



## **USATT Athlete Safety Policy – Safe Sport Compliance Protocol**

### **Adult Participants in Positions of Authority and Adult Participants Requiring Training**

USA Table Tennis is committed to maintaining a safe and healthy environment in which our members and athletes can train and compete.

As a part of this effort, USATT Safe Sport Policy requires that Adult Participants, as defined in USATT's Safe Sport Policy, who hold, or are seeking to hold, certain **Positions of Authority ("POA")**, must become **fully Safe Sport Compliant**. Furthermore, Adult Participants who have regular contact with and/or authority over minor-aged athletes must become Safe Sport Trained (**Adult Participants Requiring Training** – See Below).

USATT Staff and Board Members must remain fully Safe Sport Compliant at all times while holding such positions. USATT's Athlete Protection Officer, or a person under the APO's direction, shall review twice per year (on January 15 and July 15) the Safe Sport Compliance status of Staff and Board Members. The APO shall report these findings to the Chief Executive Officer and the Board Chair and notify all Staff and Board Members of pending Safe Sport Compliance renewal dates or lapses of such Compliance.

As a condition of membership, USATT requires each and every Adult Participant to declare either that he or she: (i) must be fully Safe Sport Compliant (Safe Sport Trained and Undergo a Criminal Background Screen); or (ii) SafeSport Trained (only) under the Minor Athlete Abuse Prevention Policy; or (iii) not required to be either fully Safe Sport Compliant or SafeSport Trained (only).

#### **DEFINITION OF AN "ADULT PARTICIPANT"**

USATT Safe Sport Policy defines an **Adult Participant** as:

Any adult (18 years of age or older) who is:

- a. A member or license holder of USATT and/or a USATT Affiliated Member Clubs;
- b. An employee or board member of USATT and/or a USATT Affiliated Member Club;
- c. Within the governance or disciplinary jurisdiction of USATT and/or USATT Affiliated Member Clubs;
- d. Authorized, approved, or appointed by USATT and/or USATT Affiliated Member Clubs to have regular contact with or authority over Minor Athletes.

#### **ADULT PARTICIPANTS IN USATT POSITIONS OF AUTHORITY REQUIRING FULL SAFE SPORT COMPLIANCE**

The USATT **Positions of Authority** requiring **Full Safe Sport Compliance** are:

1. All persons authorized, approved or appointed by USATT: (i) to a Position of Authority over athletes, or (ii) to have frequent contact with athletes;
2. All USATT office staff, members of the Board of Directors, and Committee Members;
3. All USATT Certified Coaches;
4. All persons acting in an official, regular coaching capacity for any other person (adult or Minor Athlete) at a USATT Affiliated Member Club;

5. All adults in any way coaching and/or providing playing advice of any type whatsoever to a Minor Athlete (who is not their own child) at a USATT Affiliated Member Club;
6. All adults serving as an in-tournament match coach for a Minor Athlete (who is not their own child) at a USATT Sanctioned Tournament;
7. All athletes designated for the USADA required testing pool (RTP);
8. All athletes and alternates, training partners, guides, medical personnel, or other team leaders who are selected to participate in national or international competitions or Delegation Events;
9. All USATT National Team coaches, leaders and/or chaperones;
10. All tournament officials, including umpires and referees, at USATT Sanctioned Events;
11. All persons, including Tournament Directors and Competition Managers, placed in Positions of Authority for USATT Sanctioned Events;
12. All persons serving on a medical staff and/or serving as medical trainers at USATT Affiliated Clubs or USATT Sanctioned Events;
13. All persons in a position of actual, perceived or implied authority in a USATT Affiliated Member Club, including (but not limited to) owners, directors, and employees; and
14. All persons credentialed as a member of the working media for USATT Sanctioned Events..

#### **FULL SAFE SPORT COMPLIANCE**

**Full SafeSport Compliance** is a two-part process: (i) **annual** completion of SafeSport Training presented by the US Center for SafeSport at [SafeSportTrained.Org](https://www.safesporttrained.org); and (ii) submission to a criminal background check **every two years**.

**SafeSport Training must be successfully completed every twelve (12) months.** The first time a person takes SafeSport Training, that person must complete the **Core Training Course**. After that first year, that person may be eligible to take a **Refresher Course**, which presumes a certain level of knowledge and experience with SafeSport and, thus, requires less time to complete. Please see below on how to log into [SafeSportTrained.Org](https://www.safesporttrained.org).

**The Criminal Background Check must be completed every twenty-four (24) months.** There are certain rules and procedures related to criminal convictions that may disqualify an individual from holding certain roles at USATT, including membership. Please see the USATT Safe Sport Policy for a description of the “Red Light Review” procedure related to potentially disqualifying criminal convictions and the procedures related to the “Red Light Review” process.

Persons who are not fully Safe Sport Compliant shall not serve in a Position of Authority. Persons undertaking a new Position of Authority must undergo a new Criminal Background Screening prior to commencing such new role or competition.

#### **ADULT PARTICIPANTS REQUIRING TRAINING**

USATT’s Safe Sport Policy also requires that Adult Participants in the sport of table tennis who do not hold – or are not seeking to hold – USATT Positions of Authority (noted above) but who have Regular Contact and/or Authority Over Minor Athletes must undergo annual Training provided by the US Center for SafeSport at [SafeSportTrained.Org](https://www.safesporttrained.org).

Such persons are referred to as **Adult Participants Requiring Training**.

An **Adult Participant Requiring Training** is defined as:

An Adult Participant who has Regular Contact with, or Authority Over, a minor-aged amateur athlete, who is not the Adult Participant’s own child.

For the purpose of USATT’s Safe Sport and Minor Athlete Abuse Prevention Policy:

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); and

2. **Authority Over** is defined as: when one person's position over another person is such that, based on the totality of the circumstances, they have the power or right to direct, control, give orders to, or make decisions for that person.

**Adult Participants Requiring Training** must complete SafeSport Training provided by the US Center for SafeSport ([SafeSportTrained.org](https://www.safesport.org)) on an annual basis.

## **VOLUNTEERS AT USATT SANCTIONED EVENTS**

All volunteers at USATT Sanctioned Events who hold Positions of Authority at such an Event, as defined by the USATT Safe Sport Policy, must be fully Safe Sport Compliant. Volunteers at USATT Sanctioned Events, who do not hold Positions of Authority as defined by the USATT Safe Sport Policy, but who are required as a part of their role or duties as a Volunteer at such Event to interact with Minor Athletes, or who could be reasonably expected to have direct interaction with Minor Athletes, must be SafeSport Trained. Volunteers who serve in operational positions for the set up or tear down of a USATT Sanctioned Event, only, and who do not have a reasonable expectation of interacting with Minor Athletes are not required to be Safe Sport Compliant or SafeSport Trained.

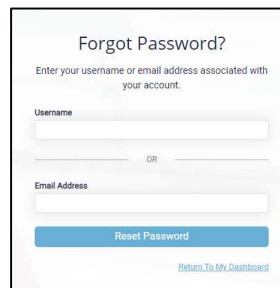
## **US Center for SafeSport Training at [SafeSportTrained.Org](https://safesporttrained.org)**

**If you have never previously completed SafeSport Training, please proceed to SafeSport Training Log-In INSTRUCTIONS NUMBER TWO BELOW**

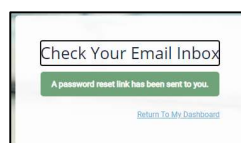
### **SAFESPORT TRAINING LOG-IN INSTRUCTIONS NUMBER ONE**

**For Persons Who Have Previously Completed a SafeSport Training Course Through Their USATT Membership Profile (SimplyCompete) or Directly Through SafeSport.Org for USATT**

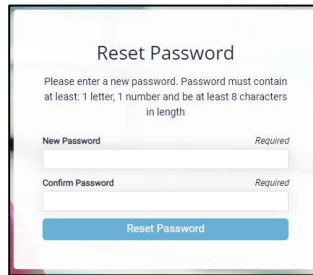
1. Navigate to <https://safesporttrained.org/>
2. If you have not yet used the new system implemented in August of 2021 on **SafeSportTrained.Org**, the system will ask that you reset your password to access your previous account and training record. You can simply click here to access the Reset Password page: [Forgot Password? | U.S. Center for SafeSport \(safesporttrained.org\)](https://safesporttrained.org/forgot-password)
3. Enter your email address you previously used to take training into the **Email Address** field.



4. Then, select the **Reset Password** button.
5. You are notified to check your email. Check your email and select the link provided to reset your account.



- Upon selecting the link, you are directed to the Reset Password page. Enter your new password in the New Password field then reenter your password in the Confirm Password field.



- Then select the **Reset Password** button.
- You will receive a prompt letting you know that your password was reset successfully. Select the **Login** button.  
**Note:** If your passwords do not match or the format is incorrect, you will receive an error message to try again.

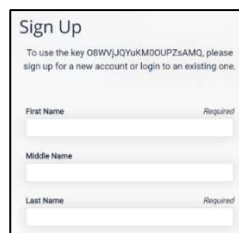


- You are redirected to the Login page to enter your new credentials. Enter your username and new password then select the **Login** button.
- You are now signed into the <https://safesporttrained.org> website and can proceed with your SafeSport Training.

### **SAFESPORT TRAINING LOG-IN INSTRUCTIONS NUMBER TWO**

**For Persons Who Have **Never Previously Completed** a SafeSport Training Course for USATT**

- Select the following URL: <https://safesporttrained.org?KeyName=NGBUSATT-sN6jc2>
- Enter the required information needed as well as any optional information you want to include.



- Select the **Sign Up** button.



- You are successfully logged into the website and your information will be properly reported to USA Table Tennis.

## **Criminal Background Check Procedure**

1. Contact USATT's Headquarters in Colorado Springs (719-866-2267) ([Tina.Ren@USATT.org](mailto:Tina.Ren@USATT.org)) to obtain the direct link for USATT's background check process.
2. Follow the prompts and fill in all the information requested. Failure to fill in all required fields will result in an incomplete background check.
3. Please note that background checks are **free for USATT Certified Officials (Referees and Umpires), ONLY**. All other persons seeking to undergo the criminal background check must pay the fee associated with the service directly to USATT prior to obtaining the link to undergo the background check. Currently, the cost for a domestic criminal background check is \$35.00. For all persons requiring an international background check, there is a separate international processing fee of \$150.00 to be paid directly to USATT's third-party background check company.
4. It will take 3-5 business days for background checks to process.

**End. 24 04-15a**