

# 2022 ADMINISTRATIVE AUDIT REPORT

## AUDIT AND COMPLIANCE DEPARTMENT

**NGB/PSO NAME:**

US Speedskating

**ADMINISTRATIVE AUDIT SITE:**

US Speedskating Headquarters

**ADMINISTRATIVE AUDIT DATE:**

May 24, 2022

### BACKGROUND AND AUDIT PURPOSE

The U.S. Center for SafeSport (the Center) is committed to building a sport community in which individuals can work and learn together in an atmosphere free of emotional, physical, and sexual abuse and misconduct. Federal law 36 U.S.C. §220541 authorizes the Center to develop and enforce abuse prevention policies and procedures that the U.S. Olympic & Paralympic Committee (USOPC) and its National Governing Bodies (NGBs) and Paralympic Sports Organizations (PSOs) must implement.

In accordance with that law, the Center has been granted authority to complete regular and random audits of NGBs, PSOs, and the USOPC. The Center objectively evaluates adherence and level of compliance to the requirements set forth in the SafeSport Code (the Code) and the Minor Athlete Abuse Prevention Policies (MAAPP).

### AUDIT SCOPE

This 2022 audit is based on Administrative Audit Standards articulated in the Audit and Compliance Manual released by the Center on Jan. 11, 2022.

**The audit covered the following areas:**

- > EDUCATION AND TRAINING
- > COMMUNICATION AND REPORTING
- > QUALITY CONTROL
- > LOCAL AFFILIATED ORGANIZATIONS

### AUDIT METHODOLOGY

During the audit, the Center:

- Reviewed policies and procedures
- Evaluated processes
- Administered implementation fidelity testing
- Interviewed individuals responsible for compliance with Center requirements

### AUDIT SUMMARY

Based on the audit methodology, the Center made findings as to whether standards in Appendix A were met for Education and Training, Communication and Reporting, Quality Control, and Local Affiliated Organizations (applying scoring guidelines in Appendix B).

#### SCORING SUMMARY

STANDARD	SCORE
EDUCATION AND TRAINING	IMPLEMENTED
COMMUNICATION AND REPORTING	IMPLEMENTED
QUALITY CONTROL SYSTEM	IMPLEMENTED
LOCAL AFFILIATED ORGANIZATIONS	IMPLEMENTED

## AUDIT AREA: EDUCATION AND TRAINING

### REQUIREMENTS:

1. Identify all Adult Participants in the organization required to annually (every 12 months) complete U.S. Center for SafeSport training.
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 given
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 given

### SCORE:

Implemented

### RATIONALE:

Requirement Nos. 1 and 2 are satisfied. Of the 12 individuals selected for testing, 12 (100%) were properly included, or properly excluded, from its list of Adult Participants required to complete the Center’s SafeSport training. The Center’s Compliance Development Team will be working with US Speedskating to develop a protocol to ensure Level 1 Officials will be required to be SafeSport trained at any sanctioned local events where Level 1 Officials have authority over minor athletes.

Requirement No. 3 is satisfied. Of the 44 individuals selected for testing, 43 (97.73%) had completed training or were properly marked in their membership system as not in good standing. One board member selected for testing had not completed SafeSport training and was marked in US Speedskating’s system as not in good standing but was not prevented from acting in the capacity of a Board member.

US Speedskating’s Education and Training Policy does not require that non-elected Board members complete the Center’s training. In addition, US Speedskating requires that Level 2 Officials complete SafeSport training, however, its policy excludes Level 2 Officials. This finding does not impact the audit score.

Requirement Nos. 4 and 5 are satisfied. US Speedskating offered to parents and minor athletes the Center’s prevention and reporting of child abuse trainings by e-mail on April 26, 2022.

## AUDIT AREA: **EDUCATION AND TRAINING**

### **CORRECTIVE ACTIONS:**

US Speedskating must require that (a) the board member who had not completed SafeSport training, and (b) any non-elected board members who do not have current SafeSport training, complete training by August 31, 2022.

US Speedskating must update their Education and Training policy to require all board members and Level 2 Officials complete SafeSport training on an annual basis.

### **MANAGEMENT RESPONSE**

RESPONSIBLE INDIVIDUAL: Sara Bowles

PROJECTED DEADLINE: August 31, 2022

#### **CORRECTIVE PLAN:**

Ted Morris will contact the board member who had not completed SafeSport training, and any non-elected board members who do not have current SafeSport training and require them to complete it by August 31, 2022.

Sara Bowles will update US Speedskating's Education and Training policy to require all board members and Level 2 Officials to complete SafeSport training on an annual basis.

## AUDIT AREA: **COMMUNICATION AND REPORTING**

### 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 (to include the Education & Training Policy and the 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.

### SCORE:

Implemented

### RATIONALE:

Requirement Nos. 1 and 3 are satisfied.

Requirement No. 2 is satisfied. US Speedskating communicated their Center-approved MAAPP which includes the Required Prevention Policies and Education and Training policies to all members and Adult Participants by e-mail on August 3<sup>rd</sup>, 17<sup>th</sup>, and 31<sup>st</sup>, 2021.

Requirement No. 4 is satisfied. US Speedskating communicated their reporting mechanism enabling individuals to report all concerns involving sexual misconduct, physical misconduct, emotional misconduct, or violations of the MAAPP, to all members and Adult Participants by e-mail on December 28, 2021. US Speedskating also communicated their reporting mechanism within their Center-approved MAAPP as detailed above.

Requirement No. 5 is satisfied. US Speedskating provided written protocol that demonstrated that they communicate its Quality Control System to event organizers via email after the event director has received their US Speedskating event sanctioning approval.

Requirement No. 6 is satisfied. US Speedskating provided written protocol that includes e-mail sample language for event organizers to utilize to send event participants the MAAPP and reporting mechanism. The protocol also includes the requirement to communicate the MAAPP and reporting mechanism to all day-of event participants via a QR code.

AUDIT AREA: **COMMUNICATION AND REPORTING**

**CORRECTIVE ACTIONS:**

No Corrective Action required.

**MANAGEMENT RESPONSE**

RESPONSIBLE INDIVIDUAL: N/A

PROJECTED DEADLINE: N/A

CORRECTIVE PLAN: No Management Response required.

**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

**SCORE:**

Implemented

**RATIONALE:**

Requirement No. 1 is satisfied.

Requirement Nos. 2 and 2(a-e) are satisfied.

US Speedskating’s Quality Control System includes a protocol for event organizers to verify SafeSport training for required individuals prior to an event by using US Speedskating’s membership management system either via an automated event registration system or by manually checking for current SafeSport training.

The Quality Control System also includes access to the USS Organizational Exclusion List for event organizers to utilize to ensure that individuals on the Organizational Exclusion List are unable to participate in the event. However, US Speedskating’s list of banned and suspended individuals, utilized for events/competitions, is missing an individual listed on the Center’s Centralized Disciplinary Database as ‘permanently ineligible to participate’ by US Speedskating. This finding does not impact the audit score.

US Speedskating does not allow for any short-term memberships to be eligible for event participation.

US Speedskating’s oversight includes providing Local Organizing Committee’s a checklist for ensuring compliance with the SafeSport training and Organization Exclusion List requirements and further, requires that sanctioned event applicants sign a form to ensure that competitors are current members of USS and that no suspended USS member will take part in a sanctioned event.

AUDIT AREA: **QUALITY CONTROL SYSTEM**

**CORRECTIVE ACTIONS:**

US Speedskating must re-certify its Legacy Organizational Exclusion List with the Center to ensure that its Organizational Exclusion List matches the Center's Centralized Disciplinary Database.

**MANAGEMENT RESPONSE**

RESPONSIBLE INDIVIDUAL: Sara Bowles

PROJECTED DEADLINE: August 31, 2022

**CORRECTIVE PLAN:**

Sara Bowles will reach out to Dennis Evans to set up a call about re-certifying USS' Legacy Organizational Exclusion List to ensure it matches the Center's Centralized Disciplinary Database. Ted Morris, Marion Wohlrab, and Sara Bowles will meet with Dennis if necessary and have the re-certification finalized by August 31, 2022.

## AUDIT AREA: LOCAL AFFILIATED ORGANIZATIONS

### 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.

### SCORE:

Implemented

### RATIONALE:

Requirement No. 1 is satisfied. US Speedskating communicated their Center-approved MAAPP which includes the Required Prevention Policies and Education and Training policies to all LAOs by e-mail on August 3<sup>rd</sup>, 17<sup>th</sup>, and 31<sup>st</sup>, 2021.

Requirement No. 2 is satisfied.

### CORRECTIVE ACTIONS:

No Corrective Action required.

### MANAGEMENT RESPONSE

RESPONSIBLE INDIVIDUAL: N/A

PROJECTED DEADLINE: N/A

CORRECTIVE PLAN: No Management Response required.



## 1. EDUCATION AND TRAINING

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 given
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 given

## 2. COMMUNICATION AND REPORTING

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.

### 3. QUALITY CONTROL SYSTEM

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

### 4. LOCAL AFFILIATED ORGANIZATIONS

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.

### 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