

September 10, 2019

Mr. David Raith  
Executive Director  
U.S. Figure Skating  
20 First Street  
Colorado Springs, Colorado 80906

Dear Mr. Raith

Please find enclosed the U.S. Center for SafeSport's 2019 audit report of U.S. Figure Skating. Please accept our appreciation for your attentiveness and all the time and effort it took to prepare for this audit.

We strive for the audit process to be productive and beneficial and hope that you found it to be so. If you have any additional questions, concerns or suggestions, please do not hesitate to reach out.

Best Regards,



Ju'Riese Colon  
Chief Executive Officer

Enclosure

cc: Mr. John Anderson  
Ms. Anne Cammett  
Ms. Denise Kay  
Mr. Mark Ladwig  
Ms. Shelbi Meyer  
Selected Center Staff Members



# COMPLIANCE AND AUDIT DIVISION U.S. CENTER FOR SAFESPORT

**U.S. Figure Skating**

**AUDIT REPORT**

September 10, 2019

## BACKGROUND AND AUDIT PURPOSE

The U.S. Center for SafeSport (hereinafter “the Center”) is committed to building a sport community where participants can work and learn together in an atmosphere free of emotional, physical, and sexual misconduct. Federal law authorized the Center to develop training to prevent abuse and policies and procedures for implementation by National Governing Bodies (NGBs) and Paralympic Sports Organizations to prevent abuse. [See Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017 \(S.534\).](#)

In accordance with S.534, the Center has been granted authority to complete regular and random audits of the NGBs recognized by the U.S. Olympic & Paralympic Committee. The Center will objectively evaluate adherence and level of compliance to the requirements set forth in the [U.S. Center for SafeSport Code](#) and the [Minor Athlete Abuse Prevention Policies](#) (hereinafter “the MAAPP”), including both the Education and Training Policy and the Required Prevention Policies. Additionally, the audit examined any areas of potential improvement or inconsistencies in order to propose corrective or proactive/improvement actions.

## AUDIT SCOPE

The scope of this audit is based on the Education and Training Policy and the Required Prevention Policies of the MAAPP released January 23, 2019. The requirements for each section of the audit are explained in the MAAPP Implementation Guide released May 23, 2019, included in Appendix C.

### **The audit covered the following areas:**

- Education and Training
- Required Prevention Policies
  - ✓ One-on-One Interactions
  - ✓ Massage and Rubdowns/Athletic Training Modalities
  - ✓ Locker Rooms and Changing Areas
  - ✓ Social Media and Electronic Communications
  - ✓ Local Travel
  - ✓ Team Travel
- Appendix A contains recommendations for items that were not scored in the 2019 audit but could be scored in future audits.

## AUDIT METHODOLOGY

The Center reviewed policies and procedures relative to the MAAPP and all other policies and bylaws pertaining to Athlete Safety.

The Center requested and received additional information and sought clarification during the audit through meetings with various individuals responsible for compliance with the Center’s requirements.

Upon completion of the Audit, each area was scored in accordance with the scoring guidelines included in Appendix B.

## AUDIT PARTICIPANTS

The following is a listing of all personnel from the NGB who were present and/or participated in the meetings, interviews and assessment.

1. David Raith
2. John Anderson
3. Patricia St. Peter
4. Kelly Vogtner
5. Barbara Reichert
6. Shelbi Meyer
7. Denise Kay
8. Cassy Papajohn

## AUDIT SUMMARY

Based on the audit methodology performed, the Center made findings as to whether the requirements identified in the MAAPP and explained in detail in Appendix C were implemented for both the Education & Training Policy and each of the six Required prevention Policies. Each of the seven areas were scored as follows: Fully Implemented, Partially Implemented, or Not Implemented. The scoring guide, explaining in detail the requirements to meet each score can be found in Appendix B. A summary of the audit scores can be found below, with more detailed explanations found in Section 6.

Policy	Audit Score
Education & Training	Fully Implemented
One-on-One Interactions	Fully Implemented
Massage and Rubdown/Athlete Training Modalities	Fully Implemented
Locker Room and Changing Areas	Fully Implemented
Social Media & Electronic Communications	Fully Implemented
Local Travel	Fully Implemented
Team Travel	Fully Implemented

## AUDIT FINDINGS AND RATIONALE

### Education and Training

#### REQUIREMENTS

1. Identified all Adults required to complete the Center's training in one database / spreadsheet and provided list to the Center.
2. All Adults required to complete training have done so according to the deadline.
3. Education and Training Policy is posted on website.
4. Communicated Education and Training Policy directly with all adults required to complete training on at least one occasion via any of the following methods: email, newsletter, webinar, and/or social media.
5. Offered and gave (with parental consent) training to minor athletes. Provided the Center with a description of the training and how it was offered and the date the training was offered.

#### SCORE

Fully Implemented

#### RATIONALE

U.S. Figure Skating (USFSA) satisfied all requirements in this section.

#### CORRECTIVE ACTION

No corrective action necessary.

#### MANAGEMENT RESPONSE

No management response required.

## One-on-One Interactions

### REQUIREMENTS

1. Identified all Applicable Adults in organization required to follow the One-on-One Interactions Policy.
2. Tracked all above Applicable Adults in a database or spreadsheet and provided list to the Center.
3. One-On-One Interactions Policy is posted on website.
4. Communicated the One-On-One Interactions Policy directly to Applicable Adults covered by the policy on at least one occasion via any of the following methods: email, newsletter, webinar, and/or social media.
5. Established a reporting policy by which violations of this policy can be communicated to the appropriate party.
6. Communicated the reporting policy for violations directly to all Applicable Adults via any of the following methods: email, newsletter, webinar, and/or social media.

### SCORE

Fully Implemented

### RATIONALE

USFSA satisfied all requirements in this section.

### CORRECTIVE ACTION

No corrective action necessary.

### MANAGEMENT RESPONSE

No management response required.

## Massage and Rubdowns/Athletic Training Modalities

### REQUIREMENTS

1. Identified all Applicable Adults in organization required to follow the Massages and Rubdowns/Athletic Training Modalities Policy.
2. Tracked all above Applicable Adults in a database or spreadsheet and provided list to the Center.
3. Massage and Rubdowns/Athletic Training Modalities Policy is posted on website.
4. Communicated the Massage and Rubdowns/Athletic Training Modalities Policy directly to Applicable Adults covered by the policy on at least one occasion via any of the following methods: email, newsletter, webinar, and/or social media.
5. Established a reporting policy by which violations of this policy can be communicated to the appropriate party.
6. Communicated the reporting policy for violations directly to all Applicable Adults via any of the following methods: email, newsletter, webinar, and/or social media.

### SCORE

Fully Implemented

### RATIONALE

USFSA satisfied all requirements in this section.

### CORRECTIVE ACTION

No corrective action necessary.

### MANAGEMENT RESPONSE

No management response required.

## Locker Room and Changing Areas

### REQUIREMENTS

1. Identified all Applicable Adults in organization required to follow the Locker Room and Changing Areas Policy.
2. Tracked all above Applicable Adults in a database or spreadsheet and provided list to the Center.
3. Locker Room and Changing Areas Policy is posted on website.
4. Communicated the Locker Room and Changing Areas Policy directly to Applicable Adults covered by the policy on at least one occasion via any of the following methods: email, newsletter, webinar, and/ or social media.
5. Established a reporting policy by which violations of this policy can be communicated to the appropriate party.
6. Communicated the reporting policy for violations directly to all Applicable Adults via any of the following methods: email, newsletter, webinar, and/or social media.

### SCORE

Fully Implemented

### RATIONALE

USFSA satisfied all requirements in this section.

### CORRECTIVE ACTION

No corrective action necessary.

### MANAGEMENT RESPONSE

No management response required.



## Social Media & Electronic Communications

### REQUIREMENTS

1. Identified all Applicable Adults in organization required to follow the Social Media & Electronic Communications Policy.
2. Tracked all above Applicable Adults in a database or spreadsheet and provided list to the Center.
3. Social Media & Electronic Communications Policy is posted on website.
4. Communicated the Social Media & Electronic Communications Policy directly to Applicable Adults covered by the policy on at least one occasion via any of the following methods: email, newsletter, webinar, and/or social media.
5. Established a reporting policy by which violations of this policy can be communicated to the appropriate party.
6. Communicated the reporting policy for violations directly to all Applicable Adults via any of the following methods: email, newsletter, webinar, and/or social media.

### SCORE

Fully Implemented

### RATIONALE

USFSA satisfied all requirements in this section.

### CORRECTIVE ACTION

No corrective action necessary.

### MANAGEMENT RESPONSE

No management response required.

## Local Travel

### REQUIREMENTS

1. Identified all Applicable Adults in organization required to follow the Local Travel Policy.
2. Tracked all above Applicable Adults in a database or spreadsheet and provided list to the Center.
3. Local Travel Policy is posted on website.
4. Communicated the Local Travel Policy directly to Applicable Adults covered by the policy on at least one occasion via any of the following methods: email, newsletter, webinar, and/or social media.
5. Established a reporting policy by which violations of this policy can be communicated to the appropriate party.
6. Communicated the reporting policy for violations directly to all Applicable Adults via any of the following methods: email, newsletter, webinar, and/or social media.

### SCORE

Fully Implemented

### RATIONALE

USFSA satisfied all requirements in this section.

### CORRECTIVE ACTION

No corrective action necessary.

### MANAGEMENT RESPONSE

No management response required.

## Team Travel

### REQUIREMENTS

1. Identified all Applicable Adults in organization required to follow the Team Travel Policy.
2. Tracked all above Applicable Adults in a database or spreadsheet and provided list to the Center.
3. Team Travel Policy is posted on website.
4. Communicated the Team Travel Policy directly to Applicable Adults covered by the policy on at least one occasion via any of the following methods: email, newsletter, webinar, and/or social media.
5. Established a reporting policy by which violations of this policy can be communicated to the appropriate party.
6. Communicated the reporting policy for violations directly to all Applicable Adults via any of the following methods: email, newsletter, webinar, and/or social media.

### SCORE

Fully Implemented

### RATIONALE

USFSA satisfied all requirements in this section.

### CORRECTIVE ACTION

No corrective action necessary.

### MANAGEMENT RESPONSE

No management response required.

## REVIEW OF FUTURE AUDIT REQUIREMENTS

This section will be used to identify issue areas that were not scored in the 2019 audit but will be scored in future audits. U.S. Figure Skating (USFSA) should promptly address the findings noted below to avoid corrective actions in upcoming audits.

- USFSA has internal protocols that it follows for responding to participant status/temporary measures requests from the U.S. Center for SafeSport but no formal written procedure. USFSA needs to create a written policy/protocol/procedure that identifies the process owner(s) for identifying these requests to ensure consistent and effective implementation.

## GUIDELINES

### NOT IMPLEMENTED

A finding of this type may indicate little to no reduction in risk to minor athletes and can be a result of, but not limited to the following:

- Complete absence of policies and/or relevant and supporting documentation where required.
- Complete absence of communication to Applicable Adults regarding specific policy/requirements.
- Complete absence of reporting and oversight structure for Required Prevention Policy violations.
- Less than 70% compliance on Education & Training requirements.
- Two or more groups of individuals required to meet Education & Training requirements were not properly identified.

### PARTIALLY IMPLEMENTED

A finding of this type may indicate limited reduction in risk to minor athletes and can be a result of, but not limited to the following:

- Presence of policies but missing relevant and supporting documentation.
- Presence of policies that do not meet the mandatory minimum requirements of the MAAPP.
- Not adequately or consistently providing communication to Applicable Adults regarding policy/requirements.
- Lack of an adequate reporting and oversight structure for Required Prevention Policy violations.
- Between 70% and 90% compliance on Education & Training requirements.
- One group of individuals required to meet Education & Training requirements were not properly identified.

### IMPLEMENTED

A finding of this type may indicate reduced risk to minor athletes and can be a result of, but not limited to the following:

- Presence of policies and all relevant and supporting documentation provided where required.
- Adequate and consistent communication to Applicable Adults.
- Adequate reporting and oversight structure for Required Prevention Policy violations.
- 90% or higher compliance on Education & Training requirements.
- All groups of individuals required to meet Education & Training requirements were properly identified.



# MINOR ATHLETE ABUSE PREVENTION POLICIES

## IMPLEMENTATION GUIDE

*EFFECTIVE JUNE 23, 2019*

## INTRODUCTION

The U.S. Center for SafeSport (the Center) is committed to building a sport community where participants can work and learn together in an atmosphere free of emotional, physical, and sexual misconduct. Federal law authorized the Center to develop training to prevent abuse and policies and procedures for implementation by National Governing Bodies (NGB) or Paralympic Sports Organizations to prevent abuse. See [Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017 \(S.534\)](#).

In accordance with S.534, the Center has been granted authority to complete regular and random audits of the NGBs recognized by the U.S. Olympic Committee (USOC). The Center will include in its audit, a review of the [Minor Athlete Abuse Prevention Policies](#) (MAAPP), including both the Education & Training Policy and Required Prevention Policies. In order to assist NGBs in the implementation of the MAAPP, the Center has developed this Implementation Guide as a tool for use by the NGBs.

**\*Nothing in this Implementation Guide should be construed as legal advice or satisfying all obligations on behalf of the USOC or NGB. The information contained herein is intended to serve only as a guide for implementation of the Center's MAAPP. Each Covered Organization (USOC/NGB) is encouraged to review the information contained herein with their respective legal counsel(s) in order to ensure the implementation of the MAAPP complies with the requirements of the Center and all other applicable laws and regulations.**

**The Center has identified three stages of implementation:**

### STAGE NO. 1 AUDIT REQUIREMENTS

This stage identifies the minimum required necessary components to receive the highest score in the 2019 audit performed by the Center. In this stage all requirements of the Education and Training Policy were completed, and mandatory components of the Required Prevention Policies were properly adopted and communicated as contained herein by **June 23, 2019**.

### STAGE NO. 2 STANDARDS

Stage No. 2 encompasses all of Stage No. 1 and includes additional communication, training, and monitoring standards that are best practices. Best practices are not requirements of the audit but are proactive procedures, methods, and/or tools that will assist the USOC/NGB in ensuring the adherence by Applicable Adults to these policies.

### STAGE NO. 3 STANDARDS

Stage No. 3 encompasses both Stage No. 1 and 2 and includes internal auditing and enforcement pieces.

## EDUCATION AND TRAINING POLICY

The requirements of the Education and Training Policy can be found at the following link: [MAAPP](#).

Adults Required to Complete the U.S. Center for SafeSport training:

- Adult members at a Covered Organization (USOC/NGB) who have regular contact with minor athletes.
- Any adult authorized by USOC/NGB to have regular contact with a minor athlete.
- Any adult authorized by USOC/NGB to have authority over a minor athlete.
- Staff and board members of USOC/NGB.

### STAGE NO. 1 AUDIT REQUIREMENTS

1. Identify all Applicable Adults in organization required to complete U.S. Center for SafeSport Training (e.g., coaches, NGB board members, volunteers, adult athletes who have regular contact with minor athletes, officials).
2. Track all above Applicable Adults in a database or spreadsheet and provide the list to the Center.
3. Provide communication of education and training policy requirements to all Applicable Adults by posting the policy on the website.
4. Provide direct communication of education and training policy requirements to all Applicable Adults on at least one occasion with a copy of the policy or a link to the policy by using one of these methods: email, newsletter, webinar and/or social media.
5. Mark any Applicable Adult who has not completed the required training in your database or membership system as not in good standing.

### STAGE NO. 2 STANDARDS

1. All Stage No. 1 requirements.
2. Provide direct communication of the education and training policy requirements to all Applicable Adults on at least two additional occasions.
3. Track all Applicable Adults required to take the training and send reminders prior to their good standing expiring and continue to send until the training is completed.
4. Contact 17-year old athletes and have them complete the U.S. Center for SafeSport Training, with parental consent, no later than their 18th birthday if they will have regular contact with minors upon turning 18.

### STAGE NO. 3 STANDARDS

1. All Stage No. 1 and No. 2 requirements.
2. Implement a process for internal audits of the education and training policies (spot checking/monitoring) to ensure that your membership (member clubs, organizational members, LAOs, NMOs) understands and is following the policy.
3. Track all Applicable Adults who have not taken the training and are out of compliance and take active steps to ensure they are not interacting with minors.



## Minor Athlete Training

### STAGE NO. 1 AUDIT REQUIREMENTS

1. Offer and give training to minor athletes, with parental consent, each year regarding prevention and reporting of child abuse.

*Example: Send emails on a regular basis (at minimum, once a year) to minor athletes and/or their legal guardians regarding minor athlete training and track the communication. The Center developed age appropriate minor athlete training which will be available June 12, 2019, at [athletesafety.org](http://athletesafety.org). USOC/NGB's can use this training to fulfill the minor athlete training requirement but can also offer other training. USOC/NGBs must maintain compliance with the Children's Online Privacy Protection Act.*

2. Get parental consent prior to any minor completing the training.
3. Track the following:
  - A description of the training.
  - The date the training was offered and given.
  - A description of how the training was offered and given.

## GENERAL IMPLEMENTATION GUIDELINES FOR REQUIRED PREVENTION POLICIES

### Application

Covered Organizations (USOC/NGB) need to identify all Applicable Adults required to follow each policy (e.g., coaches, NGB board members, volunteers, adult athletes, officials).

### AUDIT REQUIREMENTS

Provide a list of Applicable Adults covered by the prevention policy separated by category (i.e., coach, staff, board member, medical staff, volunteer, adult athlete, etc.):

1. Last name, First Name.
2. Date first subject to policies.
3. Type of association (e.g., coach, volunteer, board member, adult athlete, etc.).
4. Organization.

*This can be completed by pulling a list from a membership management system or providing the list currently used to track membership.*

### Legal Guardian Consent Forms

USOC/NGBs should prepare legal guardian consent forms for the instances within the Required Prevention Policies where legal guardian consent is required. It is up to the USOC/NGB to determine what information to include in its forms and how to track. Below, please find information that could be included:

1. Legal guardian first and last name.
2. Minor Athlete first and last name.
3. Date the form was signed by the legal guardian.
4. Purpose of the consent form, (i.e., one-on-one interaction, local travel, hotel stay, etc.).
5. Date(s) the form is applicable.
6. Legal guardian signature.

The below audit requirements and standards apply to each of the six Required Prevention Policies: One-on-One Interactions, Massages and Rubdowns/Athletic Training Modalities, Locker Rooms and Changing Areas, Social Media & Electronic Communications, Local Travel and Team Travel.

### **STAGE NO. 1 AUDIT REQUIREMENTS**

1. Identify all Applicable Adults in organization required to follow each Required Prevention Policy (e.g., coaches, NGB board members, volunteers, adult athletes, officials).
2. Track all Applicable Adults in a database or spreadsheet and provide the list to the Center.
3. Provide communication of each of the Required Prevention Policy requirements to all Applicable Adults by posting the policy on the website.
4. Provide direct communication of each of the Required Prevention Policy requirements to all Applicable Adults on at least one occasion with a copy of each policy or a link to the policy by using one of the following methods: email, newsletter, webinar and/or social media.
5. Incorporate current reporting policy or establish a new reporting policy for Applicable Adults who are violating the Required Prevention Policies.
6. Communicate the current/new reporting policy for violations of the Required Prevention Policies to all Applicable Adults in the membership.

### **STAGE NO. 2 STANDARDS**

1. All Stage No. 1 requirements.
2. Provide additional direct communication of each of the Required Prevention Policy requirements to all Applicable Adults on at least one more occasion with a copy of each policy or a link to the policy by using one of the following methods: email, newsletter, webinar and/or social media.
3. Provide notice to all minor athletes and legal guardians regarding all aspects of each prevention policy and reporting mechanism for policy violations.
4. In addition to providing direct communication, confirm receipt of the direct communication.

### **STAGE NO. 3 STANDARDS**

1. All Stage No. 1 requirements & Stage No. 2 standards.
2. Implement a process for internal audits of the Required Prevention Policies (spot checking/ reviewing documentation) to ensure that your applicable membership understands and is following each policy.
3. Require your applicable membership to perform internal audits of the Required Prevention Policies and submit them for review.
4. Randomly spot check submitted internal audits to ensure that your applicable membership understands and is following each policy.

In addition to these general audit requirements and standards that apply to each policy, specific audit requirements and standards can be found on the following pages.

## ONE-ON-ONE INTERACTIONS

The mandatory components of the One-On-One Interactions Policy can be found at the following link: [MAAPP](#).

The majority of child sexual abuse is perpetrated in isolated, one-on-one situations. By reducing such interactions between children and adults, programs reduce the risk of child sexual abuse. However, one-on-one time with trusted adults is also healthy and valuable for a child. Policies concerning one-on-one interactions protect children while allowing for these beneficial relationships.

These policies apply at all facilities that are partially or fully under the jurisdiction of the Covered Organization (USOC/NGB). Partial or full jurisdiction shall include the following: any sanctioned event (including all traveling and lodging in connection) by the USOC/NGB or any facility that the USOC/NGB owns, leases or rents for practice, training or competition.

**These policies apply to (collectively, “Applicable Adults”):**

1. Adult members at a facility that is either partially or fully under the jurisdiction of USOC/NGB.
2. Adult members who have regular contact with a minor athlete.
3. Any adult authorized by USOC/NGB to have regular contact with a minor athlete.
4. Any adult authorized by USOC/NGB to have authority over a minor athlete.
5. Adult staff and board members of USOC/NGB.

## ONE-ON-ONE INTERACTIONS CONTINUED

### STAGE NO. 1 AUDIT REQUIREMENTS

1. No additional requirements other than those identified in the General Implementation Guidelines for Required Prevention Policies section.

### STAGE NO. 2 STANDARDS

1. Provide the meaning of observable and interruptible to all Applicable Adults, minor athletes and legal guardians.
2. Create a template and process for documenting all emergency situations that lead to a one-on-one situation with a minor athlete. For example, if an incident report system is already in place, that should suffice, as long as documentation includes:
  - Date of emergency.
  - Applicable Adult information.
  - Minor athlete information.
  - A description of the emergency and the action taken.
3. Create a process and tracking mechanism for all one-on-one closed-door meetings with a mental health care professional/health care provider to ensure that there are always two people in the facility and both have knowledge of the meeting.
 

*Example: Share calendar of mental health care professionals and other health care providers with adults at the facility so they are aware when closed door meetings may be taking place.*
4. Track all individuals receiving individual training sessions, note those which are taking place at a time that is not observable or interruptible, and confirm receipt of written legal guardian consent for all trainings that are not observable or interruptible.

### STAGE NO. 3 STANDARDS

1. No additional requirements other than those identified in the General Implementation Guidelines for Required Prevention Policies section.

## MASSAGES AND RUBDOWNS/ATHLETIC TRAINING MODALITIES

The mandatory components of the Massages and Rubdowns/Athletic Training Modalities Policy can be found at the following link: [MAAPP](#).

These policies apply at all facilities, training or competition venues that are partially or fully under the jurisdiction of the covered organization (USOC/NGB). Partial or full jurisdiction shall include the following: any sanctioned event (including all traveling and lodging in connection) by the USOC/NGB or any facility that the USOC/NGB owns, leases or rents for practice, training or competition.

**“Facility” shall include hotels when a team is traveling to a USOC/NGB sanctioned event.**

**These policies apply to (collectively, “Applicable Adults”):**

1. Adult members at a facility that is either partially or fully under the jurisdiction of a USOC/NGB.
2. Adult members who have regular contact with a minor athlete.
3. Any adult authorized by USOC/NGB to have regular contact with a minor athlete.
4. Any adult authorized by USOC/NGB to have authority over a minor athlete.
5. Adult staff and board members of USOC/NGB.

### STAGE NO. 1 AUDIT REQUIREMENTS

1. No additional requirements other than those identified in the General Implementation Guidelines for Required Prevention Policies section.

### STAGE NO. 2 STANDARDS

1. Maintain documentation/database of all massages and rubdowns/athletic training modalities.  
The documentation should include the following:
  - Adults present (minimum of two) during the massage/rubdown/athletic training modality.
  - Minor athlete receiving the massage/rubdown/athletic training modality.
  - Date and time of the massage/rubdown/athletic training modality.
  - Location where the massage/rubdown/athletic training modality took place.
  - Signature/initials of the adults confirming presence during such interactions.
2. Provide the meaning of open and interruptible to all Applicable Adults, minor athletes and legal guardians.

### STAGE NO. 3 STANDARDS

1. No additional requirements other than those identified in the General Implementation Guidelines for Required Prevention Policies section.

## LOCKER ROOMS AND CHANGING AREAS

The mandatory components of the Locker Rooms and Changing Areas Policy can be found at the following link: [MAAPP](#).

### These policies apply to (collectively, “Applicable Adults”):

1. Adult members at a facility that is either partially or fully under the jurisdiction of USOC/NGB.
2. Adult members who have regular contact with a minor athlete.
3. Any adult authorized by USOC/NGB to have regular contact with a minor athlete.
4. Any adult authorized by USOC/NGB to have authority over a minor athlete.
5. Adult staff and board members of USOC/NGB.

These policies apply at all facilities that are partially or fully under the jurisdiction of the covered organization (USOC/NGB). Partial or full jurisdiction shall include the following: any sanctioned event (including all traveling and lodging in connection) by the USOC/NGB or any facility that the USOC/NGB owns, leases or rents for practice, training or competition.

### STAGE NO. 1 AUDIT REQUIREMENTS

1. No additional requirements other than those identified in the General Implementation Guidelines for Required Prevention Policies section.

### STAGE NO. 2 STANDARDS

1. Have a template and process for documenting all emergency situations that lead to a one-on-one situation with a minor athlete. Documentation should include:
  - Date of emergency.
  - Applicable Adult information.
  - Minor athlete information.
  - A detailed explanation of emergency.
2. Documentation should be completed for all regular and random monitoring of the locker room and changing room. Documentation should include the following:
  - Locker room being monitored.
  - Date of monitoring.
  - Time of each instance of monitoring.
  - Signature of the person completing the monitoring.
3. Clearly post locker room policies and schedules (if/when needed) in or outside the door of the locker rooms and changing areas.
4. Set clear expectations that parents/legal guardians do not enter locker rooms unless there is an emergency.

### STAGE NO. 3 STANDARDS

1. No additional requirements other than those identified in the General Implementation Guidelines for Required Prevention Policies section.

## SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS

The mandatory components of the Social Media and Electronic Communications policy can be found at the following link: [MAAPP](#).

### These policies apply to (collectively, “Applicable Adults”):

1. Adult members who have regular contact with a minor athlete.
2. Any adult authorized by USOC/NGB to have regular contact with a minor athlete.
3. Any adult authorized by USOC/NGB to have authority over a minor athlete.
4. Adult staff and board members of USOC/NGB.

### STAGE NO. 1 AUDIT REQUIREMENTS

1. No additional requirements other than those identified in the General Implementation Guidelines for Required Prevention Policies section.

### STAGE NO. 2 STANDARDS

1. Have a template and process for documenting all emergency situations that lead to a one-on-one situation with a minor athlete. Documentation should include:
  - Date of emergency.
  - Applicable Adult information.
  - Minor athlete information.
  - A detailed explanation of emergency.
2. Maintain documentation of the notification provided to legal guardians making them aware of their right to request to discontinue electronic communication
3. Maintain documentation of all requests to discontinue electronic communication. Documentation should include the following:
  - Minor athlete info.
  - Legal guardian info.
  - Date of the request.
  - Signatures from all Applicable Adults who received notification of this request.
4. Use applications designed for team communication that allow all communication to be seen by all team members (e.g., Teamworks, TeamSnap, SIPlay, etc.).

### STAGE NO. 3 STANDARDS

1. No additional requirements other than those identified in the General Implementation Guidelines for Required Prevention Policies section.



## LOCAL TRAVEL

The mandatory components of the Local Travel Policy can be found at the following link: [MAAPP](#).

### These policies apply to (collectively, “Applicable Adults”):

1. Adult members who have regular contact with a minor athlete.
2. Any adult authorized by USOC/NGB to have regular contact with a minor athlete.
3. Any adult authorized by USOC/NGB to have authority over a minor athlete.
4. Adult staff and board members of USOC/NGB.

### STAGE NO. 1 AUDIT REQUIREMENTS

1. No additional requirements other than those identified in the General Implementation Guidelines for Required Prevention Policies section.

### STAGE NO. 2 STANDARDS

1. Have a template and process for documenting all emergency situations that lead to a one-on-one situation with a minor athlete. Documentation should include:
  - Date of emergency.
  - Applicable Adult information.
  - Minor athlete information.
  - A detailed explanation of emergency.
2. Maintain documentation of all these transportations and maintain copies of all written notices received. The documentation should contain the following information:
  - Applicable Adult information.
  - Minor athlete information.
  - Legal guardian information.
  - Date(s) of consent.
  - Type of travel covered by consent form (e.g., riding in vehicle).

### STAGE NO. 3 STANDARDS

1. No additional requirements other than those identified in the General Implementation Guidelines for Required Prevention Policies section.

## TEAM TRAVEL

The mandatory components of the Team Travel Policy can be found at the following link: [MAAPP](#).

### These policies apply to (collectively, “Applicable Adults”):

1. Adult members who have regular contact with a minor athlete.
2. Any adult authorized by USOC/NGB to have regular contact with a minor athlete.
3. Any adult authorized by USOC/NGB to have authority over a minor athlete.
4. Adult staff and board members of USOC/NGB.

### STAGE NO. 1 AUDIT REQUIREMENTS

1. No additional requirements other than those identified in the General Implementation Guidelines for Required Prevention Policies section.

### STAGE NO. 2 STANDARDS

1. Maintain a list of Applicable Adults who are also teammates of minor athletes and ensure that legal consent is obtained for any adult athlete staying in the same hotel room with a minor athlete.
2. Maintain all written consent forms for one-on-one travel and one-on-one hotel stays.
3. Provide itineraries to legal guardians of minor athletes prior to travel and include designated periods for communications between minor athletes and their legal guardians.
4. Require a minimum of two Applicable Adults be responsible for minor athletes at all times during overnight travel.

### STAGE NO. 3 STANDARDS

1. No additional requirements other than those identified in the General Implementation Guidelines for Required Prevention Policies section.