



## Quality Control System for Event Directors

*November 30, 2023*

### **Introduction**

USA Triathlon (USAT) Participants must follow the [USAT SafeSport Policies and References](#) as well as the U.S. Center for SafeSport's [Minor Athlete Abuse Prevention Policies \(MAAPP\)](#). The U.S. Center for SafeSport requires several safeguards to be put in place at all USAT sanctioned events. To certify compliance with these safeguards, USAT utilizes a Quality Control System in addition to following the MAAPP. This document outlines the requirements that all USAT sanctioned events must follow to effectively implement the MAAPP, U.S. Center for SafeSport requirements, and the USAT Quality Control System.

### **Participants**

USAT Adult Participants are defined as being a member of one or more of the following groups:

- Announcers
- Athletes
- Athletic trainers
- Camera crew
- Contractors (e.g., bike technicians, bands, vendors)
- Credentialed coaches
- Massage Therapists
- Media personnel
- Medical support
- Officials
- Staff
- Timers
- USADA chaperones
- Volunteers
- Any other individual who has assigned responsibilities, given by the Event Director (or their designee), at the event

### **Minor Athlete Abuse Prevention Policies (MAAPP)**

The MAAPP focuses on in-program contact between an Adult Participant and a minor athlete and incorporates the following Required Prevention Policies: One-on-One Interaction, Meeting and Training Sessions, Athletic Training Modalities, Massages and Rubdowns, Locker Rooms and Changing Areas, Electronic Communications, Transportation, and Lodging.

The MAAPP must be enforced at all events or activities that are sanctioned, organized, or operated directly by USAT. No more than 30 days prior to the event, the Event Director must send an email to the Participants of the event. This email must include: the key tenants of the MAAPP, a link to the [USA Triathlon SafeSport Policies and References](#), an explanation of mandatory reporting requirements, and how a report can be made. For more information on mandatory reporting requirements, please review the USAT Response and Resolution Policy. A template of this communication is available in Appendix A of this document.

***The key policy of the MAAPP is that one-on-one contact with minor athletes should be avoided. If one-on-one contact with a minor athlete is required, it must be observable and interruptible.***

### **Mandatory Reporting**

All Adult Participants – including those with one-day memberships – at USAT events are Mandatory Reporters. As a Mandatory Reporter, each individual has an obligation to report any form of abuse, whether it is sexual, physical, mental, or another form of misconduct. If the suspected victim of abuse is a minor, the abuse must be reported as child abuse. All reports of abuse be reported to either [USA Triathlon](#) or the [U.S. Center for SafeSport](#) within the 24-hour period. If child abuse is suspected, it must be reported to law enforcement and the U.S. Center for SafeSport.

Child abuse and sexual misconduct will be reported to the agency designated by the State’s Attorney General, consistent with federal requirements set forth in section 226 of the Victims of Child Abuse Act of 1990 (34 U.S.C. § 20341).

- [How to Report Child Abuse and Neglect](#)
- [State Child Abuse and Neglect Reporting Numbers](#)

### **Quality Control System**

The purpose of this Quality Control System is twofold: (1) to confirm that all Adult Participants who need to be certified have completed SafeSport Training; and (2) to ensure that no event Participant is included on the USA Triathlon Banned List or facing a current sanction from either USAT or the U.S. Center for SafeSport; and (3) to assist with a participating coach’s compliance of SafeSport requirements

#### **Quality Control System: Training and Education**

It is the Event Director’s responsibility to ensure that individuals with regular contact with or authority over Minor Athletes have completed SafeSport training within 12 months prior to event. Event Directors must collect a current SafeSport certificate of completion from all the necessary individuals. If an individual does not have SafeSport training or is not able to log into their SafeSport account, the Event Director or the individual should email [trisafesupport@usatriathlon.org](mailto:trisafesupport@usatriathlon.org).

- 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).
- Authority is 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.

#### **Quality Control System: Banned List**

Any individual on the USA Triathlon Banned List, USA Triathlon List of Administrative Holds and Internal Temporary Suspensions, and list of Center imposed suspensions (Banned Lists) may not participate in any USAT event in any capacity. Participation includes such roles as: athletes, volunteers, officials, bike technicians, lifeguards, USADA chaperones, or anyone else contracted to work at the event. It is the responsibility of the Event Director or designee to check all Participants against the Banned Lists prior to the event. Additionally, the Event Director must provide the Banned Lists to anyone checking Participants (including volunteers) and require those individuals to check photo identification.

Every Participant must have photo identification. A youth athlete without a photo ID must be accompanied by a parent/guardian with a photo ID. If a Participant or the parent/guardian of a youth athlete does not bring a photo ID to packet pickup there are two options: (1) go home to get it or (2) have someone email/text them a copy of their photo ID.

The list of individuals who have received a lifetime ban is on the [USA Triathlon website](#). The list of individuals who have received a suspension can be found on the U.S. Center for SafeSport's [Centralized Disciplinary Database](#). USAT will provide the list of administrative holds or temporary sanctions imposed by USAT to Event Directors in advance of their event. If a banned, suspended, or administratively held suspended individual attempts to participate in an event, the Event Director must notify the USA Triathlon Legal Department at [trisafe@usatriathlon.org](mailto:trisafe@usatriathlon.org).

Any individual who registered for the event or slated to otherwise participate in the event who is on the Banned Lists must be removed from the event and issued a refund.

### **Quality Control System: Coaches**

During the application process, Event Directors will be asked whether Minor Athletes are expected to participate in the event. If answered yes, the Event Director will be required to comply with all additional requirements found in the Sanctioned Events with Youth Participants SOP. During the registration process, athletes are asked if they will be traveling with a coach. If they are, the athlete must provide the coach's name and email address. The USAT Legal Department will receive a list of coaches that athletes have listed and review whether the listed coaches have completed SafeSport training. If a coach has not completed their SafeSport training, the Legal Department will provide the coach with instructions on how to complete the training. Coaches who have not completed their SafeSport training will receive a reminder and instructions on how to complete the training throughout the four weeks leading up to the event. A coach who does not complete their training prior to the event may not participate in the event.

All USAT Sanctioned Events in which a Minor Athlete has registered to participate must have a specified and identifiable location for anyone who identifies as a triathlon coach on the day of the event. The coach will check in for the event at this location. At check-in, the Event Director (or their designee) must check the coach against the Banned Lists, and record the SafeSport status of the coach, if publicly available or provided by the coach. The status of a coach's SafeSport training may be confirmed by: (a) a list provided by USAT or (b) the coach providing proof of SafeSport training (e.g., certificate of completion) at the check-in location. A coach who is not SafeSport trained will be given the opportunity to be trained at check-in. If a coach opts out of the opportunity to be trained, they will be informed that they will not be classified as a coach at the event. Post-race, the Event Director will submit the list of coach participants along with any additional information related to the coach that was collected at check-in to USAT as part of its post-race packet. The Legal Department will review the post-race coach participant list to confirm that the participating coaches were SafeSport trained.

This procedure must be followed for all USAT Sanctioned Events, including Grassroot Events, in which a Minor may participate in any capacity. This procedure must also be followed if a Minor Athlete completes registration or participates in any capacity on the day of the event, even if prior to event day no Minor Athlete had registered to participate.

### **Athletic Training, Massage, and Rubdowns**

It is the responsibility of the Event Director to confirm that contracted athletic trainers and massage therapists are not on the Banned Lists. Athletic trainers and massage therapists contracted to work at an event will receive a copy of the MAAPP and reporting policy. Additionally, signage related to the athletic training modalities, massages, and rubdown policy should be posted in these areas. USA Triathlon will provide this signage two weeks in advance via email. See Appendix A for sample communication to athletic trainers and massage therapists.

### **Postrace Required Submissions**

Following the event, the Event Director must upload either the sanctioned event's results or the list of Participants to the [sanctioning site](#) under the tab "Results." The "Results" tab will appear once the event has ended. The Event Director will also send a list of all coaches that were checked in, their SafeSport status, and any other information that was collected regarding the coach.

**APPENDIX A**  
**SAMPLE MAAPP COMMUNICATIONS:**

Hello!

The [U.S. Center for SafeSport](#) created the [Minor Athlete Abuse Prevention Policies \(MAAPP\)](#), a collection of proactive prevention and training policies for the U.S. Olympic and Paralympic Movement to help create a safer and healthier environment in which minor athletes can thrive.

The MAAPP was originally released in 2019 to support organizations and individuals in preventing abuse in sport and meeting requirements under federal law. As a member of USA Triathlon and Participant at a USA Triathlon sanctioned event, you are required to follow these policies.

The MAAPP focuses on in-program contact between an Adult Participant and a minor athlete and covers the following Required Prevention Policies: One-on-One Interaction, Meeting and Training Sessions, Athletic Training Modalities, Massages and Rubdowns, Locker Rooms and Changing Areas, Electronic Communications, Transportation, and Lodging.

All Required Prevention Policies apply at all facilities or locations that are partially or fully under the jurisdiction of USA Triathlon. Partial or full jurisdiction includes the following:

- Any event or competition sanctioned by USA Triathlon
- Any facility that USA Triathlon owns, leases, or rents for competition, training, or practices
- Any hotel or lodging that the team is using when traveling to a sanctioned USA Triathlon event or competition

All Adult Participants during In-Program Contact must follow all Required Prevention Policies. An Adult Participant is any adult (18 years of age or older) who is:

- A member or license holder of USA Triathlon
- An employee or board member of USA Triathlon
- Within the governance or disciplinary jurisdiction of USA Triathlon
- Authorized, approved, or appointed by USA Triathlon to have regular contact with or authority over Minor Athletes

As the MAAPP will be enforced at **\*EVENT NAME\*** being held on **\*DATE\***, please review the [MAAPP at a Glance](#) in preparation for the upcoming event. Additionally, please review [USA Triathlon's SafeSport Policies and References](#).

**Mandatory Reporting**

As a reminder, all Adult Participants – including those with one-day memberships – are Mandatory Reporters. If you see or hear a report of any form of abuse - whether it is sexual, physical, mental or another type of abuse - you are required to report that abuse within a 24-hour period. You can file a report through either [USA Triathlon](#) or the U.S. Center for SafeSport. Reporting to the U.S. Center for SafeSport may be completed through its online reporting [form](#) or by phone at 833-587-7233.

If you have any additional questions or concerns, please email [trisafe@usatriathlon.org](mailto:trisafe@usatriathlon.org).

Thank you,

**\*NAME\***