

2023 ADMINISTRATIVE AUDIT REPORT

AUDIT AND COMPLIANCE DEPARTMENT

NGB NAME:
USA Bobsled and Skeleton

AUDIT SITE:
Virtual

AUDIT DATE:
July 25, 2023

BACKGROUND AND AUDIT PURPOSE

The U.S. Center for SafeSport (the Center) is working to build a sport community in which everyone 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) must implement.

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

AUDIT SCOPE

This 2023 audit is based on Administrative Audit Standards articulated in the Audit and Compliance Manual.

The audit covered the following areas:

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

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

SCORING SUMMARY

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

AUDIT AREA: EDUCATION AND TRAINING

REQUIREMENTS:

1. Identify and track all Adult Participants in the organization required to annually (every 12 months) complete U.S. Center for SafeSport training; these roles include (but are not limited to) event staff, adult athletes, adults having regular contact with or authority over amateur athletes who are minors, coaches, referees/officials, volunteers, medical staff, contractors or others. The list must also include all NGB board and staff members.
2. Mark any Adult Participant who has not completed the required training in the Organization's 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 with or authority over amateur athletes who are minors.
3. Staff and board members must have current training and be trained annually (every 12 months) regardless of participation or activity.
4. Organization must provide copy of a direct communication (email or newsletter), sent to membership annually (every 12 months), that offers training for parents and Minor Athletes regarding prevention and reporting of child abuse.

SCORE:

Implemented

RATIONALE:

Requirement No. 1 is satisfied. USA Bobsled/Skeleton (USABS) provided a list of all Adult Participants required to annually complete SafeSport training. USABS requires the following roles to be trained: USABS staff, interns, medical staff, USABS board of directors, standing committee members, coaches, officials, adult athletes, and volunteers. Additionally, the auditor randomly selected 17 individuals to test the accuracy of the list. Of the 17 individuals selected for completeness, 16 (94.12%) were properly included on or excluded from the list that USABS provided to the Center.

Requirement No. 2 is satisfied. Of the 19 individuals randomly selected for testing, 18 (94.74%) had properly completed training.

Requirement No. 3 is partially satisfied. Of the 8 staff and board members randomly selected for testing, 7(87.5%) were current with their annual SafeSport training. However, one board member lapsed training in 2023. SafeSport training is required for all board and staff regardless of whether they have regular contact with or authority over Minor Athletes.

Requirement No. 4 is satisfied. USABS sent an email communication of the Center's free parent and Minor Athlete training directly to all 'Junior Athlete members' and their parents on January 31, 2023. This communication was within 12 months of the previous September 1, 2022 communication.

CORRECTIVE ACTIONS:

No Corrective Actions required.

AUDIT AREA: **EDUCATION AND TRAINING**

MANAGEMENT RESPONSE

RESPONSIBLE INDIVIDUAL: N/A

DEADLINE: N/A

CORRECTIVE PLAN: No Management Response is required.

AUDIT AREA: **COMMUNICATION AND REPORTING**

REQUIREMENTS:

1. Provide direct communication of the Organization's 2022 MAAPP (to include the Education and Training Policy and Required Prevention Policies) to all members and Adult Participants within current membership cycle.
2. 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.
3. Provide direct communication of the reporting mechanism in requirement #2 (separate from link to Organization's full Athlete Safety policy) to all members and Adult Participants within current membership cycle.
4. Provide proof of communication of the Quality Control System to all event directors of sanctioned events within current membership cycle.

SCORE:

Implemented

RATIONALE:

Requirement No. 1 is satisfied. USA Bobsled/Skeleton (USABS) provided a direct communication of their MAAPP, via email, to all members within its previous membership cycle on November 22, 2022. Their current membership cycle began on July 1, 2023, and ends on June 30, 2024. USABS has a plan to communicate the MAAPP to all members in late November, 2023 and early December, 2023, closer to the event season.

Requirement No. 2 is satisfied.

Requirement No. 3 is satisfied. USABS provided a direct communication of their reporting protocol, via email, to all members within its previous membership cycle on November 22, 2022. As stated above in requirement No. 1, their current membership cycle began on July 1, 2023, and ends on June 30, 2024. USABS has a plan to communicate the MAAPP to all members between late November, 2023 and early December, 2023, closer to the event season.

Requirement No. 4 is satisfied. USABS does not have separate sanctioned event directors, but events are handled internally by the Director of Sport Operations and Compliance and the Operations Manager. However, USABS has a written protocol that requires the Quality Control System policy be emailed to event organizers, which includes the Director of Sport Operations and the Operations Manager, within two weeks prior to any sanctioned event.

CORRECTIVE ACTIONS:

1. USABS must provide the Center with the annual communication of the MAAPP and reporting protocols that is sent to all members for this current membership cycle.
2. USABS must update its written policy to reflect their current protocols for sending to event directors the Quality Control System policy each membership cycle.

MANAGEMENT RESPONSE

RESPONSIBLE INDIVIDUAL: Morgan Tracey

DEADLINE: September 30, 2023

CORRECTIVE PLAN:

1. USABS sent annual communication on Nov 22, 2022 of both the MAAPP and reporting protocols. USABS attached in the email response to the auditor the screenshots from the Sport80 platform sent to all USABS membership.
2. USABS currently runs all domestic events so it does not need to be sent to any event director. The USABS Director of Operations and Compliance and the Team Operations Manager ensures the QCS is followed.

AUDIT AREA: **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. 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/on-site participant registration/substitutions (of athletes, staff, volunteers, vendors, coaches, officials, etc.)
 - c. Oversight procedures by the Organization when their staff is not on site at sanctioned events

SCORE:

Implemented

RATIONALE:

Requirement No. 1 is satisfied. USA Bobsled/Skeleton (USABS) implements a Quality Control System (QCS) policy for all sanctioned events to ensure that (a) individuals on the Organizational Exclusion List (OEL) are prevented from participating in the event and (b) individuals required to be but are not SafeSport trained are prevented from participating in the event. The QCS policy requires that event participants who are unable to fulfill the event registration eligibility requirements (which include verified SafeSport training, background check, and a cross-check against the OEL and the Center's adjudication log) will not be allowed to register for, or participate in, the event. USABS checks memberships within Sport:80, the USABS membership system, to ensure all the eligibility requirements are met. Additionally, if an individual is included on the USABS OEL or the Center's adjudication log, the member's profile will not be in good standing in Sport:80. USABS conducts an additional cross-check of all event participants against the OEL and the adjudication log two weeks prior to the event.

Requirements Nos. 2a and b are satisfied. USABS allows for short-term memberships. Similar to regular members, USABS will ensure they meet the eligibility requirements to participate in the event, those include current USABS membership, current SafeSport training, and an approved background check. At the time of registration, and again prior to the start of the event, USABS cross-checks short-term memberships against the OEL and the Center's adjudication log. The QCS policy also includes written protocols to ensure that all late registrations have been verified to meet the eligibility requirements mentioned above, and that they are not included on the USABS OEL or the Center's adjudication log. The policy states that "USABS Staff will have internet access at USABS events and will be able to access both the Center's Adjudication Log and Sport80, which contains all Participant information necessary to evaluate current compliance, with the athlete safety registration eligibility requirements and all information necessary to cross-reference the Organization Exclusion List."

Requirements No. 2c is satisfied. USABS is on site for all sanctioned events.

CORRECTIVE ACTIONS:

No Corrective Actions required.

AUDIT AREA: **QUALITY CONTROL SYSTEM**

MANAGEMENT RESPONSE

RESPONSIBLE INDIVIDUAL: N/A

DEADLINE: N/A

CORRECTIVE PLAN: No Management Response is required.

AUDIT AREA: **LOCAL AFFILIATED ORGANIZATIONS**

REQUIREMENTS:

1. Organization must provide direct communication of the Organization's 2022 MAAPP (to include the Education & Training Policy and Required Prevention Policies) sent to all LAO members, staff and board by email or newsletter, within the Organization's current membership cycle.

SCORE:

Not Applicable

RATIONALE:

Requirement No. 1 is not applicable, as USA Bobsled/Skeleton certified with the Center that it does not have Local Affiliated Organizations.

CORRECTIVE ACTIONS:

No Corrective Actions required.

MANAGEMENT RESPONSE

RESPONSIBLE INDIVIDUAL: N/A

DEADLINE: N/A

CORRECTIVE PLAN: No Management Response is required.

AUDIT AREA: **RESPONSE & RESOLUTION**

REQUIREMENTS:

(summarized here: see Appendix B for full requirements effective Jan. 1, 2023):

1. Organization must provide its Response & Resolution policies to the Center.
2. Organization must post Center-specified Response & Resolution policy elements—and corresponding details—to its public website no later than Jan, 1, 2023. These elements include:
 - a. Reporting Mechanism
 - b. Referral of Reports to the Center
 - c. Jurisdiction Notifications
 - d. Mandatory Reporting
 - e. Prohibition of Retaliation
 - f. Response & Resolution of Reported Allegations
 - g. No Interference
3. Organization must ensure:
 - a. policies include language preventing Organization from interfering with any Center investigation.
 - b. requests from the Center are responded to within 72 hours
 - c. Organization has an assigned contact person responsible for replying to requests from the Center
4. Organization must provide the Center its written policy for collecting Data of Matters Addressed by the Organization, encompassing all elements listed in Appendix B Section 5.
 - a. Policy must also include Organization’s protocol to collect such data from LAOs, if applicable.

SCORE:

Implemented

RATIONALE:

Requirement No. 1 is satisfied. USA Bobsled/Skeleton (USABS) provided proof that their Response and Resolution policies, which can be found within the USABS Athlete Safety Policy, was posted on their website before January 1, 2023 (on December 22, 2022.)

Requirement No. 2a is satisfied. USABS has a public reporting mechanism located on their ‘SafeSport & Athlete Safety’ webpage. The webpage includes clear instructions for how users may report emotional misconduct, physical misconduct, or violations of the MAAPP directly to USABS by email, phone/in person, or by filling out the anonymous reporting form. The webpage includes instructions to report sexual misconduct and child abuse directly to the Center and law enforcement. The webpage also has language which states that “there are no costs associated with reporting”. However, the Athlete Safety Policy does not explicitly state that there are no costs or fees associated with reporting. Both the webpage and the Athlete Safety Policy include language which allows users to report anonymously. Additionally, the anonymous reporting form also provides users with instructions on how to report anonymously to USABS. Lastly, the policy includes clear jurisdictional authority of the Center and USABS.

Requirement Nos. 2b, c, d e, f, and g are satisfied. USABS provided its written policy in which these items are addressed in accordance with the requirements found in Appendix B, Section 2. The written policy that satisfies the requirements may be found in the USABS Athlete Safety Policy. USABS also provided proof of a mechanism (a spreadsheet) used to track items addressed in accordance with the requirement found in Appendix B, Section 2.f.i.

AUDIT AREA: **RESPONSE & RESOLUTION**

Requirement No. 3a is satisfied. USABS has a policy that states, “USABS will not interfere in, attempt to interfere in, or attempt to influence the outcome of, any Center investigation.”

Requirements Nos. 3b and c are satisfied. USABS has a policy to respond to requests from the Center. The policy states that “Requests will be answered within 72 hours for the eligibility status of the participant and the existence of USABS-imposed temporary measure or safety plans” and that the USABS Director of Operations and Compliance is the designated person to ensure this policy is followed. Auditor reviewed findings of the 72-hour standard and there were no requests from the Center to USABS between January 1, 2023 and the audit date.

Requirement No. 4 is satisfied. USABS has a policy to submit Data of Matters Addressed by USABS annually to the Center, encompassing all elements listed in Appendix B, Section 5. USABS has certified with the Center that they do not have Local Affiliated Organizations.

CORRECTIVE ACTIONS:

1. USABS must update its policy to state that there are no costs or fees to report alleged abuse and misconduct to USAB or the Center.

MANAGEMENT RESPONSE

RESPONSIBLE INDIVIDUAL: Morgan Tracey

DEADLINE: September 20, 2023

CORRECTIVE PLAN:

1. USABS updated the policy and provided the link to the updated policy to the auditor on September 11, 2023. Please find the update in Section 5.

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
- Failure to identify or track two or more categories of individuals required to be SafeSport trained
- Failure to check against two or more categories of individuals in Organization's Quality Control System at event

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
- Failure to identify or track one or more categories of individuals required to be SafeSport trained
- Failure to check against one category of individuals in the Organization's Quality Control System at event

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
- Adequate tracking and inclusion of all individuals in all required categories in the Organization's Quality Control System at event

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)
 - 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.
 - 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:
 - a. The Organization must have a Quality Control System 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”
 - a. The Organization must annually submit to the Center data regarding:
 - b. 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
 - c. 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
 - d. 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