

 **USA Field Hockey**

***SafeSport Quality Control Systems***

This policy outlines the requirements from USA Field Hockey (USAFH) for all USAFH owned and sanctioned events, as well as requirements for tracking the annual SafeSport training for participants who must complete it, in accordance with the policies of the U.S. Center for SafeSport.

### Events Quality Control Systems

All USA Field Hockey owned and sanctioned events must comply with the standards outlined below, in addition to all other USA Field Hockey policies, including the USA Field Hockey Bylaws, USA Field Hockey’s Athlete Safety and Minor Athlete Abuse Prevention Policies, and the Code of Conduct.

### Events Checklist

* Compile a list of all participants attending the event. Participants include athletes, coaches, umpires, staff, contractors, medical support, schedulers, volunteers, vendors, announcers, and media personnel, and anyone else recognized by the Event Organizer
	+ NOTE: this list must include same day registrants
* Ensure the necessary individuals have completed SafeSport training. This list includes anyone with regular contact or authority over minor athletes. This list includes coaches, umpires, USA Field Hockey staff and Board members in attendance, club administrators.
	+ Provide credentials for these individuals
* Check the participant list against the Banned and Suspended List, available on [USA Field Hockey website](https://www.teamusa.org/USA-Field-Hockey/PROGRAMS/SafeSport/Banned-Members)
	+ Provide the list of Banned Individuals to anyone checking in participants
	+ Notify USA Field Hockey staff if any individual on jurisdictional hold attempts to attend the event. Currently, the jurisdictional hold list is:
		- Erin Koonz
		- Matthew Duckworth
* Email all participants outlining the MAAPP and reporting requirements prior to the event
	+ There is a sample communication included in this policy
	+ For same day registrants, provide a MAAPP and reporting email (included in this packet) for their review and review the reporting requirements with them
* Monitor any bathrooms or changing areas regularly and keep a log

The Event Organizer must complete [USA Field Hockey’s Post-Event Requirements Survey](https://docs.google.com/forms/d/1qxgm_XQyD72eosMyyQpP0STBgfCLXbf38TBpUHVlnU0/edit) within 15 days of the conclusion of the event. This survey asks several questions regarding the implementation of SafeSport requirements at the event.

# Coach and Athlete Registration

USA Field Hockey Club Administrators must register through USA Field Hockey’s CRM software (currently Sport80) for all events. Sport80 only allows clubs with current memberships to register for events. For a club to have an active membership, the Club Administrator must have a current Coach or Umpire membership, both of which require annual SafeSport Training and background checks, in accordance with the U.S. Center for SafeSport and USOPC guidelines.

Club Administrators must submit a roster on USA Field Hockey’s rostering system, Sport80. Sport80 checks all participants listed to ensure that they have a current membership and upgrade when applicable. Membership types have different requirements for participants. The below list outlines the requirements by segment:

* U12 Members (Minor Athletes) must sign the membership waiver. All minor athletes must also have a parent or guardian sign the waiver
* U19 Members must sign the membership waiver, and, if 18 or over, the athlete must complete SafeSport Training annually and prior to contact with minor athletes
* Adult Members must sign the membership waiver, and if they have authority over or regular contact with minor athletes are required to complete SafeSport Training
	+ During the registration process for this membership, Sport80 asks if the individual has regular contact with or authority over minors
	+ All Coaches and Umpires must purchase an Adult Membership before purchasing a Coach or Umpire Upgrade
* Coach Upgrades are required for all individuals acting as a coach at USA Field Hockey events, and must sign the membership waiver, pass background screening, and complete SafeSport Training annually
* Umpire Members are required for all individuals acting as a coach at USA Field Hockey events, and must sign the membership waiver, pass background screening, and complete SafeSport Training annually

For owned events, rosters are due two and a half weeks prior to the event. Once the roster deadline has passed, members of the USA Field Hockey Events and Membership departments check the rosters and contact any individual that is ineligible due to a missing background screening, SafeSport Training, or membership with directions on how to complete the necessary elements. USAFH members also reach out to athletes turning 18 during the competition to remind them to complete the training prior to contact with minor athletes. USA Field Hockey Representative or the local Event Organizers also cross-references USA Field Hockey’s Banned/Exclusion Participant list to ensure that none of the Event participants are on the list.

Participants that have not completed the membership requirements above remain in a pending status and are not able to participate in the event until all membership requirements have been met.

Banned/Excluded Participants are flagged as Suspended in USA Field Hockey’s membership database and Suspended participants are unable to be added to a roster and are unable to participate in any events affiliated with USA Field Hockey (national, regional, sanctioned, etc.).

If any individual on jurisdictional hold attempts to participate in a USA Field Hockey owned or sanctioned event, the event organizer must contact the Center for SafeSport immediately. USA Field Hockey staff regularly check the jurisdictional hold list and update the list as applicable. Currently two individuals are on jurisdictional hold:

* Erin Koonz
* Matthew Duckworth

Ineligible participants receive multiple reminders from USA Field Hockey to complete the necessary requirements. If participants do not meet the requirements above by the time of Team Check In during the event, the participant cannot receive a wristband or applicable credential, which is required to participate in the event. If the participant meets all requirements above during the event, they can receive a wristband or applicable credential.

USA Field Hockey Representative or the local Event Organizers check identification (Driver’s License, Passport, etc.) for all Coach Participants, and, if the individual has completed their SafeSport and background check, the coach can receive a wristband or applicable credential. Smaller events, such as selection camps, may use uniforms or other forms of identification as credentials. Credentials are required for coaches at all USA Field Hockey events – national, regional, and local. Umpires must check for credentials of any coaches on the bench before games begin.

For events that do not use Sport80 for registration, Event Organizers must require participants to show their USA Field Hockey virtual membership card when checking in. Only current members with all applicable certificates and screenings may participate in the event.

# USA Field Hockey Event Umpire Selection Procedure

USA Field Hockey requires all umpiring event staff be an umpire member in good standing with USA Field Hockey. Umpire Members must complete U.S. Center for SafeSport Training annually and pass a USOPC Required Background Screening to be in good standing with USA Field Hockey. Competitions will be conducted by qualified officials.

Process for Selecting Event Umpires:

USA Field Hockey sets up a National Umpire Event through Sport80. When setting up, the system must require that all applicants are umpire members in good standing. USA Field Hockey National Office Umpiring Staff selects umpire members in good standing to umpire at the tournament. For USA Field Hockey owned events, a USA Field Hockey Representative or the local Event Organizers cross-references USA Field Hockey’s Banned/Suspended list to ensure that none of the Event participants are on the list. For sanctioned events, the Event Organizer is responsible for checking the Banned/Suspended and Jurisdictional Hold list.

Before the tournament, USA Field Hockey Event Staff or the local Event Organizer reviews the list to ensure that the umpires selected for the upcoming event were properly SafeSport Trained and Background Screened. If any umpires do not meet the criteria, USA Field Hockey Event Staff or the local Event Organizer sends an email to complete the required screening or training. If the requirements are not completed before umpire check-in during the event, they may not receive a wristband or applicable credential until all requirements are met.

A USA Field Hockey Representative or the local Event Organizer checks identification (Driver’s License, Passport, etc.) at check in. Check in for umpires may be separate from check in for coaches and athletes – it is usually held in the Umpire Room. If the umpire is in good standing, the umpire receives a wristband or applicable credential.

Selecting Event Umpire Managers, Tech Staff and Schedulers:

USA Field Hockey compiles a list of Umpire Managers and Schedulers (umpire support staff) that are qualified based on umpire ratings and specific skills to hold these positions. USA Field Hockey National Office Umpiring Staff or their designee selects umpire members in good standing to be Umpire Managers or Schedulers at the National Events. USA Field Hockey Representative or the local Event Organizers also cross-reference USA Field Hockey’s Banned/ Exclusion Participant list to ensure that none of the Event participants are on the list.

Prior to the tournament, USA Field Hockey Event Staff or the local Event Organizer review the list to ensure that the Umpire Managers and Schedulers selected for the upcoming event were properly SafeSport Trained and Background Screened. If any Umpire Managers or Schedulers do not meet the criteria, USA Field Hockey Event Staff or the local Event Organizer sends an email to complete the required screening or training. If the requirements are not completed before umpire check-in during the event, they may not receive a wristband or applicable credential until all requirements are met.

A USA Field Hockey Representative or the local Event Organizer checks identification (Driver’s License, Passport, etc.) at check in. If the Umpire Manager/Scheduler is in good standing, the umpire receives a wristband or applicable credential.

International Athletic Competitions in the United States:

USA Field Hockey and Event Organizers must ensure that recordkeeping and documentation of results is in accordance with FIH requirements such that results are official. USA Field Hockey or person requesting sanction from USA Field Hockey will implement and abide by the policies and procedures to prevent the abuse, including emotional, physical, and child abuse, of amateur athletes participating in amateur athletic activities applicable to USA Field Hockey.

# Volunteer Registration Process

USA Field Hockey Volunteers must register on USA Field Hockey’s registration platform for all events on Sport80.

USA Field Hockey Representative or the Event Organizers cross-reference USA Field Hockey’s Banned/Exclusion Participant list to ensure that none of the Event participants are on the list.

Volunteers should only be assigned roles that do not have authority over or regular contact with minor athletes. If a volunteer must be in a role in which they have authority over or regular contact with a minor, they must complete SafeSport Training and have a current membership before the event. Individuals such as Event Organizers must complete SafeSport and have a current membership regardless of whether the event is an adult only event.

For all Volunteers at national events, a USA Field Hockey Representative or the local Event Organizer checks identification (Driver’s License, Passport, etc.) and if the volunteer meets requirements above, the volunteer may receive a wristband or applicable credential.

# USA Field Hockey Board Members

If a USA Field Hockey Board Member plans to be at an event in a spectator or non-coach or umpire capacity, they must contact USA Field Hockey’s Safe Sport Representative or the local Event Organizer who adds them to the list of participants. Board Members must complete SafeSport training annually.

# Medical Staff and Athletic Trainers

USA Field Hockey works with the hired Medical Staff and Athletic Trainers to determine if the trainers want to only provide emergency care or if they would like to provide preemptive care. Medical Staff that only provide emergency services do not need to complete SafeSport.

If Medical Staff or Athletic Trainers intend to perform duties beyond emergency services, they must be SafeSport Trained prior to contact with minor athletes. The Medical Staff and Trainers must communicate that they intend to do preemptive care prior to the event, so USA Field Hockey can get the appropriate people SafeSport trained. If Medical Staff or Athletic Trainers are performing preventative care, they must be SafeSport trained and have an additional adult participant (anyone with SafeSport training) present at the time of the treatment.

Before any events, a USAFH Representative or the local Event Organizer contacts the host venue for a list of Medical Staff or Trainers attending the event. The designee confirms that the trainers and staff are only providing emergency services. If they are providing preemptive care, USA Field Hockey provides the applicable individuals with a membership to complete SafeSport and communicates that they must have a second adult participant present during any treatment. The list of trainers and staff is added to the Participant List and receive the MAAPP and reporting pre-event email and cross-checked with the Banned and Suspended List.

# USA Field Hockey and Event Staff

All USA Field Hockey Staff are required to always have SafeSport Training and an active background check. The SafeSport Representative or the local Event Organizer checks this list weekly and emails all individuals with upcoming expiration dates so no lapses in compliance occur, though it is ultimately the responsibility of the individual. All event staff, such as the Event Director or others there in an official capacity, must be USA Field Hockey members and SafeSport trained.

Prior to hiring, Human Resources ensures that the individual is not on the Organizational Exclusion List.

Staff attending the event are added to the participant list.

# College Coaches

For national events, USA Field Hockey Communications sends an email to their college coaches before the event. In that email, there is a survey asking what events the coaches intend to attend, and with a reminder to stop by the USA Field Hockey tent for a chair, meal voucher, gift, or anything else. Communications shares the survey results with the Compliance team, who checks this list against the banned list, adds the list to the participant list, and sends out the MAAPP and reporting communication.

When college coaches stop by the USA Field Hockey tent, USA Field Hockey staff ask for their name and email and show the coach the MAAPP At-A-Glance and remind them of reporting requirements. The names are then added to the participant list.

For regional events, USA Field Hockey does not send out any pre-event communications to college coaches. If college coaches have a specific place designated to sit to watch the games, the Event Organizer must monitor the area regularly and ask anyone sitting in the area for their name and email address. The name must be compared to the banned list and added to the participant list. Additionally, the Event Organizer must share either the pre-event email (in printed form) or the MAAPP-At-A-Glance with any college coaches sitting in the designated area. If college coaches do not have a separate area to sit, they are considered spectators and are not tracked.

# Day of Participants and Last-Minute Substitutions

USA Field Hockey avoids Last Minute Substitutions or Day-Of Participants whenever possible. However, this still occurs occasionally. USA Field Hockey ensures that any Day of or Last-Minute Participant has met their role requirements before entering the event.

For Day of Participants and Last-Minute Substitutions, who are members of USA Field Hockey, a USA Field Hockey Representative or the local Event Organizer checks the participant’s identification and membership status - SafeSport training, background check, and that they are not on the Banned and Suspended list - to ensure that they have completed the necessary requirements. If they have, they receive a wristband or applicable credential. If they have not, they are only able to be a spectator.

USA Field Hockey’s SafeSport Representative or the local Event Organizer tries to collect the names of all vendors, athletic trainers, media, and other non-USA Field Hockey member participants before the event. However, there are frequently last-minute changes to these types of staffing. In these cases, the SafeSport Representative or the local Event Organizer must speak to the individuals directly to check identification to ensure they are not on the banned participant list. It is recommended that all participants, including vendors, media, and medical staff, have a membership, and the Membership Department can help provide memberships to those without if needed.

For both member and nonmember Day of Participants, the SafeSport Representative or the local Event Organizer manually adds the names to the participant list and reviews the MAAPP and reporting requirements verbally to the individuals.

# Participant List

USA Field Hockey’s Membership Department, with the help of the Local Organizer or Events Department, compiles a list of participants attending the event. This list must include, but is not limited to:

* Athletes,
* Coaches,
* Staff,
* Contractors,
* Umpires,
* Medical support,
* Schedulers
* Volunteers,
* USADA chaperones,
* Vendors,
* Announcers,
* Media personnel, and
* Any last-minute additions or substitutions

USA Field Hockey Staff or the Local Event Organizer checks each segment for Banned and Suspended Members prior to finalizing it.

Prior to the Event, USA Field Hockey Staff or the Local Event Organizer use this list to distribute an email about the MAAPP and reporting requirements. For those events using Sport80, the system automatically sends out the MAAPP and reporting email when the individual is registered. For last-minute participants, USA Field Hockey Staff provides a copy of the email.

In addition to the Participant List, USA Field Hockey Membership Staff compiles a list of all individuals who must be SafeSport Trained. This list includes: USAFH staff and Board Members in attendance, umpires, umpire staff, coaches, volunteers with authority over or regular contact with minor athletes, and athletes 18 and older.

# Venue Monitoring

All locker rooms must be randomly and regularly monitored by event staff. The bathrooms and locker rooms should have signage to let participants know that these spaces will be monitored. The monitors should check for any signs of abuse or misconduct. If there are no locker rooms, assign one bathroom for changing and monitor it regularly, or communicate to all participants that there is no changing at the venue.

USA Field Hockey staff must also communicate to participants the parameters of the venue space and notify participants that they may not use spaces outside of the venue to train, meet, or warm up. When necessary, USA Field Hockey staff may place signage noting when participants are leaving the venue.

# Pre-Event and At Event MAAPP Communications

USA Field Hockey’s SafeSport Representative or the Event Organizer sends out an email with an overview of the MAAPP and the reporting requirements to all known participants who are not captured in Sport80. Event Organizers may include the necessary information in a Pre-Event Packet or other communication at their discretion, provided the necessary information is distributed to all participants.

As mentioned above, any day of Participants receive a verbal briefing regarding the MAAPP and reporting requirements, and are required to review the MAAPP and reporting email text at check in.

If check in occurs the day before competition, any additions during the check in process receive an email that night. For same day check in, they receive a verbal briefing and must review the MAAPP and reporting email text prior to completing check in.

# USA Field Hockey Sanctioned Events

USA Field Hockey sanctioned events must follow the same standards as USA Field Hockey national events. Following an Event Organizer submitting a sanctioning application to USA Field Hockey, a USA Field Hockey Representative reaches out directly to Event Organizer and provides the Sanctioning Policy – which includes the SafeSport requirements here, insurance policies, and other applicable information – and provides the Banned List with directions to notify U.S. Center for SafeSport as soon as possible if any individual with a suspended membership, including those on jurisdictional hold, attempts to participate in the event. USA Field Hockey then notifies SafeSport.

The Event Organizer or owner of the sanctioned event is responsible for tracking the SafeSport Training for all necessary individuals, compiling a list of all participants, communicating the MAAPP and reporting requirements to all participants, and cross-checking the participant list with the Organizational Exclusion/Banned List. Complying with these standards is a condition of sanctioning with USA Field Hockey.

For events that do not use Sport80 for registration, Event Organizers must require participants to show their USA Field Hockey virtual membership card when checking in. Only current members with all applicable certificates and screenings may participate in the event.

The Event Organizer must complete [USA Field Hockey’s Post-Event Requirements Survey](https://docs.google.com/forms/d/1qxgm_XQyD72eosMyyQpP0STBgfCLXbf38TBpUHVlnU0/edit) within 15 days of the conclusion of the event. This survey asks several questions regarding the implementation of SafeSport requirements at the event.

### SafeSport Training Annual Tracking Systems

USA Field Hockey Board Members, committee members, staff, umpires, coaches, 18+ year old athletes, and individuals with regular contact with or authority over minor athletes must complete SafeSport training and a background check annually.

All individuals are required to complete these requirements through Sport. The Sport80 tracks all training and background checks, and sends out automated emails 30, 7, and 1 days prior to the expiration date of the requirement, as well as emails 15 and 30 days past expiration date for those who do not complete it. In the email, they are informed that they cannot have contact with minor athletes until it is renewed. When their SafeSport or background check expires, their membership is labeled as “In Progress,” and they are not able to renew their membership or register for any events.

In addition, a member of the USA Field Hockey Membership Staff downloads a report monthly of anyone whose SafeSport or background check has expired in the last month or will expire in the next month, and emails them directly with directions on completion.

USA Field Hockey’s Membership Staff also has an Excel document tracking the expirations dates for all staff, board members, and committee members and sends weekly individual emails to those with expiration dates coming up.

# Appendix A: Sample Communication

Dear NAME,

The [U.S. Center for SafeSport](http://go2.usatriathlon.org/MTA2LU5aUC0yMzEAAAF-StW0xe2UDmD4TMugBmK8Pm8xjgjTn8oZ_p3G4tmCdc5TbBzDQV8jN0EZEA1NzBe3biaaGpo%3D) created the Minor Athlete Abuse Prevention Policies (MAAPP), a collection of proactive prevention and training policies for the U.S. Olympic and Paralympic Movement to help create a safer and healthier environment in which minor athletes can thrive.

The MAAPP was originally released in 2019 to support organizations and individuals in preventing abuse in sport and meeting requirements under federal law. As a member of USA Field Hockey and participant at a USA Field Hockey event, you are required to follow these policies.

The MAAPP focuses on in-program contact between an adult participant and a minor athlete, and covers the following Required Prevention Policies: One-on-One Interaction, Meeting and Training Sessions, Athletic Training Modalities, Massages and Rubdowns, Locker Rooms and Changing Areas, Electronic Communications, Transportation, and Lodging.

One-on-One Interaction, Athletic Training Modalities, Massages and Rubdowns, Locker Rooms and Changing Areas apply at all facilities or locations that are partially or fully under the jurisdiction of USA Field Hockey. Partial or full jurisdiction includes the following:

* Any sanctioned event or competition by USA Field Hockey
* Any facility that USA Field Hockey owns, leases, or rents for competition, training or practices
* Any hotel or lodging that the team is using when traveling to a sanctioned USA Field Hockey event or competition

All of the Required Prevention Policies must be followed by:

* Adult participants of USA Field Hockey who have regular contact with minor athletes
* Adult participants authorized by USA Field Hockey to have regular contact with minor athletes
* Adult participants authorized by USA Field Hockey to have authority over minor athletes
* Adult staff and board members at USA Field Hockey

An adult participant is any adult (18 years of age or older) who is:

* A member or license holder of USA Field Hockey or a USA Field Hockey club;
* An employee or board member of USA Field Hockey or a USA Field Hockey club;
* 3. Within the governance or disciplinary jurisdiction of USA Field Hockey or a USA Field Hockey club;
* 4. Authorized, approved, or appointed by USA Field Hockey or a USA Field Hockey club to have regular contact with or authority over Minor Athletes

One-on-One Interaction, Athletic Training Modalities, Massages and Rubdowns, Locker Rooms and Changing Areas **ALSO** need to be followed by:

* Any adult participant at a facility that is partially or fully under the jurisdiction of USA Field Hockey.

In preparation for the upcoming the National Hockey Festival on DATE, where the MAAPP will be enforced, please review the USA Field Hockey Athlete Safety Policy, please click here.

As a reminder, all adult participants are Mandatory Reporters. If you see or hear a report of any form of abuse, whether it is sexual, physical, emotional or another type of abuse you are required to report that abuse within a 24-hour period. For sexual or child abuse, you must report to the Center, either through its online reporting form or by calling the Center at 833-587-7233. If you witness any violations of the MAAPP, or any physical or emotional abuse, please report it to fieldhockeysafe@usafieldhockey.com.

If you have any additional questions or concerns, please email fieldhockeysafe@usafieldhockey.com.

Thank you,
NAME