



U.S. CENTER FOR
SAFESPORT™

CHAMPION RESPECT. END ABUSE.

MINOR ATHLETE ABUSE PREVENTION POLICIES

IMPLEMENTATION GUIDE

EFFECTIVE JUNE 23, 2019

INTRODUCTION

The U.S. Center for SafeSport (the Center) is committed to building a sport community where participants can work and learn together in an atmosphere free of emotional, physical, and sexual misconduct. Federal law authorized the Center to develop training to prevent abuse and policies and procedures for implementation by National Governing Bodies (NGB) or Paralympic Sports Organizations to prevent abuse. See [Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017 \(S.534\)](#).

In accordance with S.534, the Center has been granted authority to complete regular and random audits of the NGBs recognized by the U.S. Olympic Committee (USOC). The Center will include in its audit, a review of the [Minor Athlete Abuse Prevention Policies](#) (MAAPP), including both the Education & Training Policy and Required Prevention Policies. In order to assist NGBs in the implementation of the MAAPP, the Center has developed this Implementation Guide as a tool for use by the NGBs.

***Nothing in this Implementation Guide should be construed as legal advice or satisfying all obligations on behalf of the USOC or NGB. The information contained herein is intended to serve only as a guide for implementation of the Center's MAAPP. Each Covered Organization (USOC/NGB) is encouraged to review the information contained herein with their respective legal counsel(s) in order to ensure the implementation of the MAAPP complies with the requirements of the Center and all other applicable laws and regulations.**

The Center has identified three stages of implementation:

STAGE NO. 1 AUDIT REQUIREMENTS

This stage identifies the minimum required necessary components to receive the highest score in the 2019 audit performed by the Center. In this stage all requirements of the Education and Training Policy were completed, and mandatory components of the Required Prevention Policies were properly adopted and communicated as contained herein by **June 23, 2019**.

STAGE NO. 2 STANDARDS

Stage No. 2 encompasses all of Stage No. 1 and includes additional communication, training, and monitoring standards that are best practices. Best practices are not requirements of the audit but are proactive procedures, methods, and/or tools that will assist the USOC/NGB in ensuring the adherence by Applicable Adults to these policies.

STAGE NO. 3 STANDARDS

Stage No. 3 encompasses both Stage No. 1 and 2 and includes internal auditing and enforcement pieces.

EDUCATION AND TRAINING POLICY

The requirements of the Education and Training Policy can be found at the following link: [MAAPP](#).

Adults Required to Complete the U.S. Center for SafeSport training:

- Adult members at a Covered Organization (USOC/NGB) who have regular contact with minor athletes.
- Any adult authorized by USOC/NGB to have regular contact with a minor athlete.
- Any adult authorized by USOC/NGB to have authority over a minor athlete.
- Staff and board members of USOC/NGB.

STAGE NO. 1 AUDIT REQUIREMENTS

1. Identify all Applicable Adults in organization required to complete U.S. Center for SafeSport Training (e.g., coaches, NGB board members, volunteers, adult athletes who have regular contact with minor athletes, officials).
2. Track all above Applicable Adults in a database or spreadsheet and provide the list to the Center.
3. Provide communication of education and training policy requirements to all Applicable Adults by posting the policy on the website.
4. Provide direct communication of education and training policy requirements to all Applicable Adults on at least one occasion with a copy of the policy or a link to the policy by using one of these methods: email, newsletter, webinar and/or social media.
5. Mark any Applicable Adult who has not completed the required training in your database or membership system as not in good standing.

STAGE NO. 2 STANDARDS

1. All Stage No. 1 requirements.
2. Provide direct communication of the education and training policy requirements to all Applicable Adults on at least two additional occasions.
3. Track all Applicable Adults required to take the training and send reminders prior to their good standing expiring and continue to send until the training is completed.
4. Contact 17-year old athletes and have them complete the U.S. Center for SafeSport Training, with parental consent, no later than their 18th birthday if they will have regular contact with minors upon turning 18.

STAGE NO. 3 STANDARDS

1. All Stage No. 1 and No. 2 requirements.
2. Implement a process for internal audits of the education and training policies (spot checking/monitoring) to ensure that your membership (member clubs, organizational members, LAOs, NMOs) understands and is following the policy.
3. Track all Applicable Adults who have not taken the training and are out of compliance and take active steps to ensure they are not interacting with minors.

Minor Athlete Training

STAGE NO. 1 AUDIT REQUIREMENTS

1. Offer and give training to minor athletes, with parental consent, each year regarding prevention and reporting of child abuse.

Example: Send emails on a regular basis (at minimum, once a year) to minor athletes and/or their legal guardians regarding minor athlete training and track the communication. The Center developed age appropriate minor athlete training which will be available June 12, 2019, at athletesafety.org. USOC/NGB's can use this training to fulfill the minor athlete training requirement but can also offer other training. USOC/NGBs must maintain compliance with the Children's Online Privacy Protection Act.

2. Get parental consent prior to any minor completing the training.
3. Track the following:
 - A description of the training.
 - The date the training was offered and given.
 - A description of how the training was offered and given.

GENERAL IMPLEMENTATION GUIDELINES FOR REQUIRED PREVENTION POLICIES

Application

Covered Organizations (USOC/NGB) need to identify all Applicable Adults required to follow each policy (e.g., coaches, NGB board members, volunteers, adult athletes, officials).

AUDIT REQUIREMENTS

Provide a list of Applicable Adults covered by the prevention policy separated by category (i.e., coach, staff, board member, medical staff, volunteer, adult athlete, etc.):

1. Last name, First Name.
2. Date first subject to policies.
3. Type of association (e.g., coach, volunteer, board member, adult athlete, etc.).
4. Organization.

This can be completed by pulling a list from a membership management system or providing the list currently used to track membership.

Legal Guardian Consent Forms

USOC/NGBs should prepare legal guardian consent forms for the instances within the Required Prevention Policies where legal guardian consent is required. It is up to the USOC/NGB to determine what information to include in its forms and how to track. Below, please find information that could be included:

1. Legal guardian first and last name.
2. Minor Athlete first and last name.
3. Date the form was signed by the legal guardian.
4. Purpose of the consent form, (i.e., one-on-one interaction, local travel, hotel stay, etc.).
5. Date(s) the form is applicable.
6. Legal guardian signature.

The below audit requirements and standards apply to each of the six Required Prevention Policies: One-on-One Interactions, Massages and Rubdowns/Athletic Training Modalities, Locker Rooms and Changing Areas, Social Media & Electronic Communications, Local Travel and Team Travel.

STAGE NO. 1 AUDIT REQUIREMENTS

1. Identify all Applicable Adults in organization required to follow each Required Prevention Policy (e.g., coaches, NGB board members, volunteers, adult athletes, officials).
2. Track all Applicable Adults in a database or spreadsheet and provide the list to the Center.
3. Provide communication of each of the Required Prevention Policy requirements to all Applicable Adults by posting the policy on the website.
4. Provide direct communication of each of the Required Prevention Policy requirements to all Applicable Adults on at least one occasion with a copy of each policy or a link to the policy by using one of the following methods: email, newsletter, webinar and/or social media.
5. Incorporate current reporting policy or establish a new reporting policy for Applicable Adults who are violating the Required Prevention Policies.
6. Communicate the current/new reporting policy for violations of the Required Prevention Policies to all Applicable Adults in the membership.

STAGE NO. 2 STANDARDS

1. All Stage No. 1 requirements.
2. Provide additional direct communication of each of the Required Prevention Policy requirements to all Applicable Adults on at least one more occasion with a copy of each policy or a link to the policy by using one of the following methods: email, newsletter, webinar and/or social media.
3. Provide notice to all minor athletes and legal guardians regarding all aspects of each prevention policy and reporting mechanism for policy violations.
4. In addition to providing direct communication, confirm receipt of the direct communication.

STAGE NO. 3 STANDARDS

1. All Stage No. 1 requirements & Stage No. 2 standards.
2. Implement a process for internal audits of the Required Prevention Policies (spot checking/reviewing documentation) to ensure that your applicable membership understands and is following each policy.
3. Require your applicable membership to perform internal audits of the Required Prevention Policies and submit them for review.
4. Randomly spot check submitted internal audits to ensure that your applicable membership understands and is following each policy.

In addition to these general audit requirements and standards that apply to each policy, specific audit requirements and standards can be found on the following pages.

ONE-ON-ONE INTERACTIONS

The mandatory components of the One-On-One Interactions Policy can be found at the following link: [MAAPP](#).

The majority of child sexual abuse is perpetrated in isolated, one-on-one situations. By reducing such interactions between children and adults, programs reduce the risk of child sexual abuse. However, one-on-one time with trusted adults is also healthy and valuable for a child. Policies concerning one-on-one interactions protect children while allowing for these beneficial relationships.

These policies apply at all facilities that are partially or fully under the jurisdiction of the Covered Organization (USOC/NGB). Partial or full jurisdiction shall include the following: any sanctioned event (including all traveling and lodging in connection) by the USOC/NGB or any facility that the USOC/NGB owns, leases or rents for practice, training or competition.

These policies apply to (collectively, “Applicable Adults”):

1. Adult members at a facility that is either partially or fully under the jurisdiction of USOC/NGB.
2. Adult members who have regular contact with a minor athlete.
3. Any adult authorized by USOC/NGB to have regular contact with a minor athlete.
4. Any adult authorized by USOC/NGB to have authority over a minor athlete.
5. Adult staff and board members of USOC/NGB.

ONE-ON-ONE INTERACTIONS CONTINUED

STAGE NO. 1 AUDIT REQUIREMENTS

1. No additional requirements other than those identified in the General Implementation Guidelines for Required Prevention Policies section.

STAGE NO. 2 STANDARDS

1. Provide the meaning of observable and interruptible to all Applicable Adults, minor athletes and legal guardians.
2. Create a template and process for documenting all emergency situations that lead to a one-on-one situation with a minor athlete. For example, if an incident report system is already in place, that should suffice, as long as documentation includes:
 - Date of emergency.
 - Applicable Adult information.
 - Minor athlete information.
 - A description of the emergency and the action taken.

3. Create a process and tracking mechanism for all one-on-one closed-door meetings with a mental health care professional/health care provider to ensure that there are always two people in the facility and both have knowledge of the meeting.

Example: Share calendar of mental health care professionals and other health care providers with adults at the facility so they are aware when closed door meetings may be taking place.

4. Track all individuals receiving individual training sessions, note those which are taking place at a time that is not observable or interruptible, and confirm receipt of written legal guardian consent for all trainings that are not observable or interruptible.

STAGE NO. 3 STANDARDS

1. No additional requirements other than those identified in the General Implementation Guidelines for Required Prevention Policies section.

MASSAGES AND RUBDOWNS/ATHLETIC TRAINING MODALITIES

The mandatory components of the Massages and Rubdowns/Athletic Training Modalities Policy can be found at the following link: [MAAPP](#).

These policies apply at all facilities, training or competition venues that are partially or fully under the jurisdiction of the covered organization (USOC/NGB). Partial or full jurisdiction shall include the following: any sanctioned event (including all traveling and lodging in connection) by the USOC/NGB or any facility that the USOC/NGB owns, leases or rents for practice, training or competition.

“Facility” shall include hotels when a team is traveling to a USOC/NGB sanctioned event.

These policies apply to (collectively, “Applicable Adults”):

1. Adult members at a facility that is either partially or fully under the jurisdiction of a USOC/NGB.
2. Adult members who have regular contact with a minor athlete.
3. Any adult authorized by USOC/NGB to have regular contact with a minor athlete.
4. Any adult authorized by USOC/NGB to have authority over a minor athlete.
5. Adult staff and board members of USOC/NGB.

STAGE NO. 1 AUDIT REQUIREMENTS

1. No additional requirements other than those identified in the General Implementation Guidelines for Required Prevention Policies section.

STAGE NO. 2 STANDARDS

1. Maintain documentation/database of all massages and rubdowns/athletic training modalities.
The documentation should include the following:
 - Adults present (minimum of two) during the massage/rubdown/athletic training modality.
 - Minor athlete receiving the massage/rubdown/athletic training modality.
 - Date and time of the massage/rubdown/athletic training modality.
 - Location where the massage/rubdown/athletic training modality took place.
 - Signature/initials of the adults confirming presence during such interactions.
2. Provide the meaning of open and interruptible to all Applicable Adults, minor athletes and legal guardians.

STAGE NO. 3 STANDARDS

1. No additional requirements other than those identified in the General Implementation Guidelines for Required Prevention Policies section.

LOCKER ROOMS AND CHANGING AREAS

The mandatory components of the Locker Rooms and Changing Areas Policy can be found at the following link: [MAAPP](#).

These policies apply to (collectively, “Applicable Adults”):

1. Adult members at a facility that is either partially or fully under the jurisdiction of USOC/NGB.
2. Adult members who have regular contact with a minor athlete.
3. Any adult authorized by USOC/NGB to have regular contact with a minor athlete.
4. Any adult authorized by USOC/NGB to have authority over a minor athlete.
5. Adult staff and board members of USOC/NGB.

These policies apply at all facilities that are partially or fully under the jurisdiction of the covered organization (USOC/NGB). Partial or full jurisdiction shall include the following: any sanctioned event (including all traveling and lodging in connection) by the USOC/NGB or any facility that the USOC/NGB owns, leases or rents for practice, training or competition.

STAGE NO. 1 AUDIT REQUIREMENTS

1. No additional requirements other than those identified in the General Implementation Guidelines for Required Prevention Policies section.

STAGE NO. 2 STANDARDS

1. Have a template and process for documenting all emergency situations that lead to a one-on-one situation with a minor athlete. Documentation should include:
 - Date of emergency.
 - Applicable Adult information.
 - Minor athlete information.
 - A detailed explanation of emergency.
2. Documentation should be completed for all regular and random monitoring of the locker room and changing room. Documentation should include the following:
 - Locker room being monitored.
 - Date of monitoring.
 - Time of each instance of monitoring.
 - Signature of the person completing the monitoring.
3. Clearly post locker room policies and schedules (if/when needed) in or outside the door of the locker rooms and changing areas.
4. Set clear expectations that parents/legal guardians do not enter locker rooms unless there is an emergency.

STAGE NO. 3 STANDARDS

1. No additional requirements other than those identified in the General Implementation Guidelines for Required Prevention Policies section.

SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS

The mandatory components of the Social Media and Electronic Communications policy can be found at the following link: [MAAPP](#).

These policies apply to (collectively, “Applicable Adults”):

1. Adult members who have regular contact with a minor athlete.
2. Any adult authorized by USOC/NGB to have regular contact with a minor athlete.
3. Any adult authorized by USOC/NGB to have authority over a minor athlete.
4. Adult staff and board members of USOC/NGB.

STAGE NO. 1 AUDIT REQUIREMENTS

1. No additional requirements other than those identified in the General Implementation Guidelines for Required Prevention Policies section.

STAGE NO. 2 STANDARDS

1. Have a template and process for documenting all emergency situations that lead to a one-on-one situation with a minor athlete. Documentation should include:
 - Date of emergency.
 - Applicable Adult information.
 - Minor athlete information.
 - A detailed explanation of emergency.
2. Maintain documentation of the notification provided to legal guardians making them aware of their right to request to discontinue electronic communication
3. Maintain documentation of all requests to discontinue electronic communication. Documentation should include the following:
 - Minor athlete info.
 - Legal guardian info.
 - Date of the request.
 - Signatures from all Applicable Adults who received notification of this request.
4. Use applications designed for team communication that allow all communication to be seen by all team members (e.g., Teamworks, TeamSnap, SIPlay, etc.).

STAGE NO. 3 STANDARDS

1. No additional requirements other than those identified in the General Implementation Guidelines for Required Prevention Policies section.

LOCAL TRAVEL

The mandatory components of the Local Travel Policy can be found at the following link: [MAAPP](#).

These policies apply to (collectively, “Applicable Adults”):

1. Adult members who have regular contact with a minor athlete.
2. Any adult authorized by USOC/NGB to have regular contact with a minor athlete.
3. Any adult authorized by USOC/NGB to have authority over a minor athlete.
4. Adult staff and board members of USOC/NGB.

STAGE NO. 1 AUDIT REQUIREMENTS

1. No additional requirements other than those identified in the General Implementation Guidelines for Required Prevention Policies section.

STAGE NO. 2 STANDARDS

1. Have a template and process for documenting all emergency situations that lead to a one-on-one situation with a minor athlete. Documentation should include:
 - Date of emergency.
 - Applicable Adult information.
 - Minor athlete information.
 - A detailed explanation of emergency.
2. Maintain documentation of all these transportations and maintain copies of all written notices received. The documentation should contain the following information:
 - Applicable Adult information.
 - Minor athlete information.
 - Legal guardian information.
 - Date(s) of consent.
 - Type of travel covered by consent form (e.g., riding in vehicle).

STAGE NO. 3 STANDARDS

1. No additional requirements other than those identified in the General Implementation Guidelines for Required Prevention Policies section.

TEAM TRAVEL

The mandatory components of the Team Travel Policy can be found at the following link: [MAAPP](#).

These policies apply to (collectively, “Applicable Adults”):

1. Adult members who have regular contact with a minor athlete.
2. Any adult authorized by USOC/NGB to have regular contact with a minor athlete.
3. Any adult authorized by USOC/NGB to have authority over a minor athlete.
4. Adult staff and board members of USOC/NGB.

STAGE NO. 1 AUDIT REQUIREMENTS

1. No additional requirements other than those identified in the General Implementation Guidelines for Required Prevention Policies section.

STAGE NO. 2 STANDARDS

1. Maintain a list of Applicable Adults who are also teammates of minor athletes and ensure that legal consent is obtained for any adult athlete staying in the same hotel room with a minor athlete.
2. Maintain all written consent forms for one-on-one travel and one-on-one hotel stays.
3. Provide itineraries to legal guardians of minor athletes prior to travel and include designated periods for communications between minor athletes and their legal guardians.
4. Require a minimum of two Applicable Adults be responsible for minor athletes at all times during overnight travel.

STAGE NO. 3 STANDARDS

1. No additional requirements other than those identified in the General Implementation Guidelines for Required Prevention Policies section.