



## **USA Shooting Safe Sport Policy**

**Version: March 2018**

## Acknowledgements

This is an updated USA Shooting Safe Sport policy and procedure document to acknowledge the **US Center for SafeSport** jurisdiction for reporting and investigating all sexual misconduct reported by the NGBs 'covered individuals'.

USA Shooting also acknowledges and will comply with the updated USOC *SafeSport Code for the U.S. Olympic and Paralympic Movement* and any updates or changes that may be published in the future.

This is a very comprehensive policy for USA Shooting. We will continue to work with the USOC and **US Center for SafeSport** to enhance our Safe Sport policy to protect both the athletes and all other 'covered individuals' as defined by this policy.

Periodic reviews will be made to ensure that our policy meets the goals intended for this policy. This is a 'living' document and not intended to be the answer to all situations. USAS reserves the right to update, modify, edit or delete any statements or procedures describe in this policy.

However, *SafeSport Code for the U.S. Olympic and Paralympic Movement* is the final authority and policy for any clarification or definition.

Please direct any questions or suggestions to me.

Regards,



Keith Enlow, USAS CEO/Executive Director  
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## INTRODUCTION

Shooting sports is a life-long activity. Athletes learn gun safety, goal-setting, self-discipline, accountability, good citizenship/sportsmanship, time management skills, etc.

Unfortunately, sport participation can also be a high-risk environment for misconduct. We have identified six types of misconduct: emotional, physical, sexual, bullying, harassment and hazing. All forms of misconduct are intolerable and in direct conflict with the Olympic Ideals.

Misconduct may damage an athlete's psychological well-being. Athletes who have been mistreated experience social embarrassment, emotional turmoil, psychological scars, loss of self-esteem and negative impacts on family, friends and the sport. Misconduct often hurts an athlete's competitive performance and may cause him or her to drop out of shooting sports entirely.

This policy clarifies to all stakeholders that USA Shooting is committed to creating a safe and positive environment for athletes. It also emphasizes and sets forth standards of behavior that clearly outline unacceptable behaviors, minimize opportunities for misconduct, and help to prevent unfounded allegations.

The purpose of this policy is to inform staff, coaches, volunteers, athletes and parents of the USAS Safe Sport policy to help eliminate or reduce the liability risk and related negative publicity, expense, and trauma to USA Shooting, its coaches and volunteers, and of course, the athletes we serve. This policy is designed to create an environment that discourages a broad spectrum of inappropriate behaviors.

The absence of clear behavioral boundaries is a significant risk factor for misconduct. If inappropriate conduct is not clear to sport stakeholders, unacceptable situations may otherwise be tolerated and no disciplinary action taken. Unclear boundaries can also lead to inadvertent misconduct (e.g., where a coach models behavior that he or she experienced as an athlete without realizing its negative effects).

## DEFINITIONS \*

### **Child, children, minor and youth**

Anyone under the age of 18. Here, "child," "children," "minor" and "youth" are used interchangeably.

### **Child physical abuse**

Non-accidental trauma or physical injury caused by contact behaviors, such as punching, beating, kicking, biting, burning or otherwise harming a child. Child physical abuse may also include non-contact physical misconduct as described in the Safe Sport Policy.

Legal definitions vary by state. To find guidelines concerning your state, visit the Child Welfare Information Gateway ([www.childwelfare.gov](http://www.childwelfare.gov)).

### **Child sexual abuse**

Child sexual abuse involves any sexual activity with a child where consent is not or cannot be given. This includes sexual contact with a minor that is accomplished by deception, manipulation, force or threat of force regardless of whether there is deception or the child understands the sexual nature of the activity. Sexual contact between minors can also be abusive if there is a significant imbalance of power or disparity in age, development or size, such that one child is the aggressor. The sexually abusive acts may include sexual penetration, sexual touching or non-contact sexual acts such as verbal acts, sexually suggestive written or electronic communications, exposure or voyeurism.

Legal definitions vary by state. To find guidelines concerning your state, visit the Child Welfare Information Gateway ([www.childwelfare.gov](http://www.childwelfare.gov)).

### **Misconduct**

Conduct which results in harm, the potential for harm or the imminent threat of harm. Age is irrelevant to misconduct. There are six primary types of misconduct in sport: emotional, physical and sexual misconduct, bullying, harassment and hazing.

### **Participants**

Participants are those who participate in a sport activity through a particular USA Shooting event or affiliated organization. Participants may include athletes, officials, referees and/or volunteers. Participants include (or may be) minors.

### **Safe Sport Policy**

As used here, a set of guidelines, policies and practices related to USAS's strategy for recognizing, reducing and responding to child sexual abuse and other misconduct in our sport.

### **USAS Staff**

References to USAS staff include: full time and part time paid employees, national and assistant national coaches, and volunteers under the supervision of USAS staff.

### **Covered Individuals**

The following categories of individuals are considered USA Shooting 'covered individuals' as it relates to the USA Shooting Safe Sport policy and the US Center for SafeSport:

Per US Center for Safe Sport requirements USA Shooting has identified the following categories of individuals who are considered ‘**covered individuals**’ who are required to report any and all sex abuse allegations to the US Center for Safe Sport:

- \* All named USAS shooting team athletes (national junior team, national development team, national team) - Safe Sport training only if a minor/under 21.
- \* USA Shooting staff (to include contractors) and National Coaches
- \* USA Shooting named National Assistant Coaches
- \* USA Shooting Officials/Referees
- \* USA Shooting Volunteers working under the direction of USA Shooting staff
- \* USA Shooting Certified Training Center coaches and other volunteers working directly with the CTC Olympic shooting sports related athletes
- \* NTC Shooting Club coaches
- \* USAS Coach Academy Certified Coaches
- \* Any coaches attending a USAS event onsite at the OTC working with athletes

\* The *SafeSport Code for the U.S. Olympic and Paralympic Movement* is the definitive source for all Safe Sport terms and definitions.

## TRAINING

Covered individuals (e.g., those individuals who (1) have routine contact with or supervision over athletes and participants, (2) are responsible for enforcing child abuse and misconduct policies, (3) are in managerial or supervisory roles, and (4) are new and current staff members, coaches and/or volunteers), will complete appropriate training about child physical/sexual abuse and other types of misconduct before having contact with athletes.

USAS Safe Sport training is also required for all named USA Shooting Team members.

Safe Sport policy training is available for affiliated clubs and parents to review and help them identify what conduct is appropriate and inappropriate.

Education is a key component of any prevention strategy. Safe Sport awareness training provides relevant participants with information necessary to more effectively monitor their sport, minimize the opportunities for child physical or sexual abuse and other types of misconduct and respond to concerns. It is also a strong public statement that USA Shooting places a priority on athlete safety.

USAS covered individuals who interact with athletes must successfully complete the training and the test at the end of the online training course. Covered individuals are required to take Safe Sport training every two (2) years.





## **APPLICANT SCREENING FOR PAID STAFF POSITIONS**

Applicant screening processes identify applicants with characteristics that would increase the risk of harm if they were placed in a particular position. The screening process is based on the requirements of the position, the nature of the contact with athletes and participants and the legal limits placed on the use of screening tools.

Sound, practical and responsible screening practices reduce the chances that an athlete will come in contact with potentially dangerous adults.

- Job applicants who will have routine contact with athletes must consent to, and pass, an applicant screening process before working with athletes or other participants.
- Requires signed release from applicant which gives permission to others to provide relevant information freely.
- Requires participant to self-register with the NCSI consenting to and completing a criminal background check.
- All USAS job applicants must consent to, and pass, a formal applicant screening process before performing services for USA Shooting.

## **EDUCATION ABOUT USA SHOOTING'S PROTECTION POLICIES**

To deter applicants who may be at risk of abusing athletes or participants from applying for positions, USA SHOOTING educates its applicants about its protection policies and requires applicants to review and agree to our policies and procedures before proceeding with the hiring process for positions having direct athlete contact.

## **WRITTEN APPLICATIONS**

Each applicant for a USAS paid staff position will complete an application form consisting of personal, identifying information and a general release with applicant's signature.

The written application will:

- Ask about previous work and volunteer experiences
- Provide a written release for contacting personal references and performing a criminal background check, including an indemnification clause
- Use disclosure statements to ask applicants about previous criminal arrests or convictions for sexual offenses, violence against youth and other violent criminal offenses or felonies

## PERSONAL INTERVIEW

Appropriate USAS Staff will interview applicants whose experience and credentials are considered a fit for available positions.

Each applicant will also provide a signed release, consistent with federal, state and local laws regulating employment practices, that allows references to speak freely about the applicant's qualifications without fear of reprisal and authorizing USA SHOOTING to obtain information concerning an applicant's past employment, volunteer experience and information provided by the applicant during the screening process (i.e., written application and personal interview).

## CRIMINAL BACKGROUND CHECKS

Making a reasonable effort to obtain past criminal behaviors reduces the chances athletes and other participants will come in contact with potentially dangerous individuals.

All USAS covered individuals will self-register for a criminal background check.

The NCSI self-registration for a background check **must** be submitted **online** and the applicant cleared **before** he or she may perform services for USA Shooting.

USA Shooting's criminal background check will include, without limitation, a national database search and verification of identity, where possible.

The NCSI self-registration information letter is found in Appendix A.

## POTENTIAL DISQUALIFYING FACTORS

### CRIMINAL HISTORY

USA SHOOTING will use a criminal background check to gather information about an applicant's prior criminal history. The information revealed by the criminal background check may disqualify an covered individual from serving as a staff member, coach, referee, contractor or volunteer.

Information that could disqualify a covered individual includes, but is not limited to, arrests, pleas of no contest and criminal convictions—especially if the underlying criminal behavior involved sex or violence.

## PENDING COURT CASES

No decision will be made on an individual's eligibility for work as a new staff member, coach, referee, contractor or volunteer that will have direct contact with athletes if they have a **pending** court case for any of the potentially disqualifying offenses until the pending case concludes. However, during the case's pendency, USA Shooting may undertake an independent investigation to determine an applicant's eligibility for employment or volunteer position so long as it does not interfere with pending criminal or other legal investigation.

## FULL DISCLOSURE

Each covered individual has the affirmative duty to disclose his or her criminal history. Failing to disclose or intentionally misrepresenting an arrest plea or conviction history is grounds for employment termination, volunteer and/or membership revocation or restriction, regardless of when the offense is discovered.

- If a covered individual (1) is arrested, (2) pleads or (3) is convicted of a crime other than a traffic offense they are required to disclose such information immediately.
- In the event a person is serving as a staff member, coach, referee, contractor or volunteer and (1) is arrested, (2) pleads or (3) is convicted, he or she has an affirmative duty to disclose such information immediately to the USA SHOOTING CEO/Executive Director.

Any covered individual who has been banned by another sport organization, as temporarily or permanently ineligible, must self-disclose this information. A failure to disclose is a basis for termination of employment or sanctions.

## BACKGROUND CHECK FINDINGS

Notice of findings will be provided to the CEO/Executive Director of USA Shooting.

USA Shooting's criminal background check report from NCSI will return a "red light" or "green light" indicator.

A green light indicator means that the background check vendor located no records that would disqualify the applicant. A green light indicator, however, is not a certification of safety or permission to bypass/ignore other screening efforts. A "green light" finding does not mean that an individual is safe to work with children. Other disqualifying factors may exist, and can be revealed through an interview, reference checks and a completed application.

A red light indicator means the criminal background check revealed criminal records which suggest the applicant "does not meet the criteria" and is not suitable for USAS employment or volunteer assignment.

Individuals who are subject to disqualification under a “red light” finding may challenge the accuracy of the reported information reported by the criminal background check vendor (NCSI).

### **Appeal to Organization**

If an individual receives a red light finding and wants to contest USA SHOOTING’s decision prevent their working with USAS athletes based on the red light finding, the individual may request a hearing before USA SHOOTING’S Review Panel. The Review Panel will consist of: the CEO/Executive Director, one National Coach and another assigned staff member and legal counsel as deemed necessary.

The individual has within 7 days to file an appeal. Upon receipt of the appeal, the Review Panel will hold a hearing within two weeks and communicate its decision to the individual within 48 hours after the hearing. The decision of the Review Panel is final.

### **DISCRETION**

If any discretion is exercised in the application of this policy, it shall be exercised in a uniform manner so that substantially similar convictions and circumstances result in substantially similar treatment of covered individuals.

### **FREQUENCY OF CRIMINAL BACKGROUND CHECKS**

Criminal background checks will be renewed every two years or as otherwise required by law, for covered individuals who are 18 years of age or older.

### **AFFIRMATIVE DUTY TO DISCLOSE**

If, during the course of employment or participation in USA SHOOTING’s program, a covered individual is accused, arrested, indicted or convicted of a criminal offense against a child, it is the duty and responsibility of the covered individual to notify the CEO/Executive Director at USA SHOOTING.

## **OTHER POTENTIALLY DISQUALIFYING FACTORS**

Even if a covered individual passes a criminal background check, other factors may disqualify them. An individual may be disqualified and prohibited from serving as a staff member and/or volunteer of USA SHOOTING if the individual has:

- Been held liable for civil penalties or damages involving sexual or physical abuse of a minor
- Been subject to any court order involving any sexual or physical abuse of a minor, including but not limited to domestic order or protection
- A history with another organization (employment, volunteer, etc.) of complaints of sexual or physical abuse of minors
- Resigned, been terminated or been asked to resign from a position - paid or unpaid - due to complaint(s) of sexual or physical abuse of minors
- A history of other behavior that indicates they may be a danger to participants in USA SHOOTING; or
- If it is a paid USAS staff position they do not meet the job requirements.

## **REVIEW OF DISQUALIFIERS**

USA SHOOTING will review its disqualifiers every two years or as otherwise required or modified by law.

## **RECORDS FOR JOB APPLICANTS**

Records are secured onsite for a period indicated by applicable law or until the applicant is no longer affiliated with USA SHOOTING, whichever date is later.

## **ATHLETE PROTECTION POLICY**

### **A Commitment to Safety**

Covered individuals should not attempt to evaluate the credibility or validity of child sexual abuse allegations as a condition for reporting to appropriate law enforcement authorities. Instead, it is the responsibility of each covered individual to immediately report suspicions or allegations of child sexual abuse to **US Center for SafeSport**

USA SHOOTING recognizes that the process for training and motivating athletes will vary with each coach and athlete, but it is nevertheless important for everyone involved in sport to support the use of motivational and training methods that avoid misconduct.

## **PROHIBITED CONDUCT**

### **Sexual Abuse**

Child sexual abuse involves any sexual activity with a child where consent is not or cannot be given. This includes sexual contact with a child that is accomplished by deception, manipulation, force or threat of force, regardless of the age of the participants, and all sexual interactions between an adult and a child, regardless of whether there is deception or the child understands the sexual nature of the activity.

Sexually abusive acts may include sexual penetration, sexual touching or non-contact sexual acts such as verbal acts, sexually suggestive electronic or written communications, exposure or voyeurism. See also “Sexual Misconduct.”

### **Peer-to-Peer Child Sexual Abuse**

Sexual contact between minors also can be abusive. Whether or not a sexual interaction between children constitutes child sexual abuse turns on the existence of an aggressor, the age difference between the children, and/or whether there is an imbalance of power and/or intellectual capabilities.

## **MISCONDUCT**

Misconduct refers to conduct and behaviors that are considered harmful to the psychological and physical health of athletes and other participants, regardless of age. The six individual forms of misconduct described below – emotional misconduct, physical misconduct, sexual misconduct, bullying, harassment and hazing – are considered misconduct regardless of intent.

## **Emotional Misconduct**

(1) A pattern of deliberate, non-contact behavior that has the potential to cause emotional or psychological harm to an athlete. Non-contact behaviors include:

- a. verbal acts
- b. physical acts
- c. acts that deny attention or support

(2) Any act or conduct described as emotional abuse or misconduct under federal or state law (e.g. child abuse, child neglect).

### **Exception**

Emotional misconduct does not include professionally-accepted coaching methods of skill enhancement, physical conditioning, team building, discipline or improving athletic performance.

### **Examples**

Examples of emotional misconduct prohibited by this policy include, without limitation:

- (1) **Verbal Acts**. A pattern of verbal behaviors that (a) attack an athlete personally (e.g., calling them worthless, fat or disgusting) or (b) repeatedly and excessively yelling at a particular participant or participants in a manner that serves no productive training or motivational purpose.
- (2) **Physical Acts**. A pattern of physically aggressive behaviors, such as (a) throwing sport equipment, water bottles or chairs at, or in the presence of, participants; or (b) punching walls, windows or other objects.
- (3) **Acts that Deny Attention and Support**. A pattern of (a) ignoring an athlete for extended periods of time or (b) routinely or arbitrarily excluding participants from practice.

Note: Bullying, harassment, and hazing, defined below, often involve some form of emotional misconduct.

## **Physical Misconduct**

- (1) Contact or non-contact behaviors that result in, have the potential to, or threaten to cause physical harm to an athlete or other sport participants; or
- (2) Any act or conduct described as physical abuse or misconduct under federal or state law (e.g. child abuse, child neglect, assault).

## Exceptions

Physical misconduct does not include professionally-accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline or improving athlete performance. For example, hitting, punching, and kicking are well-regulated forms of contact in combat sports, but have no place in our shooting sports.

## Examples

Examples of physical misconduct prohibited by this Policy include, without limitation:

- (1) **Contact offenses.** Behaviors that include: (a) punching, beating, biting, striking, choking or slapping an athlete; (b) intentionally hitting an athlete with objects or sporting equipment; (c) providing alcohol to an athlete under the legal drinking age (under U.S. law); (d) providing illegal drugs or non-prescribed medications to any athlete; (e) encouraging or permitting an athlete to return to play prematurely following a serious injury, such as a concussion, and without the clearance of a medical professional; (f) prescribed dieting or other weight-control methods (e.g., weigh-ins, caliper tests) without regard for the nutritional well-being and health of athlete.
- (2) **Non-contact offenses.** Behaviors that include: (a) isolating an athlete in a confined space (e.g., locking an athlete in a small space); (b) forcing an athlete to assume a painful stance or position for no athletic purpose (e.g. requiring an athlete to kneel on a harmful surface); (c) withholding, recommending against or denying adequate hydration, nutrition, medical attention or sleep.

## Sexual Misconduct

- (1) Any touching or non-touching sexual interaction that is (a) nonconsensual or forced, (b) coerced or manipulated, or (c) perpetrated in an aggressive, harassing, exploitative or threatening manner
- (2) Any sexual interaction between an athlete and an individual with evaluative, direct or indirect authority. Such relationships involve an imbalance of power and are likely to impair judgment or be exploitative
- (3) Any act or conduct described as sexual abuse or misconduct under federal or state law (e.g. sexual abuse, sexual exploitation, rape)

Note: An imbalance of power is always assumed between a coach and an athlete.

Sexual misconduct includes sexual assault, sexual harassment, sexual abuse and any other sexual intimacies that exploit an athlete. Minors cannot consent to sexual activity with an adult, and all sexual interaction between an adult and a minor is strictly prohibited.



## Exceptions

None

## Examples

Examples of sexual misconduct prohibited under this Policy include, without limitation:

(1) Touching offenses. Behaviors that include:

- (a) fondling an athlete's breasts or buttocks
- (b) exchange of reward in sport (e.g., team placement, scores, feedback) for sexual favors
- (c) genital contact
- (d) sexual relations or intimacies between participants in a position of trust, authority and/or evaluative and supervisory control over athletes or other sport participants

(2) Non-touching offenses. Behaviors include:

**Authority and Trust.** Once the unique coach-athlete relationship is established, the authority and trust on the part of the coach over the athlete shall be assumed, regardless of age. Accordingly, sexual interaction or intimacies between a coach and an athlete or other participant are prohibited, regardless of age, both during coaching and during that period following coaching when the imbalance in power could jeopardize effective decision-making.

**Imbalance of Power.** Factors relevant to determining whether there is an imbalance of power include, but are not limited to: (a) the nature and extent of the coach's supervisory, evaluative or other authority over the athlete being coached; (b) the actual relationship between the parties; (c) the parties' respective roles; (d) the nature and duration of the sexual relations or intimacies; (e) the age of the coach; (f) the age of the athlete or participant; (g) and whether the coach has engaged in a pattern of sexual interaction with other athletes or participants.

### ***Other misconduct examples:***

- (a) sexually-oriented comments, jokes, or sexual innuendos made to or about an athlete, or other sexually harassing behaviors
- (b) a coach discussing his or her sex life with an athlete
- (c) a coach asking an athlete about his or her sex life
- (d) coach requesting or sending a nude or partial-dress photo to athlete
- (e) exposing athletes to pornographic material

- (f) sending athletes sexually explicit or suggestive electronic or written messages or photos (e.g. “sexting”)
- (g) deliberately exposing an athlete to sexual acts
- (h) deliberately exposing an athlete to nudity (except in situations where locker rooms and changing areas are shared)
- (i) sexual harassment; specifically, the sexual solicitation, physical advances, or verbal or nonverbal conduct that is sexual in nature, and
  - is unwelcome, offensive or creates a hostile environment, and the offending individual knows or is told this
  - is sufficiently severe or intense to be harassing to a reasonable person in the context

**Exception.**

This section does not apply to a pre-existing relationship between two spouses or life partners.

**Bullying**

- (1) An intentional, persistent and repeated pattern of committing or willfully tolerating physical and non-physical behaviors that are intended, or have the reasonable potential, to cause fear, humiliation or physical harm in an attempt to socially exclude, diminish or isolate the targeted athlete(s).
- (2) Any act or conduct described as bullying under federal or state law.

**Exceptions**

Bullying does not include group or team behaviors that (a) are meant to establish normative team behaviors, or (b) promote team cohesion.

For example, bullying does not include verbal admonitions to encourage team members to train harder and to push through a difficult training regimen.

**Examples**

Examples of bullying prohibited by this Policy include, without limitation:

- (1) Physical behaviors. Behaviors that include (a) hitting, pushing, punching, beating, biting, striking, kicking, choking, or slapping an athlete; (b) throwing at, or hitting an athlete with, objects such as sporting equipment.
- (2) Verbal and emotional behaviors. Behaviors that include (a) teasing, ridiculing, intimidating; (b) spreading rumors or making false statements; or (c) using electronic communications, social media, or other technology to harass, frighten, intimidate or humiliate (“cyber bullying”).

## **Harassment**

- (1) A repeated pattern of physical and/or non-physical behaviors that (a) are intended to cause fear, humiliation or annoyance, (b) offend or degrade, (c) create a hostile environment or (d) reflect discriminatory bias in an attempt to establish dominance, superiority or power over an individual athlete or group based on gender, race, ethnicity, culture, religion, sexual orientation, gender expression or mental or physical disability.
- (2) Any act or conduct described as harassment under federal or state law.

## **Exceptions**

None

## **Examples**

Examples of harassment prohibited by this Policy include, without limitation:

- (1) **Physical offenses.** Behaviors that include (a) hitting, pushing, punching, beating, biting, striking, kicking, choking or slapping an athlete or participant; (b) throwing at or hitting an athlete with objects including sporting equipment
- (2) **Non-physical offenses.** Behaviors that include (a) making negative or disparaging comments about an athlete's sexual orientation, gender expression, disability, religion, skin color, or ethnic traits; (b) displaying offensive materials, gestures, or symbols; (c) withholding or reducing playing time to an athlete based on his or her sexual orientation.

## **Hazing**

- (1) Coercing, requiring, forcing or willfully tolerating any humiliating, unwelcome or dangerous activity that serves as a condition for (a) joining a group or (b) being socially accepted by a group's members
- (2) Any act or conduct described as hazing under federal or state law

## **Exception**

Hazing does not include group or team activities that (a) are meant to establish normative team behaviors or (b) promote team cohesion. Examples include, without limitation:

- (1) allowing junior athletes to carry senior athletes' equipment into the locker room after practice
- (2) encouraging junior athletes to arrive early and set up training equipment

- (3) giving senior athletes first preference in team assignments, responsibilities, accommodations, facilities or equipment

### **Examples**

Examples of hazing prohibited by this Policy include, without limitation:

- (1) requiring, forcing or otherwise requiring the consumption of alcohol or illegal drugs
- (2) tying, taping or otherwise physically restraining an athlete
- (3) sexual simulations or sexual acts of any nature
- (4) sleep deprivation, unnecessary schedule disruption or the withholding of water and/or food
- (5) social actions (e.g. grossly inappropriate or provocative clothing) or public displays (e.g. public nudity) that are illegal or meant to draw ridicule
- (6) beating, paddling or other forms of physical assault
- (7) excessive training requirements focused on individuals on a team

Comment: Activities that fit the definition of hazing are considered to be hazing regardless of an athlete's willingness to cooperate or participate.

### **WILLFULLY TOLERATING MISCONDUCT**

**It is a violation of the USAS Safe Sport Policy if a staff member, coach, contractor or volunteer knows of misconduct, but takes no action to intervene on behalf of the athlete(s), participant(s), staff member, coach or volunteer.**

### **REPORTING**

Although these policies are designed to reduce child sexual abuse and other misconduct, it can still occur. USAS Staff shall follow the reporting procedures set forth in USA SHOOTING'S Reporting Policy. USA SHOOTING does not investigate suspicions or allegations of child physical or sexual abuse, or attempt to evaluate the credibility or validity of such allegations, as a condition of reporting suspicions or allegations to the appropriate law enforcement authorities.

### **VIOLATIONS**

Violations of USAS Safe Sport Policy shall be reported pursuant to our Reporting Policy and will be addressed under our Disciplinary Rules and Procedure.

## SUPERVISION OF ATHLETES AND PARTICIPANTS

During training and competition, USA SHOOTING strives to create two-deep leadership and minimize one-to-one interactions to create a safe training environment and to protect athletes and participants.

### **Individual Meetings with Minors**

An individual meeting with minors may be necessary to address an athlete's concerns, training program, or competition schedule. Under these circumstances, coaches, staff members and/or volunteers are to observe the following guidelines:

- Any individual meeting with a minor should occur when others are present and where interactions can be easily observed
- Where possible, an individual meeting with a minor should take place in a publicly visible and open area, such as the corner of the range or occupied range office

If an individual meeting with a minor is to take place in a USAS office, the coach office hall window should remain uncovered and the door unlocked. If a closed-door meeting with a minor is necessary, the coach, staff member and/or volunteer must inform another coach, staff member and/or volunteer and ensure the door remains unlocked and hall window.

### **Individual Training Sessions**

An individual training session(s) with an athlete or participant may also be desired or necessary. Under these circumstances, written permission of a minor athlete's parents or guardians is required in advance of the individual training session(s), and USA SHOOTING encourages parents and guardians to attend the athlete's training session.

### **Prohibited one-to-one interactions with minor athletes or participants**

Except as set forth above, minor athletes and participants will not be left unattended or unsupervised during USA SHOOTING activities and USA SHOOTING coaches, staff, contractors, and/or volunteers are prohibited from being alone with an individual minor athlete or participant in any room or building.

## PHYSICAL CONTACT WITH ATHLETES

In almost all sports, coaching an athlete requires some amount and type of physical contact. Such contact may be with parts of the body that, in a non-sport context, may be inappropriate (e.g. sport context: positioning an athlete's leg or torso, or spotting an athlete to ensure they will not be injured by a fall). Physical contact is also natural and appropriate when celebrating victories and achievement or consoling athletes after a loss or injury.

Physical contact policies provide all organization members with clarity and guidance for contact with athletes. These policies provide athletes with safer training conditions to perform and to receive the benefits of the sport.

Appropriate physical contact between athletes and coaches, staff members, contractors or volunteers is a productive and inevitable part of sport. Athletes are more likely to acquire advanced physical skills and enjoy their sport participation through appropriate physical contact. However, rules for physical contact must be set to reduce the potential for misconduct or allegations of misconduct in our sport.

## **APPROPRIATE PHYSICAL CONTACT**

USA SHOOTING adheres to the following principles and guidelines in regards to physical contact with our athletes:

### **Common Criteria for Appropriate Physical Contact**

Physical contact with athletes – for safety, consolation and celebration – has multiple criteria in common which make them both safe and appropriate. These include:

- the physical contact takes place in public
- there is no potential for physical or sexual intimacies during the physical contact
- the physical contact is for the benefit of the athlete, not to meet an emotional or other need of an adult

### **Safety**

The safety of our athletes is paramount and in many instances we make the athletic space safer through appropriate physical contact. Examples include:

- positioning an athlete's body so that they more quickly acquire an athletic skill, get a better sense of where their body is in space, or improve their balance and coordination
- making athletes aware that they might be in harm's way because of other athletes practicing around them or because of equipment in use
- releasing muscle cramps

## **Celebration**

Sports are physical by definition and we recognize participants often express their joy of participation, competition, achievement and victory through physical acts. We encourage these public expressions of celebration, which include:

- greeting gestures such as high-fives, fist bumps, and brief hugs
- congratulatory gestures such as celebratory hugs, “jump arounds” and pats on the back for any form of athletic or personal accomplishment

## **Consolation**

It may be appropriate to console an emotionally distressed athlete( e.g., an athlete who has been injured or has just lost a competition). Appropriate consolation includes:

- publicly embracing a crying athlete
- putting an arm around an athlete while verbally engaging them in an effort to calm them down (“side hugs”)

## **PROHIBITED PHYSICAL CONTACT**

Prohibited forms of physical contact, which shall be reported immediately under our Reporting Policy include, without limitation:

- asking or having an athlete sit in the lap of a coach, contractor, staff member or volunteer
- lingering or repeated embraces of athletes that go beyond the criteria set forth for physical contact
- slapping, hitting, punching, kicking or any other physical contact meant to discipline, punish or achieve compliance from an athlete
- “cuddling” or maintaining prolonged physical contact during any aspect of training, travel or overnight stay
- playful, yet inappropriate contact that is not a part of regular training, (e.g., tickling or “horseplay” wrestling)
- continued physical contact that makes an athlete obviously uncomfortable, whether expressed or not
- any contact that is contrary to a previously expressed personal desire for decreased or no physical contact, where such decreased contact is feasible in a competitive training environment (e.g. when the athlete says ‘no’ or has communicated ‘limits’)

## **VIOLATIONS**

Violations of this policy must be reported to a USAS supervisor and/or USA SHOOTING CEO/Executive Director. Violations will be addressed under our Disciplinary Rules and Procedure. In addition, some forms of physical contact may constitute child physical or sexual abuse that must be reported to appropriate law enforcement authorities.

## **ELECTRONIC COMMUNICATIONS AND SOCIAL MEDIA POLICY**

Effective communication concerning travel, training schedules and administrative issues among administrators, staff, coaches, athletes and their families is critical. However, the use of mobile devices, web-based applications, social media and other forms of electronic communications increases the possibility for improprieties and misunderstandings, and also provides would-be offenders with unsupervised access to a minor athlete under the age of 18. The improper use of mobile and electronic communications can result in misconduct and adherence to a policy for mobile and electronic communication reduces these risks.

As part of USA SHOOTING's emphasis on athlete safety, all electronic communications between a coach and athlete must be professional in nature and for the purpose of communicating information about team activities.

As with any communication, the content of any electronic communication should be readily available to share with the athlete's family.

### **FACEBOOK, MYSPACE, BLOGS AND SIMILAR SITES**

Coaches may not have athletes of USA SHOOTING's Team join a personal social media page. Athlete members and parents can 'friend' the official USA SHOOTING's Team page and coaches can communicate to athlete members through the site. All posts, messages, text, or media of any kind between coach and athlete must be professional in nature and for the purpose of communicating information about team activities or for team-oriented motivational purposes.

### **TWITTER, INSTANT MESSAGING AND SIMILAR MEDIA**

Coaches and athletes may "follow" each other. Coaches cannot "re-tweet" athlete message posts. All posts between coach and athlete must be for the purpose of communicating information about team activities.

### **EMAIL AND SIMILAR ELECTRONIC COMMUNICATIONS**

Athletes and coaches may use email to communicate. All email content between coach and athlete must be professional in nature and for the purpose of communicating



information about team activities. Where the coach is a staff member, coach or volunteer, email from a coach to any minor athlete should come from the USA Shooting website email center (the coach's return email address will contain "@USA SHOOTING.com").

## **TEXTING AND SIMILAR ELECTRONIC COMMUNICATIONS**

Texting is allowed between coaches and athletes. All texts between coach and athlete must be professional and for the purpose of communicating information about team activities. Parents can request to be copied on all communication with their minor athlete.

## **ELECTRONIC IMAGERY**

From time to time, digital photos, videos of practice or competition, and other publicly obtainable images of the athlete – individually or in groups – may be taken. These photos and/or videos may be submitted to local, state or national publications, used in USA Shooting videos, posted on USA Shooting or USA Shooting associated websites, or offered to the USA Shooting families seasonally on disc or other electronic form. It is the policy of USA SHOOTING to allow such practices as long as the athlete or athletes are in public view and such imagery is both appropriate and in the best interest of the athlete and the USA Shooting. Imagery must not be contrary to any rules as outlined in USA SHOOTING's Safe Sport Policy.

## **REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS OR IMAGERY**

Parents may request that their child not be contacted directly by coaches using any form of electronic communication. Parents may direct all coach/athlete electronic communication to their personal email address or cell phone.

## **MISCONDUCT – Social Media**

**Social media and electronic communications can also be used to commit misconduct (e.g., emotional, sexual, bullying, harassment, and hazing). Such communications misconduct by coaches, staff, volunteers, administrators, officials, parents or athletes will not be tolerated and are considered violations of our Safe Sport Policy.**

## **VIOLATIONS**

Violations of USA SHOOTING's Electronic Communications and Social Media Policy should be reported to the USA SHOOTING CEO/Executive Director for evaluation. Complaints and allegations will be addressed under USA SHOOTING's Disciplinary Rules and Procedure.

## LOCKER ROOMS AND CHANGING AREAS

Athletes (especially minors) are particularly vulnerable in locker rooms and changing areas due to various stages of dress/undress and because athletes are less supervised than at many other times. Athlete-to-athlete problems, such as sexual abuse and bullying, harassment, and hazing, often occur when coaches or staff members are not monitoring athletes. This is especially true in locker rooms. Adherence to a locker room and changing areas policy enhances privacy and reduces the likelihood of misconduct.

USAS Shooting is concerned with equipment locker room activities between minors, minors and adults, adults being alone with individual minors in equipment locker rooms and bathroom areas, with non-official or non-related adults having unsupervised access to minor participants, and with inappropriate behavior among adults in equipment locker rooms.

As part of USAS Shooting's commitment to safety, USAS Shooting publishes practices for equipment locker rooms and bathroom areas. USA Shooting equipment locker rooms and club/CTC equipment locker rooms must include the following information in their locker rooms and changing areas policy:

- **Supervision.** USA SHOOTING, clubs and CTCs must have and communicate USA SHOOTING's practices for supervising and monitoring equipment locker rooms and bathroom areas
- **Prohibited Conduct.** USA SHOOTING's policy prohibits hazing, bullying, harassment and other forms of misconduct, as set forth in USA Shooting's Safe Sport Policy
- **Use of Recording Devices.** USA SHOOTING's policy prohibits the use of a device's recording capabilities, including voice recording, still cameras and video cameras in equipment locker room and bathroom areas.
- **For individual meetings with a minor participant and a coach in an equipment locker room,** USA SHOOTING requires that at least one additional responsible adult be with the coach.

## FACILITIES

The following is a description of our practice and competition facilities to allow athletes and their families to plan their use:

**We practice at:** the Olympic Shooting Center, Olympic Training Complex, Colorado Springs or the International Shotgun Park, Ft Carson

**These locations have:** equipment locker areas only, no changing rooms except the bathrooms.

When USAS teams travel for competition, the facilities may differ from location to location. USAS will work with the host team to provide as much information about the locker room and changing areas as early as possible, and post that information to the extent that is possible.

## **MONITORING**

USA SHOOTING has staggered practices, with different groups arriving and departing throughout the day. It is therefore not practical to constantly monitor equipment locker rooms and bathrooms over this extended course of time. While we do not post staff members inside or at the doors of the equipment locker rooms and bathroom areas, we do make occasional sweeps of these areas. Staff members conduct these sweeps, with women checking on female-designated areas, and men checking on male-designated areas.

Coaches and staff make every effort to recognize when an athlete goes to the equipment locker room or bathroom area, during practice and competition and if they do not return in a timely fashion, someone will check on the athlete's whereabouts.

If a minor athlete needs assistance with his or her uniform or gear (for example, a child under the age of eight), or an athlete's disability warrants assistance, then we ask that parents let the coach or an administrator know beforehand that he or she will be helping the athlete.

## **USE OF CELL PHONES AND OTHER MOBILE RECORDING DEVICES**

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras increase the risk for different forms of misconduct in locker rooms and changing areas. As a result, **THERE WILL BE NO USE OF A DEVICE'S RECORDING CAPABILITIES IN THE EQUIPMENT LOCKER ROOMS OR BATHROOM AREAS.**

Violations of this policy will be addressed under the Disciplinary Rules and Procedure and may result in the sanctions as set forth therein, including temporary suspension from competition.

## **TRAVEL**

Athletes are most vulnerable to misconduct during travel, particularly overnight stays. This includes a high risk of athlete-to-athlete misconduct. During travel, athletes are often away from their families and support networks, and the setting – new changing areas, locker rooms, workout facilities, automobiles and hotel rooms – is less structured and less familiar.

Travel is a standard aspect of our competitive season and USA SHOOTING has established policies to minimize one-on-one interactions and reduce the risk of misconduct or bad faith allegations. Adherence to these travel guidelines will increase athlete safety and improve the competitive experience while keeping travel a fun and enjoyable experience.

As part of USA Shooting's commitment to safe sport, USA Shooting has published practices for team travel. Team Travel is defined as overnight travel to a team activity that is planned and supervised by USA SHOOTING.

### **USA Shooting's Travel Policy:**

- USA Shooting travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the USA Shooting.
- Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling or spouse of that particular athlete).
- When only one minor athlete and one coach travel to a competition, the athlete must have his or her parents' (or legal guardian's) written permission in advance to travel alone with the coach.

## **LOCAL AND TEAM TRAVEL**

We distinguish between travel to training, practice and local competition ("local travel"), and team travel involving a coordinated overnight stay ("team travel").

### **Local Travel**

Local travel occurs when USA SHOOTING does not sponsor, coordinate, or arrange for travel. For local travel, athletes or their parents/guardians (for minor athletes) are responsible for making all travel arrangements. In these instances it is the responsibility of the athlete or their parents/guardians (for minor athletes) to ensure the person transporting the athlete maintains all safety and legal requirements, including, but not limited to, a valid driver's license, proper insurance, well maintained vehicle, and compliance with all state laws.

In an effort to minimize one-on-one interactions, USAS Staff, who are not also acting as a parent, should not drive alone with an unrelated athlete under the age of 18 and should only drive with at least two other athletes or another adult at all times, unless otherwise agreed to in writing by the athlete's parent or guardian in advance of travel. In any case where a staff member and/or volunteer is involved in the athlete's local travel, a parental release is required in advance. Efforts must be made to ensure that staff and/or volunteers are not alone with an athlete under the age of 18 or participant, by, e.g., picking the athletes up in groups.

Coaches, staff members and volunteers who are also an athlete's guardian may provide shared transportation for any athlete(s). We encourage guardians to pick up their athlete first and drop off their athlete last in any shared or carpool travel arrangement. We also recommend completing a shared travel declaration form signed by the parents/guardians of any minor athlete who is being transported as part of such a carpool arrangement.

### **Team Travel**

Team travel is overnight travel that occurs when USA SHOOTING sponsors, coordinates or arranges for travel so that our teams can compete locally, regionally, nationally or internationally. Because of the greater distances, coaches, staff, volunteers and chaperones will often travel with the athletes under the age of 18. However, no coach, staff member, or volunteer will engage in team travel without the proper safety requirements in place, including valid drivers' licenses, proper insurance, well-maintained vehicles and compliance with all state laws.

USA SHOOTING makes efforts to provide adequate supervision through coaches and other adult chaperones for athletes under the age of 18.

For team travel, hotels and air travel will be booked in advance by USA SHOOTING. Athletes will share rooms, with 2-4 athletes assigned per room depending on accommodations. Meetings do not occur in hotel rooms, and we will utilize other public/hotel meeting spaces for adults and athletes to socialize.

Appropriate adult-to-athlete ratios will depend on the age of the athletes (those under 18) and other participants.

### **INDIVIDUAL TRAVEL**

The nature of our sport and competition structure means that individual athletes may sometimes need to travel overnight without other athletes. Under these circumstances, we encourage minimizing one-on-one time between a coach and athlete under the age of 18 by:

1. Traveling with an additional coach or chaperone
2. Inviting parents/guardians to travel with their athlete (for athletes under age 18)

When only one athlete (under the age of 18) and one coach travel to a competition, the athlete must have his or her parents' or legal guardian's written permission in advance to travel alone with the coach.

## **TRAVEL NOTIFICATION**

When possible, USA SHOOTING will provide reasonable advance notice before team travel. Notice will include the dates, location and duration of competition. Travel notice will also include designated team hotels for overnight stays as well as a contact person within USA Shooting. This individual will be the point of contact to confirm your intention to travel and to help with travel details.

USA SHOOTING will post specific travel itineraries when they become available. These will include a more detailed, hour-by-hour itinerary as well as contact information for team travel chaperones.

## **MIXED-GENDER AND MIXED-AGE TRAVEL**

USA SHOOTING is made up of male and female athletes across various ages. Athletes will only share a room with other athletes of the same sex and age group. Athletes under the age of 18 will also be grouped by age and sex for the purposes of assigning an appropriate chaperone.

Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete UNDER 18 YEARS OF AGE (unless the coach is the parent, guardian, sibling or spouse of that particular athlete). Where an adult is registered both as a coach and an athlete member of USA SHOOTING, and is functioning primarily as a coach, he or she may share sleeping arrangements with another coach.

## **COACH AND STAFF RESPONSIBILITIES**

During team travel, coaches and staff members will help athletes, fellow coaches and staff members adhere to the Safe Sport policy guidelines.

If a coach or staff member transports an athlete or other organization member in their private car for team travel, a copy of the coach's or staff member's valid driver's license is required.

When not practicing, training, competing, or preparing for competition, coaches and staff will monitor the activities of athletes, fellow coaches and staff during team travel.

Coaches and staff will:

- a. prepare athletes for team travel and make athletes aware of all expectations
- b. familiarize themselves with all travel itineraries and schedules before the initiation of team travel
- c. conform to, and monitor for others' adherence to, the Safe Sport Policy, during team travel

- d. encourage minor athletes to participate in regular, at least daily, scheduled communications with their parents/guardians and help athletes be on time for all team commitments (when possible)
- f. assist with team travel logistical needs (when possible)
- g. support chaperones and/or participate in the monitoring of athletes for adherence to curfew restrictions set based on age and competition schedule as listed in travel itinerary
- h. ensure athletes are complying with hotel room restrictions based on gender or age requirements
- i. make certain that minor athletes are not alone in a hotel room with any adult apart from a family member; this includes coaches, staff and chaperones
- j. not use drugs or alcohol in the presence of minors or be under the influence of alcohol or drugs while performing their coaching duties
- k. immediately report any concerns about physical or sexual abuse, misconduct, or policy violations
- l. notify parents before taking any disciplinary action against a minor athlete if the athlete is traveling without his or her parents.

## **CHAPERONE RESPONSIBILITIES**

Chaperones accompany team travel to ensure that the athletes, coaches, staff, and volunteers adhere to the USA SHOOTING's Safe Sport policy guidelines. While these include the travel policy, it also includes all other relevant policies contained in USA SHOOTING's Safe Sport policy.

If a chaperone has not undergone a criminal background check and USA SHOOTING's Safe Sport awareness training, the chaperone will **not** be permitted to have any one-on-one interactions with athletes or other youth participants. If a chaperone has undergone a criminal background check and Safe Sport awareness training, he or she may have appropriate one-on-one interactions as outlined in USA SHOOTING's Safe Sport policy.

If a chaperone will be operating a private car for team travel, a copy of the chaperone's valid driver's license is required.

Chaperones will monitor the activities of all coaches, staff members, volunteers and athletes during team travel. Specifically, chaperones will:

- a. familiarize themselves with all travel itineraries and schedules before team travel
- b. monitor for adherences to USA Shooting Safe Sport policies during team travel
- c. encourage minor athletes to participate in regular, at least daily, scheduled communications with their parents/guardians

- d. help athletes be on time for all team commitments (when possible)
- e. assist coaches, staff and other volunteers with team travel logistical needs (when possible)
- f. monitor athletes for adherence to curfew restrictions set based on age and competition schedule as listed in travel itinerary
- g. ensure athletes comply with hotel room restrictions based on gender or age requirements
- h. not use drugs or alcohol in the presence of minors or be under the influence of alcohol or drugs while performing their chaperone duties
- i. make certain that athletes are not alone in a hotel room with any adult apart from a family member; this includes coaches, staff and chaperones
- j. immediately report any concerns about sexual and physical abuse, misconduct or policy violations to a USA SHOOTING coach, team captain or USA SHOOTING's CEO/Executive Director.

## **RESPONDING TO ABUSE, MISCONDUCT AND POLICY VIOLATIONS**

The lack of or absence of guidance on when and how to report suspected misconduct is a significant barrier to disclosing misconduct, including child physical and sexual abuse. Without training in this area, sport stakeholders may feel ill-prepared, powerless and lost when it comes to responding to and reporting misconduct. Other stakeholders must also be able to recognize misconduct and to know how to respond.

It is also critical that staff members and/or volunteers understand that they should **not** attempt to evaluate the credibility or validity of child physical or sexual abuse allegations as a condition for reporting to USA Shooting Staff or to appropriate law enforcement authorities.

### **REPORTING POLICY**

All USA SHOOTING covered individuals must report:

1. violations of the Safe Sport Policy,
2. misconduct as defined in USA SHOOTING's Safe Sport Policy, and
3. suspicions or allegations of child physical or sexual abuse

**Any report of misconduct or suspicions of child physical or sexual abuse will be taken seriously and handled appropriately.**

As a matter of policy, USA SHOOTING does **not** investigate suspicions or allegations of child physical or sexual abuse or attempt to evaluate the credibility or validity of such allegations as a condition for reporting to the appropriate law enforcement authorities.



Sexual Misconduct is the jurisdiction of the US Center for SafeSport.

There is a dual reporting procedure. Here is a graphic that explains this reporting procedure.

## REPORTING REQUIREMENTS FOR SAFE SPORT CODE VIOLATIONS



### REPORTING CHILD PHYSICAL OR SEXUAL ABUSE

#### Child Physical or Sexual Abuse

USAS covered individuals are required to report suspicions or allegations of child sexual abuse by a colleague or co-worker, to the US Center for SafeSport and, where applicable, appropriate law enforcement authorities.

Because sexual abusers “groom” children for abuse – the process used by offenders to select a child, to win the child’s trust (and the trust of the child’s parent or guardian), to manipulate the child into sexual activity and to keep the child from disclosing abuse – it is possible that a staff member, coach and/or volunteer may witness behavior intended to groom a child for sexual abuse. All questions or concerns related to inappropriate,

suspicious or suspected grooming behavior should be directed to the US Center for SafeSport.

### **Peer-to-Peer Child Sexual Abuse**

Approximately 1/3 of all child sexual abuse occurs at the hands of other children and the obligation to report extends to peer-to-peer child sexual abuse. Whether or not a sexual interaction between children constitutes child sexual abuse turns on the existence of an aggressor, the age difference between the children, and/or whether there is an imbalance of power or intellectual capabilities. If you have any concerns that an interaction between children may constitute sexual abuse, report it to the appropriate law enforcement authorities and to the US Center for SafeSport immediately.

## **REPORTING SEXUAL MISCONDUCT**

USA SHOOTING encourages parents, athletes and other sport participants to communicate violations of USA SHOOTING's Safe Sport policy and/or allegations and suspicions of child physical and sexual abuse to the US Center for SafeSport:

Phone: 720-524-5640

Web site: [www.SafeSport.org](http://www.SafeSport.org)

[Click here for the Online Reporting Form](#)

## **ALL OTHER MISCONDUCT REPORTING**

USAS covered individuals must report allegations or suspicions of abuse or misconduct that is **not** sexual misconduct to:

Keith Enlow

CEO/Executive Director.

719-866-4899

[Keith.Enlow@usashooting.org](mailto:Keith.Enlow@usashooting.org)

### **How to Report**

USA SHOOTING and US Center for SafeSport will take a report in the way that is most comfortable for the person initiating a report including an anonymous, in-person, verbal or written report. Regardless of how you choose to report, it is helpful for individuals to provide, at a minimum, (1) the name of the complainant(s); (2) the type of misconduct alleged and the name(s) of the individual(s) alleged to have committed the misconduct.

### **Reporting Form**

Individuals reporting misconduct that is **not** sexual misconduct are encouraged to complete an Incident Report Form (see Attachment C). Information on this form includes:

USA SHOOTING will withhold the complainant's name on request, to the extent permitted by law.

## **CONFIDENTIALITY, ANONYMOUS REPORTING AND BAD-FAITH ALLEGATIONS**

### **Confidentiality**

To the extent permitted by law, and as appropriate will keep confidential the complainant's name on request, not make public the names of potential victims, the accused perpetrator or the people who made a report of child physical and sexual abuse to the authorities.

### **Anonymous Reporting**

USA SHOOTING and US Center for SafeSport recognizes it can be difficult for an athlete, teammate, friend or family member to report an allegation of misconduct and strives to remove as many barriers to reporting as possible. Anonymous reports may be made without the formality of completing a paper or online form:

However, anonymous reporting may make it difficult to properly report misconduct or abuse to law enforcement authorities.

### **“Whistleblower” Protection**

Regardless of outcome, USA SHOOTING will support the complainant(s) and his or her right to express concerns in good faith. USA SHOOTING will not encourage, allow or tolerate attempts from any individual to retaliate, punish, allow or in any way harm any individual(s) who reports a concern in good faith. Such actions against a complainant will be considered a violation of our Safe Sport policy and grounds for disciplinary action.

### **Bad-Faith Allegations**

**A report of abuse, misconduct or policy violations that is malicious, frivolous or made in bad faith is prohibited. Such reports will be considered a violation of our Safe Sport policy and grounds for disciplinary action. Depending on the nature of the allegation, a person making a malicious, frivolous or bad-faith report may also be subject to civil or criminal proceedings.**

## HOW REPORTS ARE HANDLED

### Immediate Suspension or Termination

When an allegation of child physical or sexual abuse is made against a USAS covered individual, USA SHOOTING may immediately remove that individual from contact with any children in the program until the allegation has been investigated by the US Center for SafeSport and law enforcement authorities.

A staff member, coach or volunteer's failure to report suspicions or allegations of misconduct to the USA SHOOTING CEO/Executive Director is a violation of this policy and grounds for possible termination of a staff member, coach and/or dismissal of a volunteer.

## NOTIFICATION

Following US Center for SafeSport notice of a credible sexual misconduct allegation, USA SHOOTING may consider the circumstances in which it will notify other parents of athletes with whom the accused individual may have had contact. Per US Center for Safe Sport direction, USA SHOOTING may notify its staff members, coaches, contractors, volunteers, parents, and/or athletes of any allegation of child physical or sexual abuse or other criminal behavior that:

- (1) law enforcement authorities are actively investigating; or
- (2) that US Center for Safe Sport is investigating that is not reportable to law enforcement authorities.

Advising others of an allegation may lead to additional reports of child physical or sexual abuse and other misconduct.

## DISCIPLINARY RULES AND PROCEDURE

While USA SHOOTING endeavors to provide support and guidance to participants on a day-to-day basis, it is also important for USA SHOOTING to have a formal procedure for disciplinary action to address alleged violations of its policies and other inappropriate behaviors, which is consistent with USA SHOOTING's Bylaws and Constitution.

## DISCIPLINARY RULES & ACTION

Sanctions for violations of the USAS Safe Sport policy will be proportionate and reasonable under the circumstances. In addition to day-to-day guidance, USA SHOOTING may take the following disciplinary actions, without limitation:

- Inform the individual's direct-line supervisor or, in the case of a youth participant, the youth's parent or guardian
- Provide the individual with guidance, redirection and instruction
- Temporary suspension from competition
- File a formal incident report
- Issue a verbal warning
- Issue a written and/or final written warning
- Implement a limited access agreement (e.g., limiting an individual's access to certain buildings or to youth)
- Provide informed supervision, where at least one staff member is informed of the allegation and is instructed to vigilantly supervise the accused participant or stakeholder in his or her interactions with the program and/or organization
- Engage in restorative practices, i.e., creation of a respectful and safe dialogue when a misunderstanding or harm has occurred
- Suspend or terminate employment or membership

## ONGOING EMPLOYMENT AND/OR PARTICIPATION

On receipt of a credible and specific allegation of child abuse or other serious misconduct (e.g., physical and sexual abuse as defined in our Safe Sport Policy), USA SHOOTING may immediately suspend or terminate the accused individual to ensure participant safety.

## HEARING PROCEDURE

### **Procedural Safeguards**

In every case where a hearing is warranted pursuant to this Policy, an adjudication shall be conducted that shall in all cases comply with USA SHOOTING'S bylaws. The adjudication shall further conform to the provisions and principles set out hereafter.

However, deviations in one or more of the procedural safeguards are permitted, provided the following conditions are satisfied:

- a) The individual is informed of the allegations and evidence brought against him or her
- b) The individual is given a reasonable opportunity to respond to the allegations brought forward
- c) The individual may be represented by legal counsel at his or her expense
- d) The panel member(s) who make the determination are free of conflicts of interests and render an unbiased decision
- e) There is a right to appeal the panel's decision to USAS Judicial Committee.

### **Preliminary Determination**

On receipt of a disclosure and/or additional information made pursuant to this Policy, if the Incident Review Official is satisfied, in the exercise of his or her discretion, that there is a sufficient reasonable, reliable and persuasive evidence to support the complaint alleging emotional, physical misconduct (not sexual misconduct which US Center for SafeSport has sole jurisdiction), he or she shall notify the Review Panel.

### **Notice**

The accused individual will be notified of a specific date and time to ensure that he or she is available for the hearing. Unless the Review Panel requires the individual to attend the hearing in person, the individual may appear by telephone conference call. The individual has the right to be represented by legal counsel at the hearing, provided that the counsel's participation may be subject to the reasonable hearing rules related to the conduct of the hearing.

### **Timing**

The Review Panel shall have the authority to set timelines and other rules regarding the proceeding and the conduct of the hearing, as it deems necessary.

On request of the accused individual, and provided that it is necessary to expedite the proceeding to resolve a matter relating to scheduled training or competition, the Review Panel may render an expedited determination.

### **Evidence**

At the hearing, the accused individual will be allowed to present any reasonable evidence or argument that he or she wishes the Panel to consider. The Panel may require or permit documentary evidence, such as the written report of any investigator or other fact-finder, before the hearing and that the names of any witnesses be disclosed before the hearing.

The Panel may also consider a local USA Shooting's employment determination as evidence to be considered.

If the complainant/alleged victim(s) is a minor, the investigator's or other fact-finder's report may substitute for the minor witness's direct testimony, provided that the accused had an opportunity to present and respond to relevant information collected during the investigation and before the report was transmitted to the Review Panel.

The Review Panel may proceed in the accused individual's absence if it cannot locate the individual or if the individual declines to attend the hearing.

### **Findings and Sanctions**

The Panel has the discretion to impose sanctions on the individual if it finds based on a preponderance of the evidence that emotional, physical or other misconduct has occurred.

The Panel will communicate its finding to the individual. The Panel may impose sanctions on the individual in its findings.

Any sanctions imposed by the Panel against the individual must be proportionate and reasonable, relative to the content that is found to have occurred. The decision regarding the appropriate sanction shall be up to the panel deciding each complaint. In imposing a sanction, the Review Panel shall consider:

- a) The legitimate interest of USAS in providing a safe environment for its participants
- b) The seriousness of the offense or act
- c) The age of the accused individual and alleged victim when the offense or act occurred
- d) Any information produced by the accused individual, or produced on behalf of the individual, in regard to the individual's rehabilitation and good conduct
- e) The effect on USAS's reputation
- f) Whether the individual poses an ongoing concern for the safety of USAS's athletes and participants
- g) Any other information, which in the determination of the Panel, bears on the appropriate sanction

Sanctions may range from a warning and a reprimand to suspension from sport involvement with the USA SHOOTING for a period of time. Suspensions from sport involvement with USA SHOOTING may be temporary or permanent. The most severe sanction possible to impose will be permanent suspension from sport involvement and expulsion from USA SHOOTING.

For the purposes of this Policy, a suspension from sport involvement shall mean that the individual may not participate in any capacity or in any role in the business, events or activities of USA Shooting or its affiliated members for the duration of the period of suspension.

### **Confidentiality**

The conduct of the hearing WILL be private. If the Panel determines that the individual has violated policy, it may publish its decision or a brief summary of its decision, unless the accused is a minor. However, if the individual appeals, the summary of the panel's decision will not be disclosed until an appellate decision has been made by USAS Executive Committee.

If the Panel determines the accused individual did not violate the relevant policy, the panel will publish a summary only at the individual's written request.

### **APPEAL**

If the individual disagrees with the finding or sanction of the panel and wishes to appeal, he or she may file an appeal with USAS Judicial Committee within 10 days of USA Shooting's finding. On appeal, the USAS Judicial Committee will address the merits of the USA Shooting's decision de novo, and not the process that was utilized. A decision rendered by the USAS Judicial Committee shall be final and binding on all parties.

### **MONITORING**

Monitoring helps recognize, reduce and respond to inappropriate and harmful behaviors and to reinforce appropriate behaviors.

By monitoring the interactions between staff member/coach/volunteer-to-athlete and athlete-to-athlete interactions, USA SHOOTING works to prevent, recognize and respond to inappropriate and harmful behaviors as set forth in our USAS Safe Sport Policy, while reinforcing appropriate behaviors.

### **Monitoring Compliance with Policies and Procedures**

USA SHOOTING monitors for compliance with its Safe Sport policies and procedures.

#### **Monitoring Methods**

USA SHOOTING utilizes multiple monitoring methods to observe how individuals are interacting, including without limitation (1) formal supervision, including regular evaluations; and (2) informal supervision, including regular and random observation



(e.g., roving and checking interactions throughout practices), and (3) maintaining frequent contact with staff members, coaches, volunteer and athletes who interact off-site.

### **Responding to Interactions**

While USA SHOOTING has a formal reporting policy, staff members, coaches and volunteers should be prepared to respond immediately to inappropriate or harmful behavior, potential risk situations and potential boundary violations.

**Staff members, coaches and volunteers will redirect inappropriate behaviors to promote positive behaviors, confront inappropriate or harmful behaviors, and report behaviors if necessary.**

### **Questions**

If you have any questions about the USA Shooting Safe Sport Policy and procedures contact Keith Enlow, CEO/Executive Director, 719-866-4899, [Keith.Enlow@usashooting.org](mailto:Keith.Enlow@usashooting.org)

## Appendix A - NCSI Background Self Registration Letter

USA SHOOTING AND UNITED STATES OLYMPIC COMMITTEE is proud to announce its partnership with National Center for Safety Initiatives (NCSI) through which we will engage in a comprehensive background screening program for our staff, coaches and volunteers.



USA SHOOTING AND UNITED STATES OLYMPIC COMMITTEE has taken important steps to ensure the highest level of safety within our programs. One of these steps is the implementation of a standardized approach to background screening for our coaches and volunteers. This includes a comprehensive background screening using NCSI's Full Service product and a simple "Red Light/Green Light" clearance report issued in accordance with the criteria chosen by USA SHOOTING AND UNITED STATES OLYMPIC COMMITTEE.

Simply go to <http://www.ncsisafe.com> and click on "Background Screening Self Registration" on the left side of the webpage. Complete three easy steps:

- Step 1: Enter Self Registration Number: **55621320**
- Step 2: Enter Your Information as Requested
- Step 3: Provide Legal Authorization and Certification

It is important when entering your name, that you use your **full legal name** as written on your birth certificate or driver's license. Please also verify that your social security number and date of birth were typed correctly. Using nicknames or failing to type correct information may delay your background screening and could require additional fees.

The "Red Light/Green Light" results will be sent directly to USA SHOOTING AND UNITED STATES OLYMPIC COMMITTEE. National Center for Safety Initiatives will contact you directly if there are any questions, problems or issues related to your specific information. Please provide a valid email address as our contact with you will be primarily electronic. Please be sure to add @ncsisafe.com to your list of acceptable domains in your email program to receive notifications from us.

Once you have submitted your information you will receive a confirmation page. The background screening generally takes 10 business days to complete and you may check your status on our website under the "Applicant Login to Check Your Status" link at [www.ncsisafe.com](http://www.ncsisafe.com).

If you have any questions or problems submitting your information, please call the National Center for Safety Initiatives at (866) 833-7100.

Thank you for your participation and your cooperation in this important process.

Regards,

A handwritten signature in black ink, appearing to read "Keith Enlow".

Keith Enlow  
CEO/Executive Director  
USA Shooting

## Appendix B – SAFE SPORT INCIDENT REPORT FORM



### SAFE SPORT REPORTING FORM

USA Shooting strongly encourages the reporting of misconduct. USA Shooting appreciates your willingness to report inappropriate behavior.

This section is about the individual you are reporting. Please provide as much information as possible.

**Name** of individual that you are reporting:

Age or Approximate Age:                      Gender:    Male     Female

Street Address:

City:    State:    Zipcode:

***Note: City, State required***

Position(s) this individual holds or held: (check appropriate box)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> National Coach  | <input type="checkbox"/> Club Employee | <input type="checkbox"/> USAS Staff       |
| <input type="checkbox"/> Assistant Coach | <input type="checkbox"/> Volunteer     | <input type="checkbox"/> Other / Not sure |

Club where individual works and/or volunteers or worked/volunteered previously:

This section asks questions about the incident or incidents you are reporting. Please provide as much specific information as you are able.

Type of Offense (i.e. what happened?)

Where did the incident or incidents take place? (City, State and any other available location information)

Please Describe what happened: (Including... Who, What, When, Where)

This section is for information about the victim or victims. If you are the victim and wish to remain anonymous, you may do so. In that case, please enter only your age, city, state, and Club affiliation.

I wish to remain anonymous:  Yes

**Victim's Name:**

**Age** (or approximate age):

**Club affiliation** (if any):

**Contact phone number:**

(Note: if this person is under 18, please provide contact information for his/her parent or guardian)

**Contact Email address:**

(Note: if this person is under 18, please provide contact information for his/her parent or guardian)

**Gender:**  Male  Female

**The Person Reporting Information**

Your Information: You may remain anonymous if you wish. However, providing your information is vastly helpful to a swift and effective investigation. A person reporting alleged misconduct should not fear any retribution and/or consequence when filing a report he or she believes to be true.

I wish to remain anonymous:  Yes

**Your Name:**

**Your Phone Number:**

**Your Email Address:**

**Club Affiliation (if any):**

**Your Relationship to victim** (if any – check one):

- Self                                       Friend or acquaintance                       Volunteer
- Parent/Guardian                       Club member, coach                       Other or prefer not to say
- Other family member

**Other relevant information regarding relationship to the victim:**

If you have any other information that you feel would be helpful to an investigation of the alleged offense you have reported, please enter it here:

## Appendix C – USAS INCIDENT TRACKING FORM



### USAS INCIDENT TRACKING FORM

**Incident:** (short description)

**Reported By:**

**Date:**

**Individuals (s) Involved:**

**Investigated By:**

USA Shooting – name of USAS Staff member who investigated:

Law enforcement agency - Name of officer:

Agency:

Contact information:

**Location of Incident:**

**Summary of Complaint:**

**Statements Provided By:** (name, contact information)

**Conclusion:**

**Recommendation:**

**ACTION TAKEN:**

## Appendix D: ADDITIONAL RESOURCES

### Prevention

- Centers for Disease Control, [www.cdc.gov/ViolencePrevention/childmaltreatment/index.html](http://www.cdc.gov/ViolencePrevention/childmaltreatment/index.html)
- U.S. Department of Health and Human Services, Child Welfare Information Gateway, [www.childwelfare.gov](http://www.childwelfare.gov)

### Applicant Screening

- “Staff Screening Toolkit: Building a Strong Foundation Through Careful Staffing,” Patterson, John C. (Nonprofit Risk Management Center), [www.nonprofitrisk.org](http://www.nonprofitrisk.org)

### Creating Policies and Procedures

- “Preventing Child Abuse Within Youth-Serving Organizations: Getting Started on Policies and Procedures.”

### Risk Management

- Public Entity Risk Institute (PERI), [www.riskinstitute.gov](http://www.riskinstitute.gov)
- Nonprofit Risk Management Center, [www.nonprofitrisk.org](http://www.nonprofitrisk.org)
- Nonprofit Risk Management Center, “The Season of Hope: A Risk Management

### Guide for Youth-serving Nonprofits.”

- National Resource Center for Community-Based Child Abuse Prevention, Evaluation Toolkit, Logic Model Builder: <http://friendsnrc.org/evaluation-toolkit>

### Reporting

- Child Information Gateway, [www.childwelfare.gov](http://www.childwelfare.gov)

### Long-Term Effects

- Child Welfare Information Gateway, “Long-Term Consequences of Child Abuse and Neglect,” [www.childwelfare.gov/pubs/factsheets/long\\_term\\_consequences.pdf](http://www.childwelfare.gov/pubs/factsheets/long_term_consequences.pdf)

### Counseling

- Childhelp, <http://www.childhelp.org>
- Childhelp National Child Abuse Hotline: 1.800.4.A.CHILD (1.800.422.4453) (staffed 24 hours a day, seven days a week, with professional crisis counselors)
- Child Molestation Prevention, <http://childmolestationprevention.org/pages.diagnosis/html>
- Sexual Behaviors Consultation Unit, Johns Hopkins Hospital, [http://hopkinsmedicine.org/psychiatry/specialty\\_areas/sexual\\_behaviors/](http://hopkinsmedicine.org/psychiatry/specialty_areas/sexual_behaviors/)