



## Athlete Safety Procedures for USA Softball Event Organizers Updated: July 2021

### Overview

---

The Athlete Safety Procedures for USA Softball Event Organizers outline what steps event organizers must take to pre-authorize event access for all volunteers, media, vendors, medical personnel, athlete assistants, coaches and umpires, etc. (hereafter, “Event Personnel”) and registered participants. Event organizers are encouraged to plan ahead to make sure all “Event Personnel” whose role requires them to have Regular Contact<sup>1</sup> or authority over athletes at a USA Softball sanctioned event, have completed the proper requirements related to USA Softball Background Screening, U.S. Center for SafeSport Training and USA Softball Membership. Additionally, Event Organizers will need to confirm all registered participants and Event Personnel are not listed on the USA Softball Exclusion List (the exclusion list includes individuals who have been banned, suspended or placed on an administrative hold. USA Softball and/or the U.S. Center for SafeSport may audit any USA Softball sanctioned event at any time to verify compliance either in person or through a request for compliance information.

It is the responsibility of each USA Softball event organizer and local association to monitor and enforce the requirements set forth in these procedures, which includes provisions for adhering to the USA Softball Background Screen Policy, [SafeSport Code](#) and [Minor Athlete Abuse Prevention Policy](#) (includes U.S. Center for SafeSport training requirements), is also included in the USA Softball Event Agreement, member terms and conditions, and local association member agreements terms and conditions.

The following requirements should be adhered to at all sanctioned USA Softball events to include local, state, regional, national and international events. Event Organizers should determine which requirements Event Personnel and registered participants will need to complete prior to the event, depending on the structure of their event and that individual’s role at the event. Event Organizers should ask themselves the following questions in determining which requirements are necessary for which Event Personnel:

1. Does my USA Softball Sanctioned Event have minors (under age 18) competing?
2. Do Event Personnel have Regular Contact or authority over athletes, or will their contact be incidental and observable?

### **Section 1: Event Access Requirements for an Event with Minors Competing**

<sup>1</sup> Regular Contact is defined as ongoing interactions during a 12-month period wherein an Adult Participant is in a role of direct and active engagement with any Minor Athlete(s).

**Requirement:** If the USA Softball Sanctioned Event **will** have minors competing, registered participants and Event Personnel, depending on their role, may be subject to the following requirements. These requirements must be completed **prior** to start date of the event:

1. [USA Softball Background Check Screening Policy](#)
2. [U.S. Center for SafeSport Training](#)
3. USA Softball Membership

**Implementation:** Event organizers will implement requirements based on Event Personnel roles as outlined below:

The following individuals are required to complete a USA Softball Background Screening, U.S. Center for SafeSport Training and must have a current USA Softball Membership prior to serving as Event Personnel:

- Officials – USA Softball Umpire
- Staff – USA Softball Staff, Local Association Staff, Tournament Directors, or Contractual Staff
- Coaches – Any individual with a coach credential or whose purpose at the event is to coach an athlete or athletes
- Registered participants – Adult athletes over age 18
- Athletic Trainers – Medical staff that provide massages or athletic modalities that are not in response to an injury

The following individuals are not required to complete a USA Softball Background Screening, U.S. Center for SafeSport Training (as long as contact with athletes is incidental and observable):

- Scorekeepers – Responsible for scoring management and results
- Media – Photographers, videographers and/or reporters
- Field Crew – Responsible for field set-up, maintenance and tear down
- Vendors – Businesses, sponsors or partners with an event booth
- Water Station Volunteers – Provides water bottles to event participants/staff
- Registration Volunteers – Processes athlete/event personnel check-in
- EMTs/Volunteer Medical – Provides emergency response medical support to event participants/staff

For all Event Personnel and registered participants, event organizers should:

1. Check individual names against the USA Softball Exclusion list, this is a list of all individuals in USA Softball who have been banned, suspended or placed on an Administrative Hold. A list of all individual in USA Softball who have been banned or suspended can be found on the [U.S. Center for SafeSport Centralized Disciplinary Database](#). A list of all Administrative Holds will be provided by USA Softball.
2. Provide a copy of the Minor Athlete Abuse Prevention Policies email to all registered participants and Event Personnel upon check-in. At check-in the Event Organizer should read this information to all Event Personnel. (see Section 2)
3. For any registered participant and Event Personnel listed above not required to complete U.S Center for SafeSport Training, Event Organizer should distribute a

copy of the MAAPP At-A-Glance Document (See Appendix 1) to each individual upon check-in.

## **Section 2: Communication of the Minor Athlete Abuse and Prevention Policy (MAAPP)**

---

**Requirement:** Prior to each event, through the registration process or some other form of communication, all registered competitors and “Event Personnel” noted in Section 1, must receive a copy of the [USA Softball MAAPP](#).

### **Implementation:**

- A. Event organizers must communicate to all registered participants and “Event Personnel” that they will be required to adhere to the [MAAPP](#) for the duration of the event. **This information must be communicated no earlier than 30 days prior to the event.** Event Organizers can send emails to registered teams (managers only) in the Tournament USA Softball membership platform by following these steps:
1. Log in to your Tournament USA Softball account
  2. In the tiled menu, click “Complete Tournament List” underneath the “Registration Manager” section
  3. Scroll to the appropriate tournament
  4. Click the “View” button located to the far left of the tournament name
  5. In the smaller menu just above the list of registered teams, click the “Send Group Email” link
    - This method uses your computers or phones’ default mailing application. If you have not set up a default mailing application, you will need to click the “Export CVS Report” link instead and utilize the copy and paste feature to transfer the email addresses to your preferred email platform.
    - The Tournament USA Softball platform does not send out emails; it merely provides a way to extract emails either automatically or manually.
- B. Please utilize the example copy below for this communication:

Dear (Athlete or Event Personnel),

USA Softball, in conjunction with policies formulated by the [U.S. Center for SafeSport](#), is committed to building a sport community where participants can work and learn together in an atmosphere free of emotional, physical, and sexual misconduct. Through education, resources, and training, the U.S. Center for SafeSport helps members of the sport community recognize, reduce, and respond to misconduct in sport.

Education about child abuse, athlete abuse and bullying, helps everyone become more aware of unsafe situations and encourages discussions about methods to provide a safe and nourishing environment for all athletes. USA Softball encourages all members and all parents to

participate in the SafeSport training. More information can be found on [USASoftball.com](http://USASoftball.com).

The policies set forth in the [USA Softball Minor Athlete Abuse Prevention Policy \(MAAPP\)](#) are adopted by USA Softball and approved by the U.S. Center for SafeSport.

### **Who should report?**

All individuals, regardless of membership with USA Softball, are encouraged to report suspected violations of the SafeSport Code. Adult Participants who are over the age of 18 are required to report suspected SafeSport Code violations related to or accompanying sexual misconduct. Adult Participants who fail to report SafeSport Code violations may be subject to disciplinary action.

USA Softball's designated 'Adult Participants' for SafeSport purposes include:

- National Office Staff
- National Teams, including:
  - o Staff, Coaches, Players, Athletic Trainers, Medical Personnel, and Umpires appointed by the NGB to international events
- Local Association Softball Officials, including:
  - o Board of Directors, Commissioners appointed by USA Softball, JO Commissioners appointed by the USA Softball Commissioners, Player Representatives appointed by USA Softball Commissioners, Umpires-In-Chief appointed by USA Softball Commissioners, National Championship Tournament Directors appointed by USA Softball or USA Softball Commissioners, and Umpires appointed by USA Softball to national championship events
- USA Softball's Local Association Members, including:
  - o Coaches and players over the age of 18

Pursuant to federal law, all adults authorized to interact with minor or amateur athletes who learn of facts that give reason to suspect that a child has suffered an incident of child abuse, including but not limited to sexual abuse, shall make a report of the suspected abuse to law enforcement and/or your state's designated agency within 24 hours. Reports of abuse not involving a minor may and should also be reported to local authorities.

### **To Report Non-Sexual Misconduct, including MAAPP Violations**

Contact: Stephanie Brown, Screening & SafeSport Coordinator

Phone: 405-425-3444

Email: [SafeSport@USASoftball.com](mailto:SafeSport@USASoftball.com)

### **To Report Sexual Misconduct**

Contact: [U.S. Center for SafeSport](#)

Phone: 720-531-0340

[Online Form](#)

[Crisis Support](#)

Kind Regards,

- C. Event Organizers are also highly encouraged to post the MAAPP Communication in published event information.
- D. Event organizers will be required to provide proof of [MAAPP](#) communication to registered participants **and** “Event Personnel” upon request from USA Softball. Event organizers may send a separate email to Event Personnel using the same text noted above. Event organizers should keep a record of the email to Event Personnel.
- E. Event Organizers should also post information on How to Report a MAAPP violation on any door that leads to an area that is not observable and interruptible (example restrooms/locker rooms etc.). Event organizers should also conduct random checks in these areas throughout the event to ensure areas remain safe.
- F. Provide a copy of the Minor Athlete Abuse Prevention Policies email and MAAPP-At-A-Glance to all Event Personnel and registered participants upon check-in if they did not receive it prior to the start of the event. At check-in the Event Organizer should read this information to all Event Personnel.

### **Section 3: USA Softball Organization Exclusion List – Verification**

---

**Requirement:** Event organizers will be required to ensure any “Event Personnel” noted in Section 1 and 5, and/or competitors, are not currently listed USA Softball Exclusion list, this is a list of all individuals in USA Softball who have been banned, suspended or placed on an Administrative Hold. A list of all individual in USA Softball who have been banned or suspended can be found on the [U.S. Center for SafeSport Centralized Disciplinary Database](#). A list of all Administrative Holds will be provided by USA Softball.

**Implementation:** Event organizers will need to manually check the final participant registration list against the USA Softball Organization Exclusion list. Any person on this list should be prohibited from participating at the event and from serving in an “Event Personnel” role.

### **Section 4: Adherence to the MAAPP**

---

**Requirement:** Event organizers should proactively complete a risk assessment related to the [MAAPP](#) criteria and eliminate all vulnerabilities that may exist as related to the MAAPP when the event has minors registered as competitors.

**Implementation:** Per the MAAPP, event organizers should actively complete a risk assessment prior to each event to mitigate and/or eliminate applicable risks for:

- One on One Interactions
- Massage and Athletic Training Modalities
- Locker Rooms/Changing Areas
- Social Media/Messaging (Includes Texts and Emails)
  - No event communication should be sent to an individual minor athlete, but rather use group communications only and copy other adults, including the minor's parents.
- Local and Team Travel

## **Section 5: Event Access Requirements for an Event without Minors Competing**

**Requirement:** If the USA Softball Sanctioned Event **will not** have minors competing, Event Personnel will be checked against the USA Softball's Exclusion list and, depending on their role, may be subject to the following requirements (these requirements must be completed **prior** to start date of the event):

1. [USA Softball Background Screening](#)
2. USA Softball Membership

**Implementation:** Event organizers will implement requirements based on Event Personnel roles as outlined below:

The following individuals will be required to complete USA Softball Background Screening, and have a USA Softball Membership:

- Officials – USA Softball Umpire
- Staff – USA Softball Staff, Local Association Staff, Tournament Directors, or Contractual Staff

The following individuals are not required to complete USA Softball Background Screening (as long as contact with athletes is incidental and observable):

- Coaches – Any individual with a coach credential or whose purpose at the event is to coach an athlete or athletes
- Scorekeepers – Responsible for scoring management and results
- Media – Photographers, videographers and/or reporters
- Field Crew – Responsible for field set-up, maintenance and tear down
- Vendors – Businesses, sponsors or partners with an event booth
- Water Station Volunteers – Provides water bottles to event participants/staff
- Registration Volunteers – Processes athlete/event personnel check-in
- EMTs/Volunteer Medical – Provides medical support to event participants/staff

In all instances event organizers should make sure adult participants and "Event Personnel" are not listed on the [U.S. Center for SafeSport Centralized Disciplinary Database](#).

## **Section 6: Event Personnel List**

---

All event organizers should maintain a roster of Event Personnel and registered participants for each sanctioned event, to include their role and verification that they have each completed the necessary requirements set forth above, prior to the start date of the event. USA Softball Event Organizers must submit an Event Personnel list to USA Softball for every sanctioned event and retain the Event Personnel list for a minimum of 5 years for purposes of USA Softball audit, upon request.

For more information on these procedures please contact [sbrown@usasoftball.com](mailto:sbrown@usasoftball.com).