. Attached to this email you will find an "At-A-Glance" version of US Biathlon's MAAPP. You can find the full policy on our website <https://www.usbiathlon.org/safesport>.*

*To report concerns involving suspected sexual misconduct, physical misconduct, emotional misconduct or violations of the MAAPP or any SafeSport concern, please go to The US Center for SafeSport's website (<https://uscenterforsafesport.org/report-a-concern>) or contact USBA via email ([USBA safesport@usbiathlon.org](mailto:USBA safesport@usbiathlon.org)), phone (1-800-242-8456) or by filling out this Google Form: <https://forms.gle/3evGusWbFpql8xSw8>. Reports can always be made anonymously.*

*Note that The US Center for SafeSport has exclusive jurisdiction over allegations regarding sexual misconduct. These allegations should be reported directly to The Center, while other concerns may be reported to The Center or directly to U.S. Biathlon.*

*Please do not hesitate to reach out with any questions or concerns. We look forward to seeing you soon!*

*Best,*

***XXX OC** and U.S. Biathlon*