



## USA Artistic Swimming Administrative Holds, Suspended, and Banned Member Protocols

### **Administrative Holds, Suspended, and Banned Individuals Protocol**

- Email or contact all people on administrative holds and banned/suspended members list to remind them that they are ineligible to attend events, <https://uscenterforsafesport.org/response-and-resolution/centralized-disciplinary-database/> both USAAS Banned List and US Center for SafeSport lists.
- Check registration lists prior to the event to make sure no one who is on an administrative hold, suspended, or banned members have registered for the event.
- Check volunteer list to make sure administrative holds, suspended, or banned members did not register to volunteer.
- Make sure no one working as with the event for EMT, medical services, and vendors are on the administrative hold, suspended, or banned members list.
- Have a printed list of administrative hold, suspended, or banned persons at all entrances (athlete/coach/official and spectator entrance).
- DO NOT allow administrative hold, suspended, or banned members into the facility if they show up and remind them that they are still prohibited from attending.

\* An administrative hold is a type of case resolution and closure used by the U.S. Center for SafeSport (the “Center”) when a Respondent is not currently a Participant but was a Participant at some point previously. An administrative hold prevents the Respondent from participating in the Olympic and Paralympic movement until allegations are resolved.

#### **If administrative holds, suspended or banned individuals registers for an event:**

- Email notification will be sent to the individual that registered to notifying them that they are on the banned and suspended list and are ineligible to participate at the event.

#### **If administrative holds, suspended or banned individuals shows up at an event:**

Event host provides the check-in table with banned or suspended list of individuals.

- DO NOT allow them into the facility.
- Remind them that they are still prohibited from attending as a spectator.
  - Event hosts are to contact National Office to provide notice of individuals attempting to enter the event.
- Any questions or concerns can be directed to National Office, [memcoord@usaartisticswim.org](mailto:memcoord@usaartisticswim.org) or Center of SafeSport.

## **USA Artistic Swimming Registration/Check-In Protocol**

This protocol is for compliance purposes at any USAAS sanctioned event. The protocols below will streamline tracking participants and required credentials. Compliance requirements differ depending on the position the individual is registered for (athlete, coach, team staff, chaperone, event staff, facility staff and/or volunteers). For requirements, please reference our membership webpage: <https://www.teamusa.org/usa-artistic-swimming/membership/become-a-member---registration-instructions>

Each sanction event is responsible for their own reporting and verifications. They agree to the process on the event sanction waiver signed during event sanction request.

1. Generate the master event registration report. This report should include all positions that will be at the event. For example: athletes, coaches, chaperones, team managers, event staff, judges, volunteers, one facility manager, vendors etc.
2. Generate the master individual membership report.
  - a. A report can be generated through Club HQ page, Association HQ page or Zone HQ page or requested from USAAS.
  - b. Reach out to USAAS membership for assistance generating the report.
3. Confirm those registered for the event have a USAAS membership. This can be done by using the USAAS Membership number associated with each registered attendee.
  - a. Membership and membership requirements are posted on the USAAS website <https://www.teamusa.org/usa-artistic-swimming/membership/become-a-member---registration-instructions>
4. On the report, highlight anyone who doesn't have the required membership and/or membership requirements. USAAS suggest using an excel sheet with the following columns:
  - a. Membership Type (tracked in Sports Engine)
  - b. Membership Waiver (tracked in Sports Engine)
  - c. Eligibility status (tracked in Sports Engine)
  - d. SafeSport (tracked in Sports Engine)
  - e. Background (tracked in Sports Engine)
  - f. CCP (tracked on certification list) <https://www.teamusa.org/USA-Artistic-Swimming/Resources/Certifications-List>
  - g. First Aid/CPR (tracked on certification list) <https://www.teamusa.org/USA-Artistic-Swimming/Resources/Certifications-List>
5. Anyone missing a requirement should get a weekly reminder via email that they will not be on deck until the missing requirements are completed.
6. Continue this process until there are no longer any missing items on the report.
7. At check-in, print the report for volunteers. Make sure anyone working at the check-in table is aware of MAAPP and SafeSport protocols.
8. Volunteers will be instructed to only allow check-in for each team by a coach or assistant coach. Volunteers will be instructed to check individual's ID and confirm they are listed as a Coach on the list before handing out allocated amount of credentials to team.
9. USAAS requires registration prior to the event and NO walk-up registration.
10. USAAS Staff/board, and all adults who have regular contact or authority over minor athletes, such as athletes, coaches, chaperones, and judges, whether associated or not

with a team or club, must have completed their SafeSport training prior to participating in the competition or they will not be allowed into the event. Training must be current THROUGH duration of event. If credential is set to expire on last day, they must renew their training to be eligible.

### **Communication Protocol**

#### Quarterly Memos - Implemented by USAAS

1. Send out quarterly communication on safety protocols.
  - a. Include information of 2022 MAAPP and reporting protocol for any alleged misconduct; emotional, physical, sexual misconduct or violations of MAAPP.
  - b. In addition, include communication and 2022 MAAPP overviews and reporting protocols for any alleged misconduct; emotional, physical, sexual misconduct or violations of MAAPP at quarterly membership zoom calls.

#### Prior to competition - Implemented by Events Hosts

2. All individuals participating in USAAS sanctioned events or competitions, including volunteers, must receive MAAPP and reporting protocols. Reporting protocols are for any alleged misconduct; emotional, physical, or sexual misconduct, or violations of MAAPP communications prior to a USAAS sanctioned event or competitions.
3. Send a minimum of one communication with 2022 MAAPP and reporting protocols for any alleged misconduct including emotional, physical, sexual misconduct or violations of MAAPP out to members prior to yearly event schedule.

#### During competition – Implemented by Events Hosts

1. All event participants receive reporting protocols at all sanctioned events or competitions, includes a mechanism to report any alleged misconduct (emotional, physical, sexual misconduct) or violations of the MAAPP.
2. Event participants receive reporting protocols for any alleged misconduct (emotional, physical, sexual misconduct) or violations of MAAPP through email communication leading up to the event.
3. Reporting protocol for any alleged misconduct (emotional, physical, sexual misconduct) or violations of MAAPP is communicated at the club director/coach meeting that occurs a few days before the start of the event.
4. MAAPP requirements as well as reporting protocols for any alleged misconduct (emotional, physical, sexual misconduct) or violations of MAAPP are posted on documents all around the venue.

#### Other requirements

1. Media & Photographers
  - a. Receive/review MAAPP protocol and how to report any alleged misconduct related to emotional, physical, sexual misconduct, or violations of MAAPP before entry of facilities.
2. EMT/PT & Massage Therapists

- a. Receive/review MAAPP protocol and how to report any alleged misconduct related to emotional, physical, sexual misconduct, or violations of MAAPP before entry of facilities.
  - b. before entry of facilities.
3. Vendors/Contractors
  - a. Receive/review MAAPP protocol and how to report any alleged misconduct related to emotional, physical, sexual misconduct, or violations of MAAPP before entry of facilities.
  - b. [Club director/Manager ensures communication of MAAPP \(through documentation or email\)](#)
4. Under 2022 MAAPP requirements, must have a schedule for locker room monitors.
  - a. Monitors must have SafeSport training and MAAPP knowledge.
  - b. Locker room check log will be filled out for routine checks.
5. Stay to Play information.
  - a. Includes Team Travel Policy as part of MAAPP as MAAPP is applicable at hotels and lodging. This Team Travel Policy includes consent forms for lodging and transportation to be filled out and handed out if applicable to a participant.
6. Social Media Communication
  - a. All social media and electronic communications between an [Adult Participant](#) and a minor athlete must meet the Center's 2022 MAAPP requirements. [Include reminders about Electronic Communications policy in event information or pre-event meetings.](#)

**Event Sanctions Waiver:**

In consideration of being allowed to sanction in any way events, activities, or programs, I acknowledge and agree that:

- I understand that I will be engaging in travel and activities that involve the risk of serious injury, including permanent disability and death, severe social and economic losses and other loss including damage to property.
- In consideration for my being allowed to sanction an Artistic Swimming activity, I hereby acknowledge that such activities (and the gathering of people in public generally) include many risks, known and unknown, and that I hereby accept and assume all risks associated with such activity. I further agree to hold USAAS, its member, affiliates, agents, directors, employees, volunteers, and other persons associated with USAAS harmless from and release them of any liability whatsoever for any and all claims, demands, damages and causes of action of any nature whatsoever related to my participation in those activities.
- I acknowledge that I am following all local guidelines and restrictions set in place by my local government concerning COVID-19 and/or social distancing regulations and will not host an activity that violates these restrictions.
- I acknowledge that I will make sure all registered participants are members in good standing with USAAS. This includes membership, membership waiver, SafeSport, background, CCP and/or First Aid CPR.

- I acknowledge that I will share the 2022 MAAPP and Reporting Protocols to all event attendees prior to the competition or event. Questions, please visit our website [HERE](#) or email [memcoord@usaartisticswim.org](mailto:memcoord@usaartisticswim.org)
- I acknowledge that I will follow the posted quality control systems and SafeSport policies as posted on the website [HERE](#).
- All events and event venues have proper music license rights.

All Approved Sanctioned Events are required to adhere to the following minimum standards:

- Appropriate measures have been taken to protect the amateur status of athletes who will take part in the competition and to protect their eligibility to compete in amateur athletic competition;
- Appropriate provision has been made for validation of any records established during the competition;
- Due regard has been given to international amateur athletic requirements specifically applicable to the competition;
- The competition will be conducted by qualified officials;
- Proper medical supervision will be provided for athletes who will participate in the competition;
- Proper safety precautions have been taken to protect the personal welfare of the athletes and spectators at the competition;
- The amateur sports organization or person requesting sanction from a national governing body will implement and abide by the policies and procedures to prevent the abuse, including emotional, physical, and child abuse, of amateur athletes participating in amateur athletic activities applicable to such national governing body (NGB must require that the amateur sport organization or person requesting the sanction comply with the Center's requirements).

I knowingly and freely assume all such risks.

I, for myself, and on behalf of my heirs and assigns, release, waive, discharge and covenant not to sue USAAS., its officers, agents, employees, and sponsors as well as its affiliate clubs, from any and all liability for any and all claims, demands, losses or damages on account of injury, including death and damage to property, whether caused by negligence or otherwise