

Quality Control System for USA Racquetball Tournament Directors

USA Racquetball is committed to creating a safe and positive environment for athletes' physical, emotional and social development, and to ensuring that it promotes an environment free of misconduct. It takes a team effort to accomplish this mission. Accordingly, USA Racquetball has developed procedures to be implemented by tournament directors at all levels to ensure a safe environment for our athletes.

The Quality Control System is provided to Tournament Directors once a year via email and also via one of the quarterly State Director calls. It is the responsibility of each tournament director to monitor and enforce these requirements, with support from USA Racquetball as needed. This procedural document details athlete safety requirements as well as resources, strategies and additional information to help event organizers meet the requirements.

USA Racquetball will spot-check (audit) tournaments throughout the year to ensure compliance with this document.

1. **Education and Training:** All individuals who are part of the event and who have regular contact and/or authority over minor athletes must hold a current SafeSport training certification and have passed the background screen process. SafeSport training must be completed annually and valid for one year from completion. Background screens are valid for two years. These individuals include officials such as the tournament director, coaches, referees, and medical staff, including massage therapists and/or athletic trainers. It also includes players who routinely play with minors.

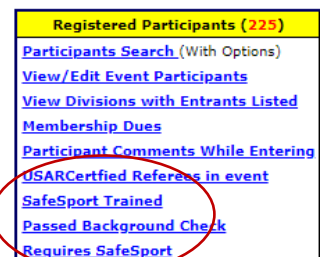
Implementation: All individuals having regular contact and/or authority over minor athletes at the event should be current in the following:

1. USA Racquetball Membership
2. SafeSport training
3. Background screen

To ensure all individuals who fit these categories are compliant, their status must be confirmed within the membership system. USA Racquetball Membership, background screening, and SafeSport training must be valid based on the last day of the tournament.

A tournament director may find the status of their participants on the Participants tab of the tournament website (you'll also see anyone you've added who is part of the tournament but not playing – see Section 2 for how to add them). First is a list of those with SafeSport training, followed by those with current background checks, then those that require SafeSport training.

If the participant is in the Requires SafeSport list, that person is NOT SafeSport compliant and may not have regular contact and/or authority over a minor athlete at the event. Please note: Minors do not need to be SafeSport trained; however, minors turning 18 during an event either need to complete SafeSport training or be prevented from being in a role of regular contact and/or authority over minor athletes (e.g. refereeing matches with minor athletes). If a



Registered Participants (225)
Participants Search (With Options)
View/Edit Event Participants
View Divisions with Entrants Listed
Membership Dues
Participant Comments While Entering
USARCertified Referees in event
SafeSport Trained
Passed Background Check
Requires SafeSport

participant has not completed SafeSport in a timely manner, their profile will be suspended, preventing them from registering for an event.

This procedure should also be followed for any last-minute registrations or participant substitutions.

At registration, participants should be asked if they have a coach in attendance. If so, the coach should complete the Parent/Private Coach Code of Conduct, which includes language on completing the SafeSport training, and the staff should check the coach’s membership profile for current SafeSport training and suspension, as well as against the [U.S. Center for SafeSport’s banned list](#). If a private coach does not have the current SafeSport training or is banned/suspended, they will not be allowed to sit in the coach’s chair. Event staff can utilize R2Sports to check current training. Coaches must also receive a handout of the MAAPP and reporting information.

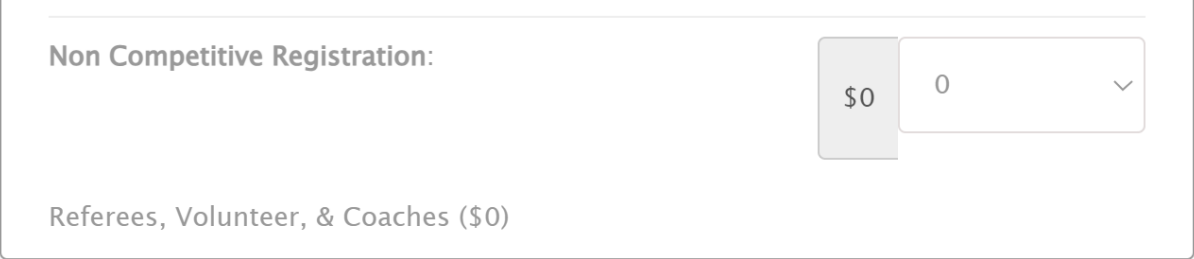
2. Communication and Reporting:

- a. A) Prior to each event, communication must go out to all participants and event officials informing them of the MAAPP requirements. This communication must include protocol for reporting sexual, emotional, and physical misconduct, and MAAPP violations. (Appendix A)

Implementation: Tournament Directors must communicate to all participants and officials, no earlier than 30 days prior to the start of the event, that they must adhere to the USA Racquetball Minor Athlete Abuse Prevention Policy (MAAPP) for the duration of the event. This communication must utilize the templates in Appendix A..

To ensure that all necessary individuals receive the required communications, R2 Sports has been updated to allow tournament directors to add staff, volunteers and coaches to the tournament. To do so:

- Go to add them to the tournament in the usual way
- On the page where you usually select divisions, scroll down to the bottom as select this instead



The screenshot shows a registration form with a section titled "Non Competitive Registration:". To the right of this title is a price selector consisting of a grey box containing "\$0" and a white input field containing "0" with a downward arrow on the right side. Below this section, the text "Referees, Volunteer, & Coaches (\$0)" is displayed.

- Complete the registration.

Event organizers must be able to provide proof of this communication if requested by USA Racquetball (we suggest sending this through the R2Sports event management system so that it can easily be found). The communication also should contain a link to information on reporting SafeSport violations [reporting SafeSport Policy violations](#), [MAAPP violations](#) and/or Code of Conduct violations and MAAPP.

Additionally, event organizers must post a [link to the MAAPP](#) to the public tournament page with R2Sports for each event.

Print outs of the MAAPP, one-pagers, and reporting mechanisms should be available at the Tournament Desk for participants to review at any time. Any day-of participants can utilize these printouts as review of the MAAPP and reporting requirements.

- b. Additional information regarding reporting will be made available to participants in a one-page printout (see Appendix B). Note: any volunteers who are not members of USA Racquetball should be given a copy of Appendix B and encouraged to scan the QR code to get additional information.

3. **Suspended and/or Banned Participants:** Tournament Directors are required to ensure any participants or event officials are not currently listed as suspended or banned from USA Racquetball.

Implementation: Any banned or suspended participants or those on an jurisdictional hold are automatically prevented from registering and must be prevented from participating in the event. To confirm a participant's status, complete a USER SEARCH within R2Sports. If the participant is currently suspended, their profile will be stamped with "Account Suspended."



This procedure should also be followed for any last-minute LEM registrants, media, vendors and/or day-of participant registrations/substitutions.

4. **MAAPP Risk Assessment:** Tournament should proactively complete a risk assessment related to MAAPP criteria and take steps to eliminate vulnerabilities.

Implementation: Tournament Directors should complete a risk assessment prior to the event to eliminate and/or lessen risk related to (where applicable):

- One-on-one interactions

- Meetings and Training Session
- Medical treatment (massage, rubdown and/or athletic training modalities)
- Locker rooms and changing areas
- Electronic Communications
- Transportation and Lodging

Tournament Directors are encouraged to post around the competition venue downloadable signage of the MAAPP and [Code of Conduct](#) that can be found on the [USA Racquetball SafeSport page](#).

Appendix A: SafeSport Emails

EMAIL FOR TOURNAMENT PLAYERS

Hello Athletes,

We're just a few days away from arriving in [CITY] for the [EVENT NAME]. We can't wait to see you all.

The U.S. Center for SafeSport considers any athlete 18 years or older to be an adult participant. As you will be competing and refereeing minor matches, USA Racquetball requests that you complete the free SafeSport training prior to arriving at the tournament. To complete the training, you will need to set up a profile with Player's Health, choosing the role of ATHLETE. Instructions can be found on our website: <https://www.usaracquetball.com/safesport/how-to-complete-safesport>

If you have taken the training previously, you will only need to complete a 15-minute refresher course and should be able to select the link that says I have a PH profile. Please use the email address within your membership profile and you can reset your password. If you have never taken the training the core course can take up to 90 minutes. If you have questions related to the training, creating a profile, or if your SafeSport training is current, please let me know.

Please familiarize yourself with the [Minor Athlete Abuse Prevention Policies \(MAAPP\)](#). The MAAPP aims to reduce common abuse and misconduct risks by limiting contact between adults and minors and keeping sport organizations accountable for enforcing these limits. The link also has details on how to report an alleged violation. Reporting information will be also available at the tournament desk for your reference.

REPORTING:

To report a non-sexual SafeSport violation, including physical or emotional misconduct, or MAAPP (Minor Athlete Abuse Prevention Policy) violation, email safesport@usaracquetball.com. USA Racquetball investigates all allegations and determines whether any disciplinary action is needed or if the allegations should be forwarded to US Center for SafeSport.

For all matters of a sexual nature, please submit a report directly to the Center for SafeSport. This can be done online at <https://uscenterforsafesport.org/report-a-concern/>, or you can call them at 833-5US-SAFE (833-587-7233) Monday through Friday 8am-4pm MST. There is no fee associated to filing a report.

For more information about SafeSport and MAAPP, email safesport@usaracquetball.com or contact the SafeSport Manager at 719-635-5396. click these links: <https://uscenterforsafesport.org/response-and-resolution/safesport-code/> and <https://maapp.uscenterforsafesport.org/>.

Thank you for making a safer and friendly environment for all participants through the education provided by the U.S. Center for SafeSport and USA Racquetball. We appreciate your dedication to racquetball and can't wait to see you next week!

Travel safely,

USA Racquetball

EMAIL FOR VOLUNTEERS/TOURNAMENT DESK/COACHES

Thank you so much for volunteering at the [EVENT]. You will play an integral part in making this a successful tournament!

Please familiarize yourself with the [Minor Athlete Abuse Prevention Policies \(MAAPP\)](#). The MAAPP applies to six areas: Locker Rooms, One-on-one Interactions, Athletic Training Modalities like massage and rubdowns, as well as Electronic Communication including social media and texting, Local Travel and Team Travel.

As part of our athlete safety initiatives, USA Racquetball asks all Tournament Desk staff , volunteers and coaches to complete the free SafeSport training, as required by the U.S Center for SafeSport. It does not appear that you have taken this 90-minute training before; please create a Player's Health profile choosing the role of VOLUNTEER. You can find instructions on creating a profile and [how to complete SafeSport](#) on our website.

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Please let us know if you have any questions.

USA Racquetball

Appendix B: HOW TO REPORT ALLEGED ABUSE OR MISCONDUCT – ON OR OFF THE COURT

USA Racquetball follows the guidelines and procedures laid out by the US Center for SafeSport to keep our sport safe for everyone. We all have a role to play in creating a healthy setting for our sport. SafeSport helps raise awareness about misconduct in sport, promote open dialogue, and provide training and resources.

If you or someone you know are the victim of abuse, or see or hear of any alleged abuse, there are several ways to report it. But first, abuse includes:

- Bullying
- Hazing
- Harassment (including sexual harassment)
- Emotional Misconduct
- Physical Misconduct
- Sexual Misconduct (including child sexual abuse)

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For more information about SafeSport and MAAPP scan the QR Code below.



Or go to these links: <https://uscenterforsafesport.org/response-and-resolution/safesport-code/> and <https://maapp.uscenterforsafesport.org/>.