



Athlete Safety Procedures for USA Fencing Events

USA Fencing 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 Fencing has developed procedures to be implemented at all sanctioned USA Fencing events, programs, activities, and/or competitions to ensure a safe environment for our fencers. This procedural document details athlete safety requirements and a checklist to ensure appropriate steps are taken.

1. **Education and Training:** All event participants who are part of the event and are staff, volunteers, board members or who have regular contact and/or authority over minor athletes must hold a current SafeSport training certification and have passed the background screen process. These individuals include event officials such as referees, staff, volunteers, vendors, armorers, sports medicine staff and others. If an individual does not meet the necessary requirements, they will not be allowed to act in that role. Individuals in a staff role will not be given their credential for the tournament if the SafeSport and background check requirements have not been met. Tournament organizers will prevent them from working in their staff role. E.g. If a coach is not SafeSport trained, they would not be allowed to coach at the event.

Implementation:

_____ All officials working at the event must be entered into the "Tournament Officials" section of the platform. The USA Fencing Tournament Database at member.usafencing.org is set up to ensure that event officials meet the SafeSport requirements and provide oversight at the NGB level. Step by step instructions are as follows:

1. Navigate to the [Tournament Organizer Dashboard](#)
2. Click into the tournament.
3. On the left-hand side of the page, click into "Tournament Staff."
4. Click the green button at the top of the page that says "add."
5. Search for the tournament staff member by membership id number or first and last name.
6. Click "select" next to the correct member.
7. The staff member has been added to the tournament and organizer can review the SafeSport, background check, and membership requirements.

_____ Any walk-on official **must** be entered into the USA Fencing Tournament Database, or his/her SS status must be confirmed in the [SafeSport member list](#), which can be found at <https://member.usafencing.org/search/safesport>. (Please Note: Minors do not need to be SafeSport trained). Verification of walk-on officials is as follows:

1. Navigate to the [Tournament Organizer Dashboard](#)
2. Click into the tournament.
3. On the left-hand side of the page, click into "Tournament Staff."
4. Click the green button at the top of the page that says "add."
5. Search for the tournament staff member by membership id number or first and last name.
6. Click "select" next to the correct member.
7. The staff member has been added to the tournament and organizer can review the SafeSport, background check, and membership requirements.

Coaches that are coaching at the event must have a Coach credential that verifies SafeSport status. To be SafeSport compliant, a Coach member that is coaching must have a current NCSI background screen (valid for 2 years) and have completed the required online SafeSport training within the last 365 days. Organizers will set up a process to check coaches in so that they may receive their coaching credential. Organizers can set up a check-in station using the following steps:

1. Navigate to the [Tournament Organizer Dashboard](#)
2. Click into the tournament.
3. On the left-hand side of the page, click the button that says "Tournament Check-in."
4. Click "create."
5. Select the following options:
 - a. Require valid account (not banned, suspended, or locked)
 - b. Require membership
 - c. Require valid SafeSport
 - d. Require valid background check
 - e. Require Foundations of Fencing Certifications

2. **Communication and Reporting:** Prior to each event, email communication must be sent to all event participants, including but not limited to: athletes, officials, staff and/or applicable board members that includes information regarding the MAAPP, that is being followed at the event, and protocol for reporting all types of violations. Approved language is as follows *"As a reminder, the Minor Athlete Abuse Prevention Policy (MAAPP) and the USA Fencing Codes of Conduct are in effect and will be fully enforced at the tournament. Concerns regarding emotional misconduct, physical misconduct and violations of the MAAPP must be reported to USA Fencing. Concerns regarding child abuse, including sexual abuse and physical abuse, and sexual misconduct must be reported directly to the US Center for SafeSport. Any violations should be reported to the SafeSport contact at this event or online on the USA Fencing website or the U.S. Center for SafeSport website."* Tournament organizers will designate a SafeSport Contact for each tournament and include their name and

contact information in the MAAPP email communications. The approved MAAPP language must be read to, or a written copy must be given to, all day-of participants.

Implementation:

- _____ Each sanctioned event has a registration webpage in the USA Fencing Tournament Database. This webpage contains logistical and operational information pertinent to the event so it is accessed frequently for those attending.
- _____ Organizers can email the approved MAAPP language out to event participants by following these steps:
 1. Navigate to the [Tournament Organizer Dashboard](#)
 2. On the left-hand side, click "Messages."
 3. Fill in the Subject line
 4. Copy paste the approved MAAPP language into the "Message" box.
 5. Add all recipients by clicking the blue box under "Recipients." Then click "everyone."
 6. Click the acknowledgement box.
 7. Click "Submit for Approval."
 8. An employee at the national office will review and either approve or deny the message. If denied, the national office staff member will reach out to the tournament organizer as to why the message was denied and as them to resubmit with edits.
- _____ The messaging on the webpage related to the MAAPP and reporting reads as follows:

USA Fencing events follow [the SafeSport Code](#) and [Minor Athlete Abuse Prevention Policies](#), as approved by the U.S. Center for SafeSport. Please carefully read through these policies prior to your attendance at the event. Additionally, USA Fencing events follow the codes of conduct set by USA Fencing. Please carefully read the [codes of conduct](#); all event participants and spectators are required to abide by these codes of conduct.

Concerns regarding emotional misconduct, physical misconduct and violations of the MAAPP must be reported to USA Fencing. Concerns regarding child abuse, including sexual abuse and physical abuse, and sexual misconduct must be reported directly to the US Center for SafeSport. Any violations should be reported to the SafeSport contact at this event or online on the USA Fencing website or the U.S. Center for SafeSport website.

The following are links to USA Fencing Reporting forms as these are the means for members to report MAAPP, SafeSport Policy or Code of Conduct violations ([US Center for SafeSport Reporting Form](#) and [USA Fencing Misconduct and Policy Violation Reporting Form](#)). It is mandatory these forms be sent out to event participants and are included in the approved email MAAPP language.
- _____ Each event must display the following [SafeSport Reporting Mechanism Poster](#) which identifies the onsite SafeSport contact and methods for reporting concerns.

_____ Each event must display the following [MAAPP Poster](#) which notifies all Participants at the event that MAAPP is in place and enforceable at the event.

MAAPP specific posters and SafeSport Reporting Mechanism posters must be placed in high trafficked areas for maximum visibility.

3. **Banned/ Suspended:** Event organizers will be required to ensure event participants are not currently listed as suspended or banned from USA Fencing.

Implementation:

_____ The [USA Fencing Membership Database](#), which tracks event participants eligibility. Any sanctioned USA Fencing tournament must utilize a registration platform that checks participant eligibility and must prevent any banned or suspended individual from registering for the event as he or she will not have a current membership, which is required to register.

_____ Coaches need credentials to coach at the event and cannot get a credential without a current USA Fencing coach's membership, current SafeSport training, and background screen. The coach check-in process is outlined above and checks for all compliance requirements through the completion of the tournament. Any coach not in compliance for the duration of the tournament will not receive a coaching credential.

_____ The [USA Fencing Banned/Suspended list](#) can be accessed at any point for additional verification by tournament staff.

_____ Individuals involved in reports that have been placed on a Jurisdictional Hold by the U.S. Center must contact the National Office to renew their USA Fencing membership. Individuals placed on a jurisdictional hold will not have an active membership, and therefore will not be able to register for events. Specifically, his/her email is removed from the membership database and their membership is inactivated, so he/she is unable to log in and therefore must contact the National Office to renew. If a person on a jurisdictional hold attempts to participate, please notify the Member Safety and Organizational Compliance Coordinator (Morgan Boland at m.boland@usafencing.org) within the National Office immediately so staff can notify the Center.

_____ Walk-on officials or Day-of participants must be added to the [USA Fencing Tournament Database](#). This system prevents any banned or suspended individual from registering for the event as he or she will not have a current membership, which is required to register.

4. **MAAPP Risk Assessment:** Event organizers should proactively complete a risk assessment related to MAAPP criteria and take steps to eliminate vulnerabilities. Event organizers will receive the MAAPP Policy via email in pre-tournament communication.

Implementation:

_____ Items from the [MAAPP Microsite](#) provided to the Event Organizer for review and to

download and post in the venue, including:

- MAAPP Event Signage-Locker Rooms
- MAAPP Event Signage-Poster

_____ Printable posters are provided on our [Resources page](#) to the Event Organizer for review and to download and post in the venue, including:

- How to Report
- One-on-One Interactions
- Locker Room Policies
- Recognizing Signs of Abuse
- Spectator Code of Conduct
- Diversity, Equity, and Inclusion Notice

_____ It is suggested that Event staff do periodic walk-throughs around the perimeter of the venue, including in all restrooms and locker rooms, as well as areas that could lead to one-on-one interactions, such as behind the bleachers or in the upper mezzanine where athletes place their bags and equipment. If walkthroughs are performed, these monitoring activities should be documented on the Sample Log Form provided on the [Resources page](#).

5. **Adult Participant Self-Declaration and SafeSport compliance:** According to [USA Fencing's MAAPP](#), adult members who interact with minor fencers six or more times in a 12-month period are required to complete SafeSport training before renewing their membership or registering for events. This includes, but is not limited to, coaches, athletes, volunteers, referees, committee members, vendors and staff. Prior to the start of competition, the tournament organizer shall review the Adult Athletes with Minor Contact report within the USA Fencing Tournament Organizer portal to verify that all adult participants who have self-identified as having regular contact with minor athletes are compliant with USA Fencing's SafeSport training requirements. Any participant identified as out of compliance should be contacted using the system's notification tools and advised that they must complete the required SafeSport training before participating in any sanctioned activity. If an individual remains non-compliant, the tournament organizer shall ensure that the individual does not engage in the competition until compliance has been verified. Compliance can be verified by using the following steps:

1. Navigate to the [Tournament Organizer Dashboard](#)
2. On the left-hand side, click "Fencers and Registrations."
3. Then click "Adult Athlete w/ Minor Contact."
4. Review any fencers with the red thumbs down, as they are not currently in compliance through the conclusion of the tournament.

In accordance with USA Fencing's MAAPP, athletes who turn 18 years old who have regular contact with minors must complete the required SafeSport training within 45 days of their 18th birthday.

Implementation:

_____ Log in to the USA Fencing Tournament Organizer Portal at <https://member.usafencing.org/organizer>.

_____ Select the applicable event.

_____ Navigate to Fencers → Registrations → Adult Athletes with Minor Contact.

_____ Review the list to verify that all registered adult participants who have self-identified as having regular contact with minor athletes are SafeSport compliant.

_____ Contact any non-compliant participants using the system's Bulk Notify Out of Compliance Athletes feature or other appropriate communication before the event.

_____ Preset reminder emails will automatically be sent 30 days, 15 days, 10 days, and 2 days before the event.

_____ Recheck the Adult Athletes with Minor Contact list prior to the start of competition and as needed during the event to ensure newly registered participants are compliant.

MESSAGING

Script for Walk-on or Day of Event Participants

- This USA Fencing event follows [the SafeSport Code](#) and [Minor Athlete Abuse Prevention Policies](#), as approved by the U.S. Center for SafeSport. Please scan [this QR code](#) and carefully read through these policies so you understand the requirements prior to working at this event. (Direct them to the QR code that links to the MAAPP).
- Additionally, this USA Fencing event follows the codes of conduct set by USA Fencing. Please carefully read the [Codes of Conduct](#) for spectators, coaches and members as you will be expected to abide by these codes of conduct.
- As a reminder, the Minor Athlete Abuse Prevention Policy (MAAPP) and the USA Fencing Codes of Conduct are in effect and will be fully enforced at the tournament. Concerns regarding emotional misconduct, physical misconduct and violations of the MAAPP must be reported to USA Fencing. Concerns regarding child abuse, including sexual abuse and physical abuse, and sexual misconduct must be reported directly to the US Center for SafeSport.
- Any violations should be reported to the SafeSport contact **[insert SafeSport Contact name and email]** at this event or online on the USA Fencing website or the U.S. Center for SafeSport website.