USA Luge Event Quality Control System Protocol

This Quality Control System (QCS) sets forth the way all USA Luge sanctioned events* will be conducted to be in compliance with the approved USA Luge Minor Athlete Abuse Prevention Policies (MAAPP) and ensure the safety of all participants. It is important that events are conducted in such a way that athlete safety and well-being are protected. As such, there are specific actions that USA Luge and event organizers must take to steps that promote a safe environment free from sexual, physical, and emotional misconduct and/or abuse.

**USA Luge sanctioned events include club events and/or any events conducted by any local organizing committee on behalf of USA Luge. This document will be shared with event organizers at the start of each competitive season.*

Key elements of the QCS:

The QCS provides a wealth of information that is important for event organizers, but this section highlights the key elements of the QCS. Additional information on each of these areas is provided in greater detail later in this document. The key items of the QCS include:

1. ***The USA Luge MAAPP must be shared with all participants in advance of the event***: The USA Luge MAAPP must be shared with all event participants, even same-day participants (e.g., volunteers), who are a part of the event. The Minor Athlete Abuse Prevention Policy prohibits Adult Participants from having one-on-one interactions with minor athletes which are not within an observable and interruptible distance from another adult participant. Adult Participants are required to abide by this policy in full during this event.
2. ***The Explicit Reporting Protocols for Sexual Misconduct, Physical Misconduct, and Emotional Misconduct must be shared with all participants prior to the event:*** The Explicit Reporting

Protocols for Sexual Misconduct, Physical Misconduct, and Emotional Misconduct for Events must be shared with all event participants, even same-day participants (e.g., volunteers), who are a part of the event. The Explicit Reporting Protocols for Sexual Misconduct, Physical Misconduct, and Emotional Misconduct for Events provide information on how, and where, to report alleged sexual, physical, and/or emotional misconduct.

3. ***All participants must have current SafeSport Training to participate in the event:*** Any adult participant, including day-of participants, must have completed SafeSport Training within the 12 months prior to the event. If training is not current, the adult participant must be prevented from working in a role that has regular contact and/or authority over amateur athletes who are minors. Any athlete aged 18 or older, including those who turn 18 during the event, must also demonstrate current SafeSport Training prior to being allowed to compete in the event.

4. ***Partcipants must know about mandatory reporting requirements:*** It is every member's responsibility to immediately (i.e., within 24 hours) report any incident of child abuse, including physical, emotional or sexual abuse, sexual misconduct – regardless of the victim's age, to law enforcement and the U.S. Center for SafeSport. Reporting must occur when an individual has firsthand knowledge of misconduct or where specific and credible information has been received from a victim or knowledgeable third party. A report to the U.S. Center for SafeSport may be made via telephone at 833-5US-SAFE (833-587-7233) or online at www.uscenterforsafesport.org/report-a-concern. Various state laws may also require reporting to law enforcement or to a designated child protection agency.

5. ***Individuals on the Organizational Exclusion (Banned) List must be denied participation in the event:*** Any participant, including day-of participants, who is suspended and/or found to be on the Organizational Exclusion List or the Jurisdictional Hold list will be prohibited from participating in any/ all events, programs, activities, and/or competitions under the oversight of USA Luge, the US Olympic & Paralympic Committee, and or the local club.

6. ***Enforcement of SafeSport Training and OEL Compliance is required at all Tier 1 and Tier 2 USA Luge Events:*** The requirements regarding SafeSport Training and the Organizational Exclusion List must be enforced at all USA Luge Tier 1 and Tier 2 level events.* It is encouraged that Tier 3 events also abide by these regulations, but Tier 3 events are not required to implement these same protocols.

Tier 1 Events are National Level events, including competitions and/ or training camps. These events are typically operated by USA Luge. Tier 2 Events are lower level events that include regional competitions and/ or training camps. These events are typically managed by USA Luge Clubs. For reference, Tier 3 events include local camps and competitions, and are typically managed by USA Luge Clubs.

Supporting Information and Procedures

Information on the USA Luge Minor Athlete Abuse Prevention Policies:

The USA Luge Minor Athlete Abuse Prevention Policies (MAAPP) is a collection of proactive prevention and training policies aimed to help prevent the abuse and misconduct of Minor Athlete. The MAAPP contains the mandatory minimum standards for education and training, organizational requirements, and prevention policies that the U.S. Olympic and Paralympic Committee, National Governing Bodies and Local Affiliated Organizations must implement.

The complete USA Luge MAAPP is located on the USA Luge website and can be accessed from the USA Luge SafeSport and Athlete Services website, or by using this link – SafeSport and Athlete Safety.

Information on explicit reporting protocols for sexual misconduct, physical misconduct, emotional misconduct, and MAAPP violations:

Everyone within USA Luge needs to know how to report alleged sexual, physical, and/ or emotional misconduct as well as violations of the USA Luge MAAPP. The information contained in the Reporting Protocols document outlines where and how to report alleged misconduct – to USA Luge, the Center for SafeSport, and/ or local or federal authorities.

USA Luge will share the MAAPP and the Reporting Protocols with event organizers who in turn must distribute to all Adult Participants. As an additional measure to promote athlete safety, USA Luge will be distribute the MAAPP and Reporting Protocols to all members of the United States Luge Association annually. USA Luge staff, Board of Directors members, and Committee members will undergo SafeSport Training annually. However, neither of these provisions negates the responsibility of event organizers to distribute the MAAPP and Explicit Reporting Protocols for sexual misconduct, physical misconduct, emotional misconduct , and MAAPP violations to ALL participants 90 days prior to the event; ***The MAAPP and the explicit reporting protocols for sexual misconduct, physical misconduct, emotional misconduct, and MAAPP violations must be directly communicated to all event participants 90 days prior to the start of any USA Luge event.***

Requirements for Event Participants

There are specific requirements tied to the communication, and sharing of information, with event participants; 'Event participants' includes the following categories:

- Coaches
- Staff
- Medical Personnel
- Officials
- Volunteers
- Board Members
- Athletes

There are a number of 'general guidelines' that pertain to **all** participant groups; these are outlined below. If there any additional information that pertains to a specific group, that is called out separately.

General Guidelines appliable to all Participant Groups

- All Adult Participants at a USA Luge sanctioned event must be fully trained and up to date with their USA Luge Coaching Certification, including appropriate SafeSport training. The race organizer must assemble a list of all Adult Participants prior to the start of the event and share this information with the USA Luge SafeSport Coordinator. This list will be manually checked for compliance by the SafeSport Coordinator, or their appointed designee, *prior* to the start of the event. These compliance checks must be conducted prior to any participation in the event.
- All Adult Participants will also be checked against the US Center for SafeSport Centralized Disciplinary Database, the USA Luge Organizational Exclusion List (OEL), and the National Sex Offender Registry. The list of Adult Participants, provided to USA Luge by the event organizer, will be manually checked for compliance by the SafeSport Coordinator or their appointed designee. These compliance checks must be conducted *prior* to any participation in the event.
- Any incidents of non-compliance (SafeSport Training or Suspension) will be recorded by USA Luge and shared back to the event organizer. Any individual not current with SafeSport training will not be allowed to participate in any role/ position that has regular contact or authority over amateur athletes who are minors. Individuals who are included on the banned/ suspended list will not be permitted to participate in the event in any capacity.
- The event organizer must notify any individuals identified as non-compliant and communicate the limitations around their participation in the event.
- Within 90 days of the event, the event organizer must send all Adult Participants copies of the USA Luge MAAPP and explicit reporting protocols for sexual misconduct, physical misconduct, emotional misconduct, and MAAPP violations. These documents can be shared either as attachments or using embedded inks that connect directly to the documents. Please note that simply posting this information to an 'event website' does not meet the communication requirements.
- During the event any violations of the MAPP should be reported to the Event Director, who then can take appropriate action restricting participation. The event director should subsequently file a report with USA Luge.
- The Race Director will ensure this process occurs prior to the start of the competition.

Additional 'Group Specific' Notes:

Staff Participants

- All Staff Participants at a USA Luge sanctioned event must undergo a background check in addition to being current with their SafeSport Training at the time of the event. The list of staff attending the event should be complied by the event organizer and shared with the USA Luge SafeSport Coordinator (athletesafety@usaluge.org). This list will be manually checked for compliance by the SafeSport Coordinator, or their appointed designee, and USA Luge will

send confirmation to the event organizer that all Staff Participants have an up-to-date background screen.

Athlete Participants

- All Athlete Participants in a USA Luge sanctioned race must be members of USA Luge.
- To register for any race athletes must be cleared by a coach as being able to slide safely from their respective start height.
- Race participants must be current with their required forms and waivers: Luge Waiver, code of conduct, physical, and concussion forms.
- Same Day Athlete Participants are not permitted entrance in any luge events.
- The event organizer must provide USA Luge with a list of all minor athletes participating in the event. The USA Luge SafeSport Coordinator, or designated appointee, will check the list of minor athletes against the USA Luge Jurisdictional Hold List to ensure there are no sanctions in place that would make them ineligible to compete in the event. If any athletes are deemed ineligible to participate, USA Luge will notify the event organizer who must communicate to the athlete they are ineligible to participate.

Official Participants

- If a same day official is needed because of illness or unforeseen circumstances, the event organizer must provide the USA Luge MAAPP and Reporting Protocol (which includes procedures to report alleged sexual, physical, emotional, and MAAPP violations) *prior* to the individual assuming any role with the event.
- Additionally, checks must be made to ensure SafeSport training is current, and a check must be done against the US Center for SafeSport Centralized Disciplinary Database, USA Luge Organizational Exclusion List, the National Sex Offender Registry, and the Jurisdictional Hold List.
- Same day official participants, who cannot demonstrate current SafeSport Training or cannot be checked against the OEL, are not permitted in any position that has regular contact or authority over amateur athletes who are minors.

Venue Workers

- Though not under direct control of USA Luge or the local organizing committee, venue workers are considered event participants and are encouraged to follow all USA Luge SafeSport protocols.
- The USA Luge MAAPP and Reporting Protocols, which includes procedures to report alleged sexual, physical, emotional, and MAAPP violations, should be communicated in writing by the event organizer to the appropriate venue manger prior to the start of the event.

- If feasible, a list of venue workers should be requested to be checked against the US Center for SafeSport Centralized Disciplinary Database, the National Sex Offender Registry, and the Jurisdictional Hold List by the SafeSport Coordinator or their designate.

Pre-Event Communication to Participants

This section outlines components of the pre=event communications that must go out to all Adult Participants.

- The event organizer will provide a pre-event communication, which includes the USA Luge MAAPP and Reporting Protocols for suspected abuse or misconduct, to all event participants (including, but not limited to athletes, families, volunteers, staff) 90 days prior to the event or competition.
- In the event that logistical constraints (e.g., knowing dates when the track will be available to host a competition) do not allow for information to be communicated 90 days out, the event organizer will provide this notification as soon as dates are known.
- If athletes, staff, volunteers, etc. are added to the event roster within the 90 day window, the MAAPP and Reporting Protocols must be shared at the time when those individuals officially become affiliated with the event.
- The USA Luge MAAPP and Reporting Protocols will be shared with all event organizers at the start of the competition season.

To assist with the communication of relevant information to event participants, USA Luge has provided sample language below.

> *This is a reminder that the Minor Athlete Abuse Prevention Policy (MAAPP) will be in effect for the duration of this event. All participants are required to adhere to the policies outlined in the MAAPP. The MAAPP is a proactive prevention policy that aims to prevent abuse of Minor Athletes in sport. The MAAPP provides guidelines for on-on-one interactions between Adult Participants and Minor Athletes during In-Program activities, such as competitive events. To review the USA Luge MAAPP, click on the link below.*
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> *To report suspected sexual misconduct or abuse, physical misconduct or abuse, emotional misconduct or abuse, or violations of the MAAPP please use the information contained in the attached Reporting Protocols document. In the case of alleged sexual abuse you can contact the U.S. Center for SafeSport at* Report a Concern | U.S. Center for SafeSport as well as state/ federal authorities*.*
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> *Additionally it is important for all participants to understand their role as mandatory reporters if they suspect sexual, physical, or emotional misconduct or abuse. To report suspected physical misconduct, emotional misconduct, or MAAPP violations, please contact USA Luge at SafeSport & Athlete Safety | USA Luge* as well as the Center for SafeSport*. Please reference the attached Reporting Document linked below for further information.*
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> *MAAPP: USA Luge MAAPP*

Reporting Document: Reporting Document

Checking for Valid SafeSport Training

The process for checking that individuals are current with their SafeSport training, please:

1. The Event Director, or a designated proxy, should create a list of all adult participants (coaches, officials, athletes, volunteers, medical providers) and send that list to the USA Luge SafeSport Coordinator at athletesafety@usaluge.org at least one week prior to the start of the event.
2. The USA Luge SafeSport Coordinator, or designated appointee, will check the list against the USA Luge membership database to ensure all individuals are members of USA Luge and are current with their SafeSport Training.
3. If any individual comes back as 'not current' in their SafeSport Training, USA Luge will notify the Event Director. If an individual completes their training between the time of this notification and the start of the event, they will be required to provide proof of training to the Event Director before being allowed to participate. The event director will then share this information with USA Luge at athletesafety@usaluge.org.
4. Same day official participants, who cannot demonstrate current SafeSport Training are not permitted in any position that has regular contact or authority over amateur athletes who are minors.

Checking for Suspensions

1. USA Luge maintains an Organizational Exclusion List (OEL) - a record of individuals (coaches, staff, volunteers, officials, and athletes) who are suspended, banned, or otherwise deemed ineligible to participate in any capacity within USA Luge due to violations of the SafeSport Code. Similarly, USA Luge will maintain a Jurisdictional Hold (JH) list of minor athletes who are facing sanctions. These lists will be updated by USA Luge staff throughout the year, checking the US Center for SafeSport's Centralized Disciplinary Database and including information related to SafeSport cases as it becomes available.
2. USA Luge will track temporary measures imposed by the US Center for SafeSport, USA Luge, USA Luge sanctioned clubs, and/ or other oversight organizations.
3. The Event Director, or a designated proxy, should create a list of all adult participants (coaches, officials, athletes, volunteers, medical providers) and send that list to the USA Luge SafeSport Coordinator at athletesafety@usaluge.org at least one week prior to the start of the event.
4. The USA Luge SafeSport Coordinator, or designated appointee, will check the list against the US Center for SafeSport's Centralized Disciplinary Database, the USA Luge Organizational Exclusion List (OEL)/ Jurisdictional Hold list, and the National Sex Offender Registry.
5. Any incidents of non-compliance (i.e., suspension) will be recorded by USA Luge and shared back to the event organizer. Individuals who are included on the banned/ suspended list will not be permitted to participate in the event in any capacity.

6. Same day official participants, who cannot be checked against the OEL prior to participation, will not be permitted to participate in the event in any capacity
7. If an excluded individual appears on site during the event:
    - Do not debate sanction status or argue with the individual.
    - Do not discuss the details of the allegation or the information included in the OEL/ JH. Provide neutral language: (e.g., "You are currently ineligible to participate in this event. Please contact the NGB for clarification.")
    - Escalate to security if the individual refuses to leave.
    - Document incident in writing.
8. The event organizer should document any events, violations of the MAAPP, and/or other allegations of abuse or misconduct, and will share this information with USA Luge at the conclusion of the event.

Summary

It is the responsibility of USA Luge to ensure that all categories of event participants listed above are provided the USA Luge MAAPP prior to the start of any sanctioned event. Additionally, all event participants should receive the explicit reporting protocol for alleged or suspected sexual misconduct, physical misconduct, emotional misconduct, and violations of the MAAPP in writing prior to sanctioned events. All compliance checks will be performed by the SafeSport Coordinator or their appointed designee and recorded in the USA Luge SafeSport database. Any individual who is not current with SafeSport training or is banned, suspended, or on jurisdictional hold will not be able to participate in the event.