



# AUDIT AND COMPLIANCE MANUAL

JANUARY 1, 2022  
VERSION 1.0



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## INTRODUCTION

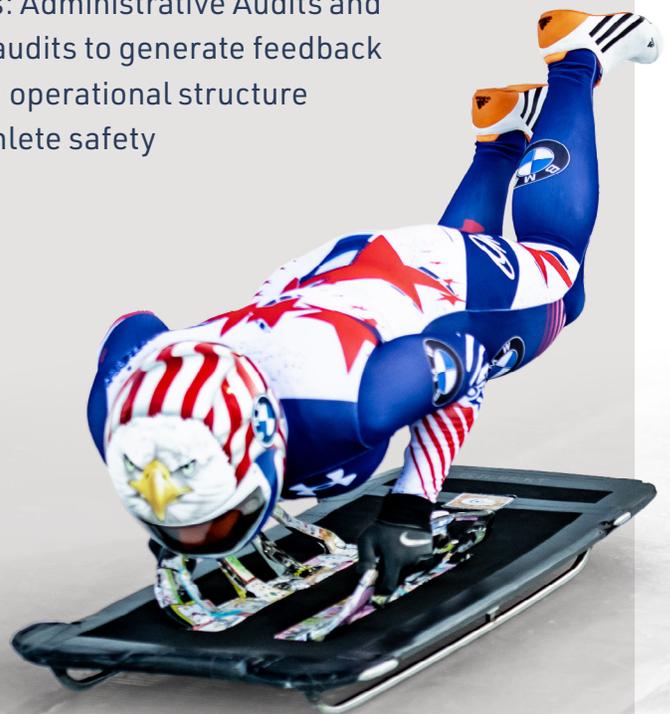
This U.S. Center for SafeSport Audit and Compliance Manual (“the Manual”), updated annually in January of each year, outlines audit standards, requirements, policies, and procedures that sport national governing bodies (NGBs) under the auspices of the U.S. Olympic & Paralympic Committee (USOPC) must adhere to and be audited against. Collectively, the USOPC and NGBs are referenced throughout this Manual as “Organizations.”

In accordance with 36 U.S.C. § 220541, the U.S. Center for SafeSport (“the Center”) has been granted authority to complete regular and random audits of NGBs recognized by the USOPC. The Center will objectively evaluate adherence and level of compliance to the requirements and standards set forth in this Manual.

The Center conducts two types of audits: Administrative Audits and Event Audits. The Center intends these audits to generate feedback that will help Organizations reinforce an operational structure and sport environments that support athlete safety and well-being.

The Manual is easily navigated through Table of Contents headings hyperlinked to their respective sections.

Questions related to this Manual can be directed to [audit@safesport.org](mailto:audit@safesport.org).



# I. CENTER AUDITS AND CYCLES

The Center reinforces accountability through two types of regular and random audits of Organizations:



**ADMINISTRATIVE AUDITS**  
that assess whether an Organization's athlete safety policies and procedures meet Center-sanctioned standards and practices



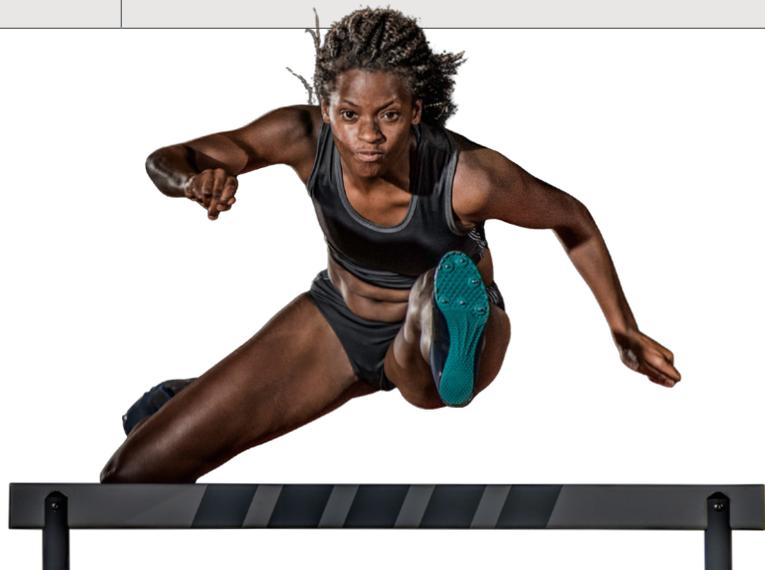
**EVENT AUDITS**  
that assess how policies and procedures protecting Minor Athletes are applied in event settings

Effective January 1, 2022, the Center will conduct an audit of the USOPC and all Organizations under USOPC jurisdiction at least once every calendar year. All Audit Reports can be found at [uscenterforsafesport.org/audit-reports/](https://uscenterforsafesport.org/audit-reports/).

## ORGANIZATION AUDITS IN 2022

TYPE OF AUDIT	WHO WILL BE AUDITED
 <b>Administrative Audit</b>	All Organizations
 <b>Event Audit</b>	Organizations who did not have an Event Audit in 2021

**For Organizations newly under USOPC authority** (and Center jurisdiction): The Center will conduct a nonpublic Administrative Audit within 12 months (but no sooner than nine months) of the Organization's new status under USOPC authority.



## II. AUDIT TIMELINE SUMMARY

This graphic summarizes key audit process milestones Organizations should be aware of.

TIMING*	ADMINISTRATIVE AUDITS 	EVENT AUDITS 
12 weeks prior	Center notifies Organization of projected audit date	
(within one week of notification)	Organization confirms audit date with Center	
10 weeks prior	Center sends Organization official notification and requests documents relevant to audit	
9 weeks prior	Center previews audit standards and logistics with Organization	
5 weeks prior	Documents due from Organization	
2 weeks prior		Center notifies Organization of projected audit date, requests documents relevant to audit
10 days prior		Center previews audit with Organization
1 week prior		Documents due from Organization
	<b>AUDIT IS CONDUCTED: Plan for one full business day</b>	<b>AUDIT IS CONDUCTED: Plan for two days (unless event is only one day)</b>
6 weeks after	Organization receives Draft Audit Report	Organization receives Draft Audit Report and Draft Risk Assessment Report
(within 2 weeks of receipt of Draft Report(s))	Management Response due from Organization	Management Response due from Organization
(within 2 weeks of receipt of Response)	Organization receives Final Report	Organization receives Final Report
Ongoing until Corrective Actions are complete	Center tracks Organization's execution of Corrective Actions	Center tracks Organization's execution of Corrective Actions
30 days after Final Report	Final Report and Corrective Action Update Form posted publicly on Center website	Final Report and Corrective Action Update Form posted publicly on Center website

\*Timings outlined are approximate and subject to change based on circumstances.

# III. ADMINISTRATIVE AUDITS

Administrative Audits review an Organization's membership structure and all policies, procedures, and protocols pertaining to SafeSport and athlete safety to ensure all Center standards and requirements are complied with.

The Center conducts Administrative Audits either in person (at the Organization's headquarters) or virtually. Individuals whose attendance is required for these audits include (but are not limited to) the Organization's CEO/Executive Director and/or the individual(s) responsible for the Organization's Safe Sport/Athlete Safety program.

Administrative Audits take one full business day.

Thirty days after sending the Final Administrative Audit Report to the Organization, the Center will publicly post the report on the Center website.

**ALL ORGANIZATIONS MUST UNDERGO ADMINISTRATIVE AUDITS—EVEN THOSE WITH NO AFFILIATED MINOR ATHLETES.**



## STANDARDS AND REQUIREMENTS

### STANDARD #1:

#### EDUCATION & TRAINING

EFFECTIVE JANUARY 1, 2022

#### REQUIREMENTS:

- 1) Identify all Adult Participants in the organization required to annually (every 12 months) complete U.S. Center for SafeSport training (e.g., adult athletes who have regular contact with amateur athletes who are minors, coaches, board members, employees, interns, volunteers, officials).
- 2) Track all above Adult Participants in a database or spreadsheet and provide the list to the Center.
- 3) Mark any Adult Participant who has not completed the required training in Organization database or membership system as "not in good standing" and show proof of automated process or written policy that ensures these individuals are prevented from participation or from having regular contact or authority over amateur athletes who are minors. Staff and board members must be trained annually (every 12 months) regardless of participation or activity.
- 4) Annually (every 12 months) offer and give training to Minor Athletes regarding prevention and reporting of child abuse. Ensure these trainings are communicated to Minor Athletes by either email or newsletter. Get parental consent prior to their completion of training. Track the following:
  - a. A description of the training
  - b. The date the training was offered and given
  - c. A description of how the training was offered and givenThe Center's training for Minor Athletes is available at [safesporttrained.org](https://safesporttrained.org)
- 5) Annually (every 12 months) offer and give training to parents regarding prevention and reporting of child abuse. Ensure these trainings are communicated to parents by either email or newsletter. Track the following:
  - a. A description of the training
  - b. The date the training was offered and given
  - c. A description of how the training was offered and givenThe Center's training for parents is available at [safesporttrained.org](https://safesporttrained.org)

## STANDARD #2:

### COMMUNICATION AND REPORTING

EFFECTIVE JANUARY 1, 2022

#### REQUIREMENTS:

- 1) Post the Organization's 2022 Center-approved MAAPP: Minor Athlete Abuse Prevention Policies (to include the Education & Training Policy and the Required Prevention Policies) on Organization website no later than **January 1, 2022**.
- 2) Provide direct communication of the Organization's 2022 Center-approved MAAPP Education and Training Policy and Required Prevention Policies to all members and Adult Participants no later than **January 1, 2022** by either email or newsletter, and thereafter at least every new NGB membership cycle.
- 3) Have a mechanism on the Organization's public website (e.g., a form, link, or contact info for an athlete safety liaison) enabling individuals to report all concerns involving alleged sexual misconduct, physical misconduct, emotional misconduct, or violations of the MAAPP.
- 4) Provide direct communication of the reporting mechanism in requirement #3 (separate from link to Organization's full Athlete Safety policy) to all members and Adult Participants no later than **January 1, 2022** by either email or newsletter, and thereafter at least every new NGB membership cycle.
- 5) Provide the Organization's written protocol for communicating the Quality Control System (see Standard #3) to all sanctioned event directors of the Organization.
- 6) Provide the Organization's written protocol for communicating, to all event participants within the Organization, the Center-approved Education and Training Policy and Required Prevention Policies and reporting protocols for all concerns involving alleged sexual misconduct, physical misconduct, emotional misconduct, or violations of the MAAPP.

## STANDARD #3:

### QUALITY CONTROL SYSTEM

EFFECTIVE JANUARY 1, 2022

#### REQUIREMENTS:

- 1) Organization must implement a Quality Control System to ensure that individuals on the Organizational Exclusion List are unable to participate in any event, program, activity, or competition authorized by, organized by, or under the auspices of the Organization. The Quality Control System also must ensure that individuals who are required to be but are not SafeSport Trained are either prevented from participating or are in a role that does not include regular contact or authority over amateur athletes who are minors.
- 2) Quality Control System must include the Organization's written implementation protocol—clear action steps to effectuate policies—pertaining to all participant registration and onsite check-in. This written protocol must include and address the following:
  - a. One-day/short-term memberships
  - b. Day-of participant registration (of athletes, volunteers, coaches, officials, etc.)
  - c. On-site registration/participation (of athletes, volunteers, coaches, officials, etc.)
  - d. Last-minute substitutions (of personnel such as referees, volunteers, etc.)
  - e. Oversight procedures by the Organization when their staff is not on-site at sanctioned events

## STANDARD #4:

### LOCAL AFFILIATED ORGANIZATIONS

EFFECTIVE JANUARY 1, 2022

#### REQUIREMENTS:

- 1) Organization must provide direct communication of the 2022 Center-approved MAAPP (to include the Education & Training Policy and Required Prevention Policies) sent to all LAOs, by email or newsletter, by January 1, 2022, and thereafter at least every new NGB membership cycle.
- 2) Organization's 2022 Center-approved Education & Training Policy and Required Prevention Policies must require LAOs to adhere to at least the minimum requirements of the NGB's MAAPP.

## STANDARD #5:

### ORGANIZATION'S INTERNAL RESPONSE & RESOLUTION POLICIES AND PROCESS

EFFECTIVE JANUARY 1, 2023

#### REQUIREMENTS:

- 1) Organization's Response & Resolution standards must be posted on Organization's website no later than January 1, 2023.
- 2) **Organization's Internal Response & Resolution Policies and Process:**
  - a. **Reporting Mechanism:** The Organization must have a mechanism on their public website (such as a form or contact info for an athlete safety liaison) enabling individuals to report all concerns involving alleged sexual misconduct, physical misconduct, emotional misconduct, or violations of the MAAPP. The mechanism must:
    - i. Have no associated costs, fees, or other financial barriers attached to submitting a report
    - ii. Provide the option to report anonymously
    - iii. Clearly define for end users and provide online reporting mechanisms for the respective jurisdictional authority of the Center and the Organization (i.e., the Center has exclusive jurisdiction over allegations of sexual misconduct) and include a link to the Center's reporting portal (at [uscenterforsafesport.org/report-a-concern](https://uscenterforsafesport.org/report-a-concern))
  - b. **Referral of Report to the Center:** Any report received by the Organization of an allegation that falls within the Center's exclusive jurisdiction must be referred by the Organization directly to the Center immediately and no later than within 24 hours.
  - c. **Jurisdiction Notification:** The Organization must promptly inform an identified reporting party of its jurisdictional determination regarding their report to the Organization, communicating that the matter either is being referred to the Center, is being addressed by the Organization, or is being referred to a local affiliated organization.
  - d. **Mandatory Reporting:** The Organization must have a mandatory reporting policy that comports with the mandatory reporting of child abuse provisions in the SafeSport Code, including mandatory reports to law enforcement, compliance with any other applicable reporting requirements under state law, and mandatory reports to the Center.
  - e. **Prohibition of Retaliation:** The Organization must have a policy expressly prohibiting retaliation before, during, and after the process (whether led by the Organization or by the Center) of resolving an abuse or misconduct allegation.

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## STANDARD #5:

### ORGANIZATION'S INTERNAL RESPONSE & RESOLUTION POLICIES AND PROCESS

EFFECTIVE JANUARY 1, 2023

**f. Response and Resolution of Reported Allegations:** The Organization must establish a policy that clearly states how the Organization and its local affiliated organizations will respond to and resolve reported allegations of abuse and misconduct that fall within its jurisdiction, as well as those over which the Center declines jurisdiction. It should include:

- i. A mechanism/system for tracking reported allegations within the Organization's (or its local affiliated organization's) jurisdiction, reflecting how allegations were responded to, and their respective outcomes
- ii. The designation of a representative at the Organization who ensures the Response and Resolution policy is being followed

**g. No Interference:** The Organization shall not interfere in, attempt to interfere in, or attempt to influence the outcome of, any Center investigation.

**3) Responsiveness to Requests from the Center:** The Organization must have a designated representative(s) and an established policy to respond to requests from the Center within 72 hours for:

- a. The eligibility status of a Participant
- b. The existence of Organization-imposed temporary measures or safety plans

**4) Policy to Enforce Sanctions and Temporary Measures:**

The Organization must have a Quality Control System (see page 6) meeting U.S. Center for SafeSport standards that prohibits individuals with sanctions or temporary measures (issued by the Center or the Organization) from participating in any event, program, activity, or competition authorized by, organized by, or under the auspices of the Organization. The Quality Control System also must ensure that individuals who are required to be but are not SafeSport Trained are either prevented from participating or are in a role that does not include regular contact or authority over amateur athletes who are minors.

**5) Policy to submit to the Center "Data of Matters Addressed by the Organization"**

The Organization must annually submit to the Center data regarding:

- a. Reports of emotional or physical misconduct made to the Organization or its local affiliated organizations
  - i. Total reported incidents of alleged emotional misconduct
  - ii. Total reported incidents of alleged physical misconduct
  - iii. Total number of investigations of alleged emotional misconduct
  - iv. Total number of investigations of alleged physical misconduct
  - v. Total number of violations for emotional misconduct adjudicated by the Organization, separated by cases adjudicated by NGB and cases adjudicated by its LAOs
  - vi. Total number of violations for physical misconduct adjudicated by the Organization, separated by cases adjudicated by NGB and cases adjudicated by its LAOs
- b. Reports to the Organization or its local affiliated organizations that a Participant violated the Minor Athlete Abuse Prevention Policies (MAAPP)
  - i. Total reported incidents of alleged violations of the MAAPP, by policy type
  - ii. Total number of investigations of alleged violations of the MAAPP
  - iii. Total number of violations of the MAAPP, separated by cases adjudicated by NGB and cases adjudicated by its LAO
- c. Reports to the Organization or its local affiliated organization that a Participant engaged in retaliation
  - i. Total reported incidents of alleged retaliation
  - ii. Total number of investigations of alleged retaliation
  - iii. Total number of violations of retaliation policy separated by cases adjudicated by NGB and cases adjudicated by its LAOs

## IV. EVENT AUDITS

Event Audits take place at a randomly selected Organization event (e.g., competition, camp, showcase) at which Minor Athletes are participating.

The Event Audit is intended to evaluate the Organization's in-the-field execution of the policies and procedures reviewed during the Administrative Audit. Unless the event is only one day, the Organization should prepare for the Center auditor to be on site for multiple days.

Following the Event Audit, the Center will send the Organization two reports:

- 1) An Event Audit Report**, which details audit results and scores for the first three standards listed below. This report will be posted publicly on the Center's website 30 days after the Organization is sent the final version.
- 2) A Risk Assessment Report**, which details observations and recommendations based on the Organization's implementation of Required Prevention Policies at the event. The 2021 and 2022 Risk Assessment Reports will not be made public.

### PRE-AUDIT SITE VISIT

Before the Center conducts an Event Audit, the Center's Compliance Development Team will periodically conduct a site visit at a separate event at which Minor Athletes are participating. During a site visit, the Organization can receive feedback and ask questions about elements to be covered and assessed during the Event Audit. The Compliance Development Team does not conduct scoring during a site visit. Note: A site visit may not occur each year an Event Audit is conducted.

## STANDARDS AND REQUIREMENTS

### STANDARD #1:

#### EDUCATION AND TRAINING

#### REQUIREMENTS:

- 1) Organization must provide to the Center a list of all individuals who will be at the event who are in a role that would require them to take SafeSport training (all staff, adult athletes with regular contact or authority over amateur athletes who are minors, coaches, referees/officials, volunteers, medical staff, contractors, etc.). The auditor will perform testing on this list to verify:
  - a. those at the event who should be SafeSport Trained are trained every 12 months
  - b. the list provided is inclusive of all individuals at the event who should be SafeSport Trained
- 2) **EFFECTIVE JANUARY 2023** - Organization must provide to the Center a list of all staff and board members (not just those in attendance at the event). The auditor will perform testing on this list to verify that:
  - a. All staff and board members, not just those at the event, have completed SafeSport training within the last 12 months. Staff and Board must be SafeSport Trained annually (every 12 months) regardless of participation or activity.

### STANDARD #2:

#### COMMUNICATION AND REPORTING

#### REQUIREMENTS:

- 1) Organization or Event Director must provide direct communication (by either email or newsletter) sent to all participants, including day-of registrants, informing participants of the MAAPP requirements within 30 days prior to the event. Communication must also include protocol for reporting all concerns involving alleged or suspected sexual misconduct, physical misconduct, emotional misconduct, or violations of the MAAPP.
- 2) Provide the Organization's written protocol for communicating, to all event participants within the Organization, Center-approved Education and Training Policy and Required Prevention Policies and reporting protocols for all concerns involving alleged sexual misconduct, physical misconduct, emotional misconduct, or violations of the MAAPP.

## STANDARD #3:

### QUALITY CONTROL SYSTEM

#### REQUIREMENTS:

- 1) Organization must implement a Quality Control System to ensure that individuals on the Organizational Exclusion List are unable to participate in any event, program, activity, or competition authorized by, organized by, or under the auspices of the Organization. The Quality Control System also must ensure that individuals who are required to be but are not SafeSport Trained are either prevented from participating or are in a role that does not include regular contact or authority over amateur athletes who are minors.
- 2) The Quality Control System must include the Organization's written implementation protocol—clear action steps to effectuate policies—pertaining to all participant registration and onsite check-in. This written protocol must include and address the following:
  - a. One-day/short-term memberships
  - b. Day-of participant registration (of athletes, volunteers, coaches, officials, etc.)
  - c. On-site registration/participation (of athletes, volunteers, coaches, officials, etc.)
  - d. Last-minute substitutions (of personnel such as referees, volunteers, etc.)
  - e. Oversight procedures by the Organization when their staff is not on-site at sanctioned events

## MAAPP RISK ASSESSMENT

During the Event Audit, the auditor also conducts a MAAPP Risk Assessment, reviewing policies and procedures relative to the implementation of the MAAPP's Required Prevention Policies. The Assessment will focus on:

- MAAPP awareness and understanding of the individuals interviewed
- Communication of the MAAPP and protocol for reporting all concerns involving alleged or suspected sexual misconduct, physical misconduct, emotional misconduct, or violations of the MAAPP
- Event layout and access restrictions for participants and spectators
- The components listed in the MAAPP for each of the seven Required Prevention Policies:
  - One-on-One Interaction
  - Meetings and Training Sessions
  - Athletic Training Modalities, Massages, and Rubdowns
  - Locker Rooms and Changing Areas
  - Electronic Communications
  - Transportation
  - Lodging

The Risk Assessment will be conducted through observations, inspections, and interviews with coaches, staff, parents, and athletes. The Risk Assessment Report will be sent to the Organization in tandem with the Event Audit Final Report. The 2021 and 2022 Risk Assessment reports will not be posted publicly. In 2023, the Risk Assessment will be incorporated into the public audit report.

A detailed overview of the MAAPP Risk Assessment can be found in Appendix, Section IX.

**MAAPP**  
MINOR ATHLETE ABUSE  
PREVENTION POLICIES



# V. AUDIT DOCUMENTATION REQUIREMENTS

Organizations are required to provide the Center auditor with documents to facilitate compliance testing and policy review, in alignment with the Standards and Requirements articulated in this Audit Manual. Below is a summary of documents Organizations must provide for each audit type. Documents for Administrative Audits are due approximately four weeks prior to audit date. Documents for Event Audits are due approximately one week prior to audit date. The audit team reserves the right to request additional audit documentation pre- or post-audit.

## REQUIRED FOR BOTH ADMINISTRATIVE AND EVENT AUDITS



- Availability of relevant individuals to speak with the auditor
- A list of individuals, organized by category, required to complete U.S. Center for SafeSport Training
- A list of Organization staff and board
- The direct communication sent to relevant individuals of the MAAPP and Reporting Policy
- All Quality Control Systems in writing
- Policy and protocol to communicate MAAPP and Reporting policy
- All policies and/or bylaws related to athlete safety, including internal response and resolution protocols
- Any consent forms obtained by the Organization

## REQUIRED FOR EVENT AUDITS



- Event schedule and logistics information
- Proof of communication of MAAPP and reporting protocol to all event participants within 30 days of event
- A list of all participants at the event, organized by category
- Any incident reporting forms to be used at the event
- Workspace and full access to all event areas necessary for auditor review

## REQUIRED FOR ADMINISTRATIVE AUDITS



- A list of all individuals subject to the Required Prevention Policies, organized by category
- Required information on training offered to Minor Athletes
- Required information on training offered to parents
- A list of Organization's local affiliated organizations (LAOs)
- A location at the Organization's offices for conducting the audit or appropriate digital access to enable all individuals relevant for the audit to access a shared virtual meeting space



# VI. AUDIT RESOLUTION AND COMMUNICATION OF FINDINGS

<b>SIX WEEKS</b> Approximately six weeks after an audit is conducted, the Center will send the Organization a Draft Audit Report. 	<b>TWO WEEKS</b> The Organization then has approximately two weeks to reply to the Draft Report with a Management Response that addresses all identified corrective measures. 	<b>TWO WEEKS</b> The Center then will release the Final Audit Report to the Organization within two weeks after approving the Management Response. 
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## PUBLIC POSTING OF FINDINGS

Thirty days after the Organization is sent the Final Audit Report, the Center will post the Final Report, and the Corrective Action Update Form if applicable, on [uscenterforsafesport.org](https://www.uscenterforsafesport.org). If within those 30 days any corrective measures have been submitted by the Organization and approved by the Center, the successful completion of those measures will be noted on the published Corrective Action Update Form.

## TRACKING OF CORRECTIVE ACTIONS

The Center will maintain regular communication with the Organization in tracking Corrective Actions. Thirty days prior to each deadline noted on the Corrective Action Update Form, the Center will send a reminder email to the Organization. If the corrective measures must be completed before 30 days, the Center will send a reminder seven days prior to the deadline. When the Organization provides documentation of all corrective actions taken, the Center will review, and either approve or deny, the documentation. The published Corrective Action Update Form will be updated within 10 days of the Center approving any Corrective Action(s). If no action has been taken by the Organization by the required deadline or if the Corrective Actions are not approved, the Center will update the website within one business day following the deadline.

Upon completion or incompleteness of Corrective Action(s), the Center will send one of the following letters to the Organization, the USOPC, and Center leadership:

- **Corrective Action(s) Closed:** All Corrective Actions have been completed and approved by the Center.
- **Corrective Action(s) Past Due:** Corrective Action measures have not been met and deadline has passed.

(A third letter may be sent if an Organization begins to enter the Center's Critical Levels. See next page.)

### DEADLINE EXTENSION REQUESTS

The Center may grant extensions to Corrective Action deadlines in exceptional circumstances, though they require formal approval by the Center.

# DELINQUENCY OF CORRECTIVE MEASURES: PROTOCOL AND PENALTIES

After an audit is conducted, an Organization may have Corrective Actions they are required to address by a U.S. Center for SafeSport-approved deadline. If Corrective Action(s) are not addressed by that deadline, the Center has the authority to impose further requirements on an Organization. *This structure provides broad guidance. Penalties or requirements imposed are at the Center's sole discretion and may be modified to ensure athlete safety. When imminent risk to athlete safety exists, the Center may accelerate timelines and deadlines as appropriate.*

**One of three statuses (with potential related penalties) applies to Organizations with delinquent corrective measures:**

## 1) PAST DUE CORRECTIVE ACTION

Applies once Corrective Action deadline has passed. Results in public notification (on Center's website) of noncompliance.

*Note: In exceptional circumstances, deadline extensions may be requested, subject to Center approval.*

## 2) CRITICAL LEVEL I

Applies 45 days past Corrective Action deadline. Penalties outlined below. Other USOPC compliance protocols may apply.

### The U.S. Center for SafeSport will:

- Send notice of Critical Level I status to Organization, specifying compliance requirements and deadline to be met to avoid Level II status
- Publicly post this status to Center website
- Inform USOPC, who then sends a Letter of Inquiry to Organization or takes other action as appropriate

### The Organization Must:

- Complete tailored compliance training (CEO and all Organization safe sport staff)
- Submit reports to Center Compliance Development Team on Corrective Actions progress, at least once per month
- Complete Corrective Actions before deadline specified on above notice

### Once Organization has completed Critical Level I Corrective Actions and met public notice, training, and Center compliance-update requirements:

- Organization exits the Critical Level system, is no longer required to update the Center on related corrective actions, and compliance status is updated on the Center website.

## 3) CRITICAL LEVEL II

Applies 90 days past Corrective Action deadline. Penalties outlined below. Other USOPC compliance protocols may apply.

### The U.S. Center for SafeSport will:

- Send notice of Critical Level II status to Organization, specifying compliance requirements and referral of status to USOPC
- Inform USOPC, who then sends a Letter of Concern to Organization or takes other action as appropriate
- Publicly post this status to Center's website
- Execute a Supplemental Audit\*, followed if necessary by a second Supplemental Audit

### The Organization Must:

- Complete tailored compliance training (CEO, all Organization safe sport staff, and full Board), in advance of Supplemental Audit
- Submit reports to Center Compliance Development Team on Corrective Actions progress, at least once per month
- Notify membership (by email) of Critical Level II status within 14 days of initial notification from the Center
- Complete Corrective Actions (by prescribed Center deadline)
- Undergo Supplemental Audit\* within 12 months
- Undergo second Supplemental Audit\* if necessary

### Once Organization has completed Critical Level II Corrective Actions, passed Supplemental Audit(s), and met public notice, training, and Center compliance-update requirements:

- Organization exits the Center's Critical Level system, is no longer required to update the Center on related corrective actions, and compliance status is updated on the Center website, though the USOPC may act further (e.g., consideration of delayed remediation during NGB certification renewal) at its discretion.

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## CRITICAL LEVEL II

**\*Supplemental Audits:**

These audits (of Critical Level II Organizations, conducted outside the Center’s fixed audit cycle), test Corrective Action(s) at issue and assess whether an Organization has completed corrective requirements.

**If an Organization passes a Supplemental Audit:** It exits the Critical Level II system, and compliance status is updated on the Corrective Actions Update Form published on the [Center website](#).

**If an Organization does not pass a Supplemental Audit (first, second, or thereafter):** It retains Critical Level II and USOPC referral status, and an additional Supplemental Audit is scheduled and executed. Organizations must successfully complete a Supplemental Audit to exit the Critical Level II system.

## VII. AUDITBOARD PLATFORM

The Center will use a secure digital application called AuditBoard for execution and communication of compliance and audit activities with Organizations—including confidential sharing of required documents and reports, and the tracking of management responses and corrective actions.

All Organizations will have a dedicated administrator(s) with credentialed access to AuditBoard’s Owner Dashboard and Workstream.

You can access the secure AuditBoard with your login credentials [here](#) and learn to complete assigned tasks in the platform [through this brief course](#).

Credentialed users can request technical support [here](#).

Individuals requiring or requesting AuditBoard login credentials on behalf of their organization can contact [audit@safesport.org](mailto:audit@safesport.org).



# VIII. SCORING GUIDE: ADMINISTRATIVE AND EVENT AUDITS

## NOT IMPLEMENTED

A finding of this type indicates a minimal reduction in risk to minor athletes and reveals what is determined to be a poor environment of safety and well-being for minor athletes. This can result from, but is not limited to, the following:

- Complete absence of policies and/or relevant and supporting documentation where required
- Complete absence of communication to Adult Participants regarding specific policy/requirements
- Complete absence of reporting and oversight structure for Required Prevention Policy violations
- Less than 70% compliance on Education & Training requirements

## PARTIALLY IMPLEMENTED

A finding of this type indicates a moderate reduction in risk to minor athletes and reveals what is determined to be a limited environment of safety and well-being for minor athletes. This can result from, but is not limited to, the following:

- Presence of policies but missing relevant and supporting documentation
- Presence of policies that do not meet the mandatory minimum requirements of the MAAPP
- Not adequately or consistently providing communication to Adult Participants regarding policy/requirements
- Lack of an adequate reporting and oversight structure for Required Prevention Policy violations
- Above 70% and below 90% compliance on Education & Training requirements

## IMPLEMENTED

A finding of this type indicates a significant reduction in risk to minor athletes and reveals what is determined to be a satisfactory environment of safety and well-being for minor athletes. This can result from, but is not limited to, the following:

- Presence of policies and all relevant and supporting documentation provided where required
- Adequate and consistent communication to Adult Participants
- Adequate reporting and oversight structure for Required Prevention Policy violations
- 90% or higher compliance on Education & Training requirements



## IX. APPENDICES AND LINKS

Note: Center NGB Portal credentials may be required to access some links; contact [compliance@safesport.org](mailto:compliance@safesport.org) if you require compliance and audit resource documents but do not have portal access.

[SafeSport Code](#) (last revision 4/1/21)

[2022 Minor Athlete Abuse Prevention Policies \(MAAPP\)](#)

[2022 MAAPP Manual](#)

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