



U.S. CENTER FOR
SAFESPORT

USA Shooting's SafeSport Quality Control Policy

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PURPOSE

The purpose of this document is to outline the Quality Control Policy in regard to implementing the requirements and regulations of the U.S. Center for SafeSport at a USA Shooting competition, event, or other gathering in which these regulations would pertain.

APPLICATION

USA Shooting has identified relevant individuals or groups of people that this Quality Control Policy applies to. This list includes:

- Individuals with authority over USA Shooting athletes including all USA Shooting employees, National / Certified Training Center coaches, USAS contractors, volunteers, board members, individuals placed with USA Shooting as part of an academic program (including, but not limited to, interns, externs, fellows and clinical students) and other individuals authorized or credentialed by USA Shooting who have regular contact with minor athletes.
- Individuals who have authority over or involvement with the event or competition that is being held including volunteers, range officials/referees, and facility staff who have regular contact with minor athletes.
- Individuals coaching athletes at a USA Shooting event or competition. An exception is made only if the individual is solely coaching his/her own child.
- Other individuals as determined by USA Shooting who have regular contact with athletes as determined by USA Shooting, in its sole discretion.
- All other adult participants at the event, including but not limited to adult athletes

INTERNAL COMMUNICATION PROTOCOL FOR THIS POLICY

This policy is to be given to any USA Shooting staff member that is involved with events and/or competitions for USA Shooting, namely the Manager of Events/Competitions. When new staff members become involved with events and/or competitions, they should be given a copy of this policy. In the case that the Manager of Events/Competitions is not present at an event, the acting Match Director will be given a copy of this policy. All staff, including the Manager of Events/Competitions, must adhere to the requirements within this policy when involved with events and/or competitions.

NO INTERFERENCE STATEMENT

USA Shooting will not interfere in, attempt to interfere in, or attempt to influence the outcome of any U.S. Center for SafeSport investigation. Additionally, the USA Shooting reporting party will respond to requests from the Center regarding the eligibility status of a Participant and/or the existence of USA Shooting imposed temporary measures or safety plans within 72 hours of the request.

When the Center has imposed a measure, USA Shooting notifies the relevant individuals and informs them of the required actions (e.g., suspending their membership, withdrawing their sanction). If the Center determines that the individual should be banned, USA Shooting works with USA Shooting Communications department to update the USA Shooting's Banned List on the USA Shooting website.

NO INTERFERENCE STATEMENT

USA Shooting maintains a Complaint Tracking schedule in Excel of all reports made to include emotional or physical misconduct, MAAPP violations, and reports of retaliation. USA Shooting manages all reports of emotional and physical misconduct, MAAPP violations, and reports of

retaliation. LAOs are instructed to send all cases to USA Shooting, so no cases should be adjudicated by them. For emotional or physical misconduct, the schedule tracks total reported incidents, number of investigations, and total number of violations adjudicated by USA Shooting.

For MAAPP violations, the schedule tracks the total reported incidents by policy type, the total number of investigations, and the total number of violations adjudicated by USA Shooting.

For reports of retaliation, the schedule tracks the total reported incidents, the total number of investigations, and the total number of violations adjudicated by USA Shooting.

USA Shooting will submit this data upon request by the U.S. Center for SafeSport.

QUALITY CONTROL METHODS

Communication

USA Shooting event staff will communicate with event participants using the following methods when applicable:

- Emails to full participant list
- Emails to range officers specifically
- Emails to vendors specifically
- Match program, match documents and information posted to USA Shooting website
- Signage/posters displayed at the event

In these forms of communication, USA Shooting will provide relevant links and document attachments to U.S. Center for SafeSport information, Minor Athlete Abuse Prevention Policies (MAAPPs) information, reporting concerns or MAAPPs violations process, and other helpful information pertaining to the specific event, especially if an update has been made to any of these policies. Additionally, these forms of communication prior to the event notify the participants of the current SafeSport policy that is applicable to each event.

Prior to Event

USA Shooting employs several methods to confirm compliance with the U.S. Center for SafeSport requirements prior to an event or competition begins. The USA Shooting staff, relevant facility staff, vendors, and range officers are known participants prior to an event starting; on the other hand, coaches are not known participants until they check in at the event. Because these groups differ, USA Shooting uses quality control methods tailored to each group.

USA Shooting Staff & Relevant Facility Staff

USA Shooting identifies this list of individuals by their contributions to the event. Necessary staff from USA Shooting participates in an event and relevant Facility Staff who are needed for the event are included in this list and requested to attend.

- Confirm the completion of SafeSport training and/or Refresher courses at least 2 weeks prior to arrival at the venue. Notify individual if their training has expired or will expire before arrival.
- Create a spreadsheet with each individual's name, email, and SafeSport training expiration date. Notate the individuals that need to take/renew training
- Disseminate information and reminders about the U.S. Center for SafeSport and MAAPPs in email communications, including how to report concerns or MAAPP violations.

Range Officials/Referees

USA Shooting selects these individuals based on experience and match geography using the range officials/referees master list that has been built up over the years. These individuals have taken training through the International Shooting Sports Federation (ISSF) to become certified range officers/referees.

- Confirm the completion of SafeSport training and/or refresher courses at least two weeks prior to arrival at the venue. Notify individual if their training has expired or will expire before arrival, ensuring that training will be valid throughout the entire event
- Add these individuals to the spreadsheet under a “Range Officials/Referees” column with their name, email, and SafeSport training expiration date.
- Disseminate information and reminders about the U.S. Center for SafeSport and the MAAPPs in email communications.

Coaches

- Disseminate information and reminders about the U.S. Center for SafeSport and MAAPPs, including reporting concerns and MAAPP violations, in emails, posted match programs, and other communication methods.
- Explain how the coaches’ check-in process will work at the event in email communications prior to the event.

Athletes

Adult athletes are not required to take SafeSport training as there is no significant contact between adult athletes and minor athletes given the nature of USA Shooting events and its sport.

- Disseminate information and reminders about the U.S. Center for SafeSport and MAAPPs, including reporting concerns and MAAPP violations, in emails, posted match programs, and other communication methods.

When attendance of each individual is confirmed, regardless of position or reason for attendance, USA Shooting personnel will cross reference the individual’s information with the Centralized Disciplinary Database (<https://uscenterforsafesport.org/response-and-resolution/centralized-disciplinary-database/>). If an individual attending the match is on the Centralized Disciplinary Database list under the USA Shooting specification, they are unable to attend the event and will be notified. Additionally, USA Shooting personnel will cross reference the individual’s information against the Administrative Hold list. If an individual is on the Administrative Hold list and is attempting to participate in the event, the Center will be notified immediately.

Registration at the Event

Once USA Shooting personnel arrive to the venue, steps are taken to continue the SafeSport Quality Control Policy.

USA Shooting Staff & Relevant Facility Staff

- Confirm the completion of SafeSport training and/or refresher courses
- Update the spreadsheet accordingly
- Distribute wristbands to those who completed the SafeSport training and/or refresher courses to signify compliance
 - Put the wristband on these individuals to ensure they are worn by the correct person

Range Officials/Referees

- Confirm the completion of SafeSport training and/or refresher courses
- Update the spreadsheet accordingly
- Distribute wristbands to those who completed the SafeSport training and/or refresher courses to signify compliance
 - Put the wristband on these individuals to ensure they are worn by the correct person
- During officials/referee meetings, discuss SafeSport and MAAPPs updates, explain how to report a concern or MAAPP violation, and answer questions from these individuals

Coaches

- At event check-in, ask athletes if they have a coach accompanying them and ask adults if they are acting as a coach at the event
- When interacting with a coach, ask if they've completed the SafeSport training and if they have any questions about the policies
- Utilize the membership platform to find each coach's profile to confirm their SafeSport training completion
 - They may have completed the training separately from our membership platform or with a different organization. If that's the case verify their training completion with proof of their completion certificate. Manually update their USA Shooting profile accordingly
- If they are compliant, add them to the spreadsheet and in a "Coaches" column with their name, email, and SafeSport training expiration date
- Distribute wristbands to those who completed the SafeSport training and/or refresher courses to signify compliance
 - Put the wristband on these individuals to ensure they are worn by the correct person
- If a coach hasn't completed SafeSport training, explain the policy to them and notify them that they must complete the training to act as a coach at the event.
 - If possible, have a location equipped with a computer to allow them a space to complete the training on-site
 - Have them return to check-in to verify the training is complete and then go through the above steps to verify

If any of these individuals listed above need another wristband during the event, cross reference

the created spreadsheet and put another wristband on them. During check-in, if any of these individuals have not completed SafeSport training upon arrival they will not be issued a wristband or added to the spreadsheet. They will not be allowed to act in their role (coach, official, etc.) until the training is completed and they have verified with USA Shooting staff member. At that point, they will be issued a wristband and added to the spreadsheet.

Another reference check against the Centralized Disciplinary Database (<https://uscenterforsafesport.org/response-and-resolution/centralized-disciplinary-database/>) is needed at this point if additional event participants have been identified. If an individual attending the match is on the Centralized Disciplinary Database list, they are unable to participate in the event and will need to leave the venue. Similarly, another check against the Administrative Hold list is need as well – and if an individual is attempting to participate in the event that is on the Administrative Hold list, the Center will be notified immediately.

ADDITIONAL CONSIDERATIONS

While this policy is intended to cover all potential instances in which quality control is necessary, it is possible that a new or unpredicted situation may occur. In these instances, it is important to reference U.S. Center SafeSport materials and resources for guidance. When solutions cannot be found with this source material, use the following contact information:

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