



USA Triathlon Background Check Policy and Procedures

Updated: June 2025

USA Triathlon (“USAT”) has established a National Background Screen Program in accordance with the Minor Athlete Abuse Prevention Policies (“MAAPP”) to foster a safe environment in the sport for all athletes, especially minors.

This Policy sets forth (i) the requirements for “Covered Individuals” (as defined below) to submit background checks through USAT’s national screening vendor, the National Center for Safety Initiatives (“NCSI”), (ii) the criteria searched in accordance with the United States Olympic & Paralympic (“USOPC”) policies, and (iii) the Procedures for review and appeal of background check results.

SECTION 1: APPLICABILITY

1. Parties Subject to this Policy

This Policy applies to the following groups and individuals that are 18 years of age or older, hereafter referred to as “Covered Individuals”:¹

- i. Employees;
- ii. Committee Chairs;
- iii. Members of the Board of Directors;
- iv. Members of the Board of Trustees of the USA Triathlon Foundation;
- v. Members of the Athlete Advisory Committee;
- vi. Certified Officials;
- vii. Certified Coaches;
- viii. National Team Program Athletes (including, but not limited to, guides, training partners and athlete alternates);
- ix. Development Team Athletes;
- x. Athletes and/or Staff attending a “Major Games” Event;
- xi. Athletes training at any Olympic & Paralympic Training Center, a high-performance training center or USA Triathlon training site;²
- xii. USA Triathlon authorized individuals who have regular contact with and/or authority over with Minor Athletes who participate in a USA Triathlon sanctioned program or event.³

¹ “Covered Individuals” includes prospective Covered Individuals.

² International Athletes using the Training Centers for less than 14 days are exempted.

³ This Policy is *not* intended to cover “Adult Recreational Participants.” The term “Regular” 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 amateur athlete(s) who is a minor.”

(including, but not limited to, certified coaches, massage therapists, bike mechanics, medical providers, independent contractors, volunteers authorized to work in transition areas, volunteers and any other independent contractor engaged to work for High Performance initiatives or with those athletes); and

- xiii. Media authorized by USA Triathlon to have private, one-on-one interactions with Minor Athletes.

Note: Any individual who, but for their age, would be a Covered Individual under this Background Check Policy must undergo a background check within 30 days after turning eighteen.

2. Policy Requirements

All Covered Individuals must receive a “USAT – Clear Background Check” (as defined below) prior to the commencement of a new role or competition. A “USAT – Clear Background Check” is a background screen submitted through USAT’s National Background Check Program that has been (i) has been cleared by either NCSI or the USAT Legal Team and (ii) has been recorded in USAT’s Membership Database. Background checks take on average 3-10 business days to process, but they can take longer. Individuals who have submitted an NCSI application are not eligible to participate in the role requiring a screen until their background check has been fully reviewed and cleared.

Background checks are a biannual requirement for USA Triathlon Covered Individuals. By submitting a background check, Covered Individuals agree for NCSI to conduct a supplemental background check at the one-year mark.

SECTION 2: BACKGROUND CHECK SEARCHES AND CRITERIA

1. NCSI – Conducted Searches

NCSI shall conduct the following searches on each individual:

- i. Social Security Number validation;
- ii. Name and address history records;
- iii. Two independent Multi-Jurisdictional Criminal Database searches covering 50 states plus DC, Guam, and Puerto Rico;
- iv. Federal District Courts search 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;
- v. County Criminal Records 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;
- vi. Two Sex Offender Registry database searches of all available states, plus DC, Guam, and Puerto Rico;
- vii. Multiple National Watch Lists;
- viii. Comprehensive International Records search U.S. citizens who have lived outside of the United States for six consecutive months in any one country, during the past seven years.

All searches conducted above shall cover (i) the last 7 years of history, (ii) the longest period available if information is not available for 7 years, or (iii) the longest period allowed by applicable law, if less than 7 years.

2. Criteria Searched

A reportable record or disclosure that contains a disposition or resolution of a criminal proceeding, other than an adjudication of not guilty, for any of the below criminal offenses will be “Flagged” as a potentially disqualifying offense, meaning it does not meet the initial screening criteria of USAT, and the individual will be subject to the USAT’s Background Check Procedures outlined below.

- i. Any felony;

Any misdemeanor involving:

- ii. All sexual crimes, criminal offenses of a sexual nature to include 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;
- iii. Any drug related offenses;
- iv. 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 Driving While Intoxicated (“**DUI**”) with a minor;
- v. Violence against a person (including crimes involving a deadly weapon and domestic violence);
- vi. Stalking, harassment, blackmail, violation of a protection order, and/or threats;
- vii. Destruction of property, including arson, vandalism, and criminal mischief;
- viii. Animal abuse, cruelty, or neglect;
- ix. Any lesser crime involving financial misappropriation including but not limited to, embezzlement, fraud, extortion, and theft within the past 10 years; Any lesser crime of a DUI or Driving While Intoxicated (“**DWI**”) in the past year or two or more DUI’s/DWI’s in the past 10 years.

SECTION 3: OTHER

1. Adherence to this Policy

Each Covered Individual agrees to comply with this Policy. Failure to comply with the Policy may result in withdrawal of membership, employment, or eligibility to participate in USA Triathlon sanctioned events.

2. Confidentiality

USA Triathlon shall maintain the confidentiality of all information related to an individual’s background check communicated by NCSI. However, USA Triathlon may disclose background check information to authorized persons who need to know such information in order to fulfill their responsibilities related to the background search and review process. For example, authorized persons include, but are not limited to the USOPC, U.S. Center for SafeSport (the “**Center**”) and recognized sport organizations. The Center is the primary amateur athletics organization in the United States with responsibility for preventing and responding to sexual and other abuse. USAT is a mandatory reporter under the Ted Stevens Amateur Sports Act and all background checks with a record(s) or disclosure of child abuse or sexual misconduct will be reported to the U.S. Center for SafeSport.

3. Background Checks from other Sports

At this time USAT is not able to accept background checks from other sports organizations.

4. Communication – Email

By submitting a USAT background check, individuals agree that all communication regarding their background check results will be sent to the email address provided when they submitted the background check. To update the email address, individuals can contact NCSI’s support team.

5. Full Disclosure

- i. Covered Individuals subject to this Policy have an affirmative duty to disclose their criminal history. Failing to disclose or intentionally misrepresenting an arrest, plea or conviction history is grounds for status revocation or restriction, regardless of when the offense is discovered.
- ii. If a Covered Individual is accused, arrested, charged, indicted or convicted of a crime other than a traffic offense during the application process, they are required to disclose such information immediately.
- iii. Any Covered Individual who has been banned or suspended by another sport organization, as temporarily or permanently ineligible, must self-disclose this information. A failure to disclose is a basis for disqualification.

PROCEDURES

1. Initial Review

NCSI shall inform USA Triathlon, based on information from databases and other searches performed at the request of USA Triathlon, as to whether:

- i. A Covered Individual's background check is "Clear," meaning there were no reportable records or disclosures; or
- ii. A Covered Individual's background check does contain a potentially disqualifying offense(s) from the above Policy Criteria resulting in a "Flagged" determination.

If the individual receives a Clear background check, the USAT Membership Database will automatically update with the determination of eligibility.

If the individual receives a "Flagged background check," meaning a background check with reported criminal records or disclosures then USAT will conduct a review as described below.

2. Review of Flagged Background Checks

The USAT Legal Team will review Flagged Background checks. As part of the review process, the USAT Legal Team will consider the following without limitation:

- i. Nature of the charges(s);
- ii. Recency of the charges(s);
- iii. Disposition Status (i.e., pending, conviction or non-conviction);
- iv. Any pattern of charges;
- v. Prior USAT background check results.

The USAT Legal Team will review the background check within a reasonable time period and will either clear or deny the applicant based on the Flagged records. Cleared background checks will automatically be updated in the USAT membership portal (applicant will not receive an email). Denied applicants will be notified by email with instructions to appeal as described in more detail below.

3. Appeals

i. Appeal of NCSI Background Check Results – Pre-Adverse Action Letter

If any criminal records are reported on a background check, NCSI will send by email a Pre-Adverse Action letter to the Covered Individual with a copy of the background check results and instructions to contest the accuracy of the record(s). The Covered Individual will have 10 days to appeal the Flagged results before the background check is sent to USAT's Legal Team for review.

ii. Appeal of USAT Determination– Adverse Action Letter

If a Flagged background check is denied by the USAT Legal Team, NCSI will send an Adverse Action Letter by email to the individual. Denied individuals may appeal adverse background check results through the process outlined in [USA Triathlon's Grievance Policy and Procedures](#) and instructions will be contained in the letter. Covered Individuals have 14 days to appeal a denied background check decision.

iii. U.S. Center for SafeSport Jurisdiction

As a mandatory reporter, USA Triathlon is required to report background checks containing criminal dispositions or disclosures related to child abuse or sexual misconduct to the Center. If the Center accepts jurisdiction of a reported background check, USAT will defer to the Center's determination and will cease its review process. If an individual has questions or concerns about the Center's process, they should appeal directly to the Center.