USA PENTATHLON MULTISPORT
Quality Control System
Updated: November 2022

Overview

The USA Pentathlon Multisport (USAPM) Athlete Safety Procedures for Event Organizers outlines what steps USAPM and event organizers must take to pre-authorize event access for all registered participants, event personnel e.g., volunteers, media, vendors, medical personnel, coordinators, certified coaches, certified officials and USAPM staff, ifapplicable. USAPM staff is responsible for operating and is on site at all USAPM sanctioned events. USAPM staff will communicate this policy on an annual basis to any relevant event staff involved in USAPM sanctioned events.

It is the responsibility of USAPM staff, its event organizer, and host facility to monitor and enforce the requirements set forth in these procedures.

The following requirements should be adhered to at all sanctioned USAPM events including local, regional, national and international events.

The U.S. Center for SafeSport may audit any USAPM sanctioned event at any time to verify compliance either in person or through a request for compliance information.

Section 1: Education and Training/Background screen Requirements

Implementation: USAPM Staff or Event organizers will implement requirements based on EventPersonnel roles as outlined below:

The following individuals are considered to have Regular Contact[1] with or authority over amateur athletes who are minors and are required to have a Background Screening and U.S. Center for SafeSport Training prior to participating in the event as Event Personnel:

- Event Organizer

---

[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).

- Volunteer Coordinator
- USAPM Staff
- USAPM Board members
- USAPM Officials
- USAPM Coaches
- Any other Adult USAPM determines as having regular contact and/or authority over minor athletes.

To obtain a USAPM membership and/or complete the compliance requirements. Log in to the membership services platform here. Create an account and add the required membershipby clicking "Memberships" on the left side.

The following individuals are not required to complete a USAPM Background Screening or U.S. Center for SafeSport Training (as long as contactwith athletes is incidental and observable). *Note- The U.S. Center for SafeSport Training is recommended

- Volunteer Check-in
- Athlete/Coach Check-in
- Parent/Spectator Check-in
- Official's Assistant (e.g. timers, etc.)
- Volunteer
- Score Entry
- Athlete Stager
- Restroom monitor
- Event only license adult athletes
- Any other adult USAPM determines to not have regular contact and/or authority over minor athletes

The following individuals are not required to complete a USAPM Background Screening, U.S. Center for SafeSport Training (as long as contact with athletes is incidental and observable).

- Media – Photographers, videographers and/or reporters
- Build Crew – Responsible for set-up, maintenance and tear down
- Vendors – Businesses, sponsors or partners with an event booth
- EMTs/Volunteer Medical – Provides medical support to event participants/staff

a. U.S. Center for SafeSport Training: Training can be accessed by logging in to the USAPM membership services platform here and clicking on "Center for SafeSport Training" on the left side. This 90-minute training is FREE to all USAPM members. Upon completion the training will reflect a "current" status on a member's profile.

b. USAPM's Background Screen: Individuals required to complete the Background Screening can do so by logging in to the USAPM membership services platform here and clicking "Background Screening" on the left side. **Note- The Background Screening could take up to 10 days to process.** If there are no findings,the screen will reflect "current" on a member's profile.

Day of Participants and/or last-minute Substitutions of Event Personnel : USAPM does not allow "day of entries" for competitors under any circumstances. For last minute substitutions of event personnel, all substitutes must meet the SafeSport requirements indicated for their event role (see section 1 above) without exception. USAPM staff or the the event organizer is responsible for ensuring that substitutes meet requirements by verifying applicable background checks and SafeSport certification using the online verification system and the USAPM tracking tool. In addition, all substitutes will be checked to ensure no individuals who have been banned or suspended can participate in the event or competition.

Section 2: Communication of the Minor Athlete Abuse and Prevention Policy(MAAPP)

Requirement: Prior to each event, through the registration process or some other form of communication, all competitors and "Event Personnel"noted in Section 1, must receive a copy of the USAPM MAAPP and reporting information.

Implementation:

a. USAPM Staff or the Event organizers must communicate to all competitors and "Event Personnel" that they will be required to adhere to the MAAPP for the duration of the event. **This information must be communicated no earlier than 30 days prior to the event**.

b. Please utilize the example copy below for this communication:

Dear (athlete or event staff),

In preparation for the upcoming [Insert Event Name]. Please ensure you are following the Minor Athlete Abuse Prevention Policies and the Team Travel Policy. If you see any violations of these policies, please fill out and submit this Incident Report Form. To report a concern of sexual misconduct, please visit the U.S. Center for SafeSport at https://uscenterforsafesport.org.

Please contact USAPM for more information.

If you registered on behalf of your family or team member, please forward thismessage to them to review.

Kind Regards,

c. If event registration is being done outside of the SportsEngine, USAPM staff or EventOrganizers must email the above communication to all registered participants.

d. Event Organizers are also highly encouraged to post the MAAPP Communication in published event information.

e. If Event organizers send the communications, they will be required to provide proof of MAAPP communication and reporting information to competitors **and** "Event Personnel" uponrequest from USAPM. Event organizers may send a separate email to Event Personnel using the same text noted above. Event organizers should keep a record of the email to Event Personnel.

f. Event Organizers should also post information on [How to Report a MAAPP violation on any](#) door that leads to an area that is not observable and interruptible (example restrooms/locker rooms etc.). Event organizers should also conduct random checks in these areas throughout the event toensure areas remain safe.

g. For any day of Event Personnel listed above, Event Organizer should distribute a hard or digital copy of the MAAPP At-A-Glance Document (See Appendix 1) and [How to Report Document](#) to each individual upon check-in.

Section 3: USAPM's Ineligible List – Verification

Requirement: USAPM Staff or the Event organizers will be required to ensure any "Event Personnel"noted in Section 1, and/or competitors, are not currently listed on USAPM's Ineligible list.

Implementation:
a. If the event is hosted on the USAPM SportsEngine platform, any competitor who is listed on USAPM's Ineligible List will automatically be prevented from registering for any event because a current USAPM membership or event license is required. An individual who is Suspended/Banned or on an Administrative Hold, will not have a membership in a current status, and will therefore not be able to proceedthrough the registration form.

b. If the event is not hosted on the USAPM SportsEngine, USAPM Staff or event organizers will need to manually check the final participant registration list against the USAPM Ineligible list here (hyperlink once posted on new site). Any person on this list should be prohibited from participating at the event and also from serving in an "Event Personnel" role.

c. In all instances event organizers should make sure competitors and "Event Personnel" noted in Section 1 are not listed on the USAPM's Ineligible List.

*Note: For all Event Personnel, USAPM Staff or the event organizers should:
- Check individual names against USAPM's Ineligible list, this is a list of all individuals in USAPM who have been banned, suspended or placed on an Administrative Hold
- Upon receiving a USAPM event sanction (typically 2-3 months in advance of a competition start date) the organizer is notified that they must provide proof of US Center for SafeSport training not less than 7 days after receiving the event sanction. The event director is added to the USAPM tracking spreadsheet and is then verified by USAPM staff by checking the SafeSport certifications.
- Email the Minor Athlete Abuse Prevention Policies to all Event Personnelprior to the event
- For any day of Event Personnel listed above, Event Organizer should confirm that they are not listed on USAPM's Ineligible List.

Section 4: Adherence to the MAAPP

Requirement: Event organizers should proactively complete a risk assessment related to the MAAPP criteria and eliminate all vulnerabilities that may exist as related to the MAAPP when the event has minors registered as competitors.

Implementation: Per the MAAPP, event organizers should actively complete arisk assessment prior to each event to mitigate and/or eliminate applicable risksfor:
- One on One Interactions
  - Check for areas that are potential risk for One-on-One Interactions
  - If there are rooms that are not being used, close and locked the door.
  - Actively monitor for One-on-One interactions throughout the competition.
- Massage and Athletic Training Modalities
- Locker Rooms/Changing Areas
  - Post One Pager Policy outside of LockerRooms/Changing Areas
  - Perform Regular/Random Monitoring of the Locker Room Area
- Social Media/Messaging (Includes Texts and Emails)
  - No event communication should be sent to an individual minor athlete, but rather usegroup communications only and copy other adults, including the minor's parents.
- Local and Team Travel
  - Send Team Travel Policy one-pager to those traveling for the event orpost at team travel sites, if applicable.

Section 6: Event Personnel Tracking Tool

USAPM staff and the event organizers should maintain a roster of "Event Personnel" for each sanctioned event, to include their role and verification that they have each completed the necessary requirements set forth above, prior to the start date of the event. USAPM staff and Event organizers should confirm that no one listed on the Tracking Tool is on USAPM's Ineligible List. Please utilize the USAPM "[Event Personnel Tracking Tool](#)" to record this information. The event tracking tool should be maintain for a minimum of 5 years for purposes of an audit.

For more information on these procedures please contact USAPM.

Appendix 1:

[MAAPP Policy](#)