

2022 ADMINISTRATIVE AUDIT REPORT

AUDIT AND COMPLIANCE DEPARTMENT

NGB/PSO NAME:

USA Table Tennis

ADMINISTRATIVE AUDIT SITE:

Virtual

ADMINISTRATIVE AUDIT DATE:

November 10, 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	PARTIALLY IMPLEMENTED
COMMUNICATION AND REPORTING	PARTIALLY IMPLEMENTED
QUALITY CONTROL SYSTEM	PARTIALLY 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:

Partially Implemented

RATIONALE:

Requirement No. 1 is satisfied.

Requirement No. 2 is partially satisfied. Of the 10 names randomly selected for testing, 8 (80%) were properly included on the list of Adult Participants required to complete the Center’s SafeSport training.

Requirement No. 3 is satisfied. Of the 31 names randomly selected for testing, 31 (100%) had completed training or were marked appropriately in their membership system as ineligible or not in good standing.

Requirement Nos. 4 and 5 are satisfied. USA Table Tennis offered Minor Athlete training and parent training on October 19, 2022, in an email blast sent to all USA Table Tennis membership. The training link directed individuals to the Center’s training.

CORRECTIVE ACTIONS:

1. USA Table Tennis must a) update its tracking database to ensure all coaches who are not USA Table Tennis-certified are removed and b) update its website to remove all coaches who are not USA Table Tennis-certified.

AUDIT AREA: **EDUCATION AND TRAINING**

MANAGEMENT RESPONSE

RESPONSIBLE INDIVIDUAL: Mark Thompson

PROJECTED DEADLINE: January 19, 2023

CORRECTIVE PLAN:

USA Table Tennis will update its tracking database to ensure all coaches who are not USA Table Tennis-certified are removed; and will update its website to remove all coaches who are not USA Table Tennis-certified.

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:

Partially Implemented

RATIONALE:

Requirement No. 1 is satisfied. USA Table Tennis had their Center-approved MAAPP posted on their website by January 1, 2022 (on December 28, 2021).

Requirement No. 2 is satisfied. USA Table Tennis communicated their Center-approved MAAPP and Required Prevention policies to all members via email on December 31, 2021.

Requirement No. 3 is satisfied. USA Table Tennis has a reporting mechanism on their public website enabling individuals to report all concerns involving alleged sexual misconduct, physical misconduct, emotional misconduct, or violations of the MAAPP.

Requirement No. 4 is partially satisfied. USA Table Tennis did not communicate the reporting mechanism via email prior to January 1, 2022, however, communicated the reporting mechanism via email on June 21, 2022.

Requirement No. 5 is partially satisfied. USA Table Tennis does not have a policy to communicate the Quality Control System (QCS) to all sanctioned tournament directors. USA Table Tennis only communicates the QCS for events that USA Table Tennis staff is running. USA Table Tennis sanctions a variety of event types which includes 0-Star to 5-Star tournaments. Audit revealed that communication of the QCS is specifically for events run by USA Table Tennis staff, not all sanctioned tournaments.

Requirement No. 6 is partially satisfied. USA Table Tennis has a communication policy/protocol that demonstrates they communicate their Center-approved Education and Training Policy, Required Prevention Policies, and reporting protocols to event participants at "major events or competitions". However, this policy does not include communication at all sanctioned tournaments/events.

AUDIT AREA: **COMMUNICATION AND REPORTING**

CORRECTIVE ACTIONS:

1. USA Table Tennis must create a written protocol to ensure the USA Table Tennis Quality Control System is communicated to all event directors of sanctioned tournaments/events regardless of sanctioning tournament level.
2. USA Table Tennis must update their communication protocol to ensure the Center-approved Education and Training Policy, Required Prevention Policies and reporting protocol is communicated to all event participants for all levels of sanctioned tournament/events.

MANAGEMENT RESPONSE

RESPONSIBLE INDIVIDUAL: Mark Thompson

PROJECTED DEADLINE: March 1, 2023

CORRECTIVE PLAN:

1. USA Table Tennis will create and implement written protocol to ensure the USA Table Tennis Quality Control System is communicated to all event directors of sanctioned tournaments/events regardless of sanctioning tournament level.
2. USA Table Tennis will update their communication protocol to ensure the Center-approved Education and Training Policy, Required Prevention Policies, and reporting protocol is communicated to all event participants for all levels of sanctioned tournament/events.

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:

Partially Implemented

RATIONALE:

Requirement No. 1 is partially satisfied. USA Table Tennis does follow a Quality Control System (QCS) for all 5-star level events; at which USA Table Tennis staff are present. However, USA Table Tennis does not communicate the QCS to the tournament directors who run the lower-level sanctioned events and there is no policy requiring tournament directors at these lower-level events to follow the USA Table Tennis QCS.

Requirement No. 2 (a) is satisfied. USA Table Tennis does allow for 1-day or short-term memberships. USA Table Tennis refers to this as a “Tournament Pass”. This pass allows a player to play in a single tournament. Individuals playing under the Tournament Pass are prohibited from holding any position of authority at USATT sanctioned tournaments. USATT requires all individuals using Tournament Pass to be fully vetted and checked against the banned/suspended list.

Requirement Nos. 2 (b-d) are satisfied. USA Table Tennis does not permit any day-of participation/registration, on-site registration, or last-minute substitutions at 5-star sanctioned events for any persons regardless of the role. However, in the instance this does occur at a non 5-star event, individuals are still required to be a member of USA Table Tennis and verified compliance for certain roles as well as checked against the banned/suspended list.

Requirement No. 2(e) is satisfied. USA Table Tennis staff run all 5-star events. 0-4 Star events are typically run locally. Each tournament is required to have a tournament director who must apply for sanctioning with USA Table Tennis staff. Tournaments must meet certain requirements to be considered a sanctioned tournament. In the absence of USATT staff, USA Table Tennis leaves the tournament director/manager responsible for the event. Tournament directors are required to be properly SafeSport trained by USA Table Tennis. Additionally, USA Table Tennis staff receives registration after the event. If USA Table Tennis staff were to learn there is a problem, they would conduct an official review process.

AUDIT AREA: **QUALITY CONTROL SYSTEM**

CORRECTIVE ACTIONS:

1. USA Table Tennis must include language within their QCS regarding providing communication of the MAAPP and Reporting Mechanism to on-site registrants, day-of participants, and last-minute substitutions.
2. USA Table Tennis must update its policy to include explicit language requiring all tournament directors, for all levels of sanctioned events, to follow USA Table Tennis' Quality Control System.
3. USA Table Tennis must provide details on how they intend to ensure the USA Table Tennis Quality Control System will be followed at all levels of sanctioned events.
4. USA Table Tennis must update its policy to include explicit language stating that all tournament directors, for all levels of sanctioned events, must require event registrants to self-identify whether they have regular contact or authority with minor athletes.

MANAGEMENT RESPONSE

RESPONSIBLE INDIVIDUAL: Mark Thompson

PROJECTED DEADLINE: March 1, 2023

CORRECTIVE PLAN:

1. USA Table Tennis will revise the QCS to include language to require communication of the MAAPP and Reporting Mechanism to on-site registrants, day-of participants, and last-minute substitutions.
2. USA Table Tennis will revise the organization's policy to include explicit language requiring all Tournament Directors, for all levels of sanctioned events, to follow USATT's QCS.
3. USA Table Tennis will establish and implement protocols to ensure that USATT's Quality Control System will be implemented at all sanctioned events. These protocols will include:
 - Implementing the proposed protocol: "USATT Athlete Safety Policy Protocol for Communication of Safe Sport Policy to All Participants at USATT Sanctioned Events."
 - Providing a template for Tournament Directors to communicate USATT Safe Sport Policy to all participants at USATT sanctioned events.
 - Requiring all Tournament Directors to complete and submit the Declaration of Compliance with USATT Safe Sport Policy at sanctioned tournament.
 - Instituting the proposed requirement for USATT sanctioned tournaments self-identification of adult participants requiring SafeSport Training on registration form.
4. USA Table Tennis will revise the organization's policy to include explicit language stating that all tournament directors, for all levels of sanctioned events, must require event registrants to self-identify whether they have regular contact with or authority over minor athletes.

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. USA Table Tennis communicated its Center-approved MAAPP which included the Education and Training Policies, the Required Prevention Policies, and the reporting mechanism, to all LAOs via email on December 31, 2021.

Requirement No. 2 is satisfied.

CORRECTIVE ACTIONS:

No Corrective Actions 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.
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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
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 - 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