

USA TRIATHLON

SAFE SPORT POLICY HANDBOOK

Recognizing, Reducing and Responding to Misconduct in Sport

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INTRODUCTION

Triathlon encourages a healthy lifestyle and builds self-confidence. Through triathlon, many people have experienced transformative fitness gains.

Unfortunately, sport, including triathlon, can also be a high-risk environment for misconduct. All forms of misconduct are intolerable and in direct conflict with USA Triathlon ideals.

There are six primary types of misconduct covered in this Safe Sport Policy Handbook for the purpose of athlete protection:

- Sexual Misconduct
- Physical Misconduct
- Emotional Misconduct
- Bullying
- Harassment
- Hazing

Misconduct may damage an athlete's psychological well-being. Athletes who have been mistreated may experience social embarrassment, emotional turmoil, psychological scars, and loss of self-esteem, and their relationships with family and friends can be negatively affected. Misconduct often hurts an athlete's competitive performance and may cause him or her to drop out of sport entirely.

Any inquiries about the policies contained in this Safe Sport Policy Handbook should be directed to the USA Triathlon SafeSport Coordinator: SafeSport@usatriathlon.org.

Nothing in this Handbook should be interpreted to prevent the Center, a Club, USA Triathlon, the U.S. Center for SafeSport, or the USOC from taking appropriate interim measures upon notice of an imminent threat of harm.

DEFINITIONS

This section defines key words and concepts used throughout this Safe Sport Policy Handbook. The definitions set forth are intended to be universal in nature; however, some definitions vary by state. For example, the legal definition of “child abuse” is determined by each individual state. Guidelines concerning specific states may be found by visiting the Child Welfare Information Gateway www.childwelfare.gov.

Athlete:

- Any individual who participates or competes as an athlete in a USA Triathlon sanctioned event and/or is a USA Triathlon athlete member.

Child, children, minor and youth:

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

Coach

- Any adult that has or shares the responsibility for instructing, teaching, training, or advising an athlete in the context of triathlon.

Misconduct:

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

Local Affiliated Organization (sometimes referred to as an “LAO” or “Club”):

- A registered USA Triathlon club, such as a high school club or local club.

The Center:

The U.S. Center for SafeSport.

The Code:

The U.S. Center for SafeSport’s rules, policies, and procedures, including, but not limited to, the document titled “SafeSport Code.”

Covered Individual:

USA Triathlon Covered Individuals:

- USA Triathlon Staff
- USA Triathlon Interns
- USA Triathlon Board Members
- USA Triathlon Regional Lead Representatives

- USA Triathlon Certified Coaches
- USA Triathlon Certified Race Directors
- USA Triathlon Certified Officials, including Competitive Rules Officials
- USA Triathlon Team USA and Elite Contracted Medical Personnel (i.e. doctors, trainers, chiropractors)
- USA Triathlon Team USA and Elite Contracted Massage Therapists
- USA Triathlon Team USA and Elite Contracted Mechanics
- USA Triathlon contractors who have direct contact with athletes
- USA Triathlon Team USA Ambassadors
- USA Triathlon Elite National Team Athletes
- Adults at USA Triathlon who have regular contact with athletes who are minors
- Any other individual that USA Triathlon formally authorizes, approves or appoints (a) to a position of authority over, or (b) to have regular contact with any athlete, including coaches, not already listed above
- Adults at Clubs who have regular contact with athletes who are minors, and are so designated by the Club
- Any other individual that a Club formally authorizes, approves or appoints (a) to a position of authority over, or (b) to have regular contact with any athlete, including coaches, not already listed above, and are so designated by the Club
- Staff and board members of Clubs
- Any non-athlete USA Triathlon authorizes to train, reside, or work at any Olympic Training Center, not already listed above

Any person who is a “Covered Individual” under these policies and/or the rules of the U.S. Center for SafeSport, or who is a USA Triathlon member, is subject to the rules, policies, and procedures of this Handbook and the U.S. Center for SafeSport and will submit, without reservation or condition, to the jurisdiction of the U.S. Center for SafeSport for the resolution of any alleged violations of those rules, policies, or procedures, as they may be amended from time to time.

POLICY 1: TRAINING AND EDUCATION

All USA Triathlon Covered Individuals, including any non-athlete USA Triathlon authorizes to train, reside, or work at any Olympic Training Center, must successfully complete awareness training concerning misconduct in sport. USA Triathlon will update categories of people included in the training and education policy as needed.

Training Requirements:

1. Core Center for SafeSport Training
 - a. All Covered Individuals are required to complete training concerning child abuse and prevention. No later than March 23, 2019, current Covered Individuals must complete the U.S. Center for SafeSport's Training (i.e., the Center's online training or the Center's approved in person training). Said training must be completed:
 - i. Before regular contact with an athlete who is a minor begins, or
 - ii. In any event, within the first 45 days of initial membership, or upon beginning a new role subjecting the Covered Individual to this policy
 - b. Training other than the Core Center for SafeSport Training does not satisfy this policy. USA Triathlon may, however, provide training in *addition* to the Core Center for SafeSport Training.
2. Refresher Course(s)
 - a. A refresher course is required on an annual basis effective the calendar year following the completion of the Core Center for SafeSport Training for each Covered Individual.
3. Minors
 - a. USA Triathlon shall – subject to parental consent – offer and give training annually to members who are minors regarding the prevention of child abuse. USA Triathlon shall track:
 - i. A description of the training(s)
 - ii. The date the training(s) was offered and given
 - iii. A description of how the training(s) was offered and given
4. Exceptions
 - a. Exceptions to this Training & Education Policy may be made on a case-by-case basis for victims/survivors. Requests may be made directly to the U.S. Center for SafeSport at training@safesport.org or to the USA Triathlon Safe Sport Coordinator SafeSport@usatriathlon.org. USA Triathlon will work with the Center regarding appropriate accommodations for persons with disabilities to satisfy the training requirements herein.

USA Triathlon will maintain accurate and up-to-date tracking of such approved training and education. Periodic checks for compliance will be completed for all individuals required to complete such training and education as specified above.

POLICY 2:

CRIMINAL BACKGROUND CHECK

All USA Triathlon Covered Individuals 18 years of age and over, including any non-athlete individual USA Triathlon authorizes to train, stay, or work at an Olympic Training Center, shall undergo a criminal background check. Any time USA Triathlon formally authorizes, approves, or appoints a person (a) to a position of authority over, or (b) to have regular contact with athletes, said person shall undergo a criminal background check prior to contact with athletes. Any individual who, but for his/her age, would fall under this background check policy, must undergo a criminal background check within thirty days after turning 18.

Criminal background checks will comply with the Fair Credit Reporting Act. Through this criminal background check, USA Triathlon may utilize any reasonable efforts to ascertain past criminal history. In reviewing the background check results for any individual, USA Triathlon may also take into account Other Potentially Disqualifying Factors, discussed below.

USA Triathlon will maintain accurate and up-to-date tracking of said criminal background checks. Periodic checks for compliance will be completed for individuals required to undergo a criminal background check as stated above.

PROCESS

The Criminal Background Check Consent and Waiver Release form must be submitted to USA Triathlon's criminal background check vendor and every Covered Individual must be cleared before he or she may perform services for USA Triathlon. Upon receipt of the Criminal Background Check Consent and Waiver Release form from a Covered Individual or prospective Covered Individual, USA Triathlon will request that its vendor perform the criminal background check. As part of its criminal background check, USA Triathlon will:

1. verify a person's identification against his or her social security number or other personal identifier;
2. perform a national criminal record search; and
3. perform a national sexual offender registries search.

POTENTIALLY DISQUALIFYING INFORMATION

Criminal History

USA Triathlon will use a criminal background check vendor to gather information about each Covered Individual and prospective Covered Individual's prior criminal history. The information revealed by the criminal background check may disqualify an individual from serving as a Covered Individual. Any charge,

pending charge, conviction, guilty plea, plea of no contest, deferred sentence, deferred adjudication or similar disposition for any of the following may be grounds for disqualification:

1. Felony Crimes.¹

- a. Any felony crime involving violence against a person regardless of the amount of time since the offense
- b. Any felony crime of a sexual nature or classified as a sex offense regardless of the amount of time since the offense
- c. Any other felony crime within the past ten (10) years
- d. Any pending felony charge(s)
- e. If a felony crime charge is pled down and the crime for which the defendant ultimately was convicted is not a felony as defined above, then it is not a felony for purposes of this policy

2. Misdemeanor Crimes.²

- a. Any misdemeanor crime involving violence against a person
- b. Any misdemeanor crime of a sexual nature or classified as a sex offense including but not limited to crimes of a sexual nature such as prostitution, pornography, indecent exposure, and crimes in which sexual relations is an element regardless of the amount of time since the offense
- c. Any two or more misdemeanor crimes involving controlled substances and/or alcohol within the past seven (7) years
- d. Any other misdemeanor crime involving harm to a minor

Criminal offenses include “attempted crimes” in the above classifications.

Full Disclosure

Each Covered Individual and prospective 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 status revocation or restriction, regardless of when the offense is discovered. Covered Individuals need not disclose arrests in which charges were not filed, charges were dismissed, or the Covered Individual was acquitted; however, Covered Individual are required to disclose “non-convictions” involving deferred sentences, deferred adjudications or other similar dispositions. Criminal history that is disclosed under this requirement, or otherwise made known to USA Triathlon, will be treated the same as information revealed through a criminal background check, and is subject to review against the Potentially Disqualifying Factors, above.

¹ A felony crime is any crime classified as a felony in the relevant jurisdiction, or otherwise punishable by greater than one year in jail or prison (whether or not a sentence greater than one year in prison or jail is imposed), regardless of how characterized by a jurisdiction. This includes crimes punished by a range, alternate sentencing, or indeterminate sentencing, where the outer range is greater than one year.

² Misdemeanor crimes exclude civil motor vehicle infractions, violations and the like.

- If a prospective Covered Individual is accused, arrested, charged, indicted or convicted of a crime other than a traffic offense during the application process, he or she is required to disclose such information immediately.
- Covered Individuals have the ongoing duty to disclose criminal history. In the event a Covered Individual is accused, arrested, charged, indicted or convicted of a criminal offense other than a traffic offense, he or she has an affirmative duty to disclose such information immediately to the USA Triathlon Safe Sport Coordinator.
- Any Covered Individual or prospective Covered Individual who has been banned or suspended by another sport organization, as temporarily or permanently ineligible, must self-disclose this information. A failure to disclose is a basis for disqualification.

FINDINGS

Notice of findings will be provided to the Safe Sport Coordinator by the background screen vendor when it has completed the criminal background check report.

USA Triathlon's criminal background check report will return a "red light" or "green light" finding. A green light finding means that the background check vendor located no records that would disqualify the individual. A green light finding, however, is not a certification of safety or permission to bypass/ignore other screening efforts. Other disqualifying factors may exist and can be revealed through other means.

A red light finding means the criminal background check revealed criminal records which suggest the individual "does not meet the criteria" and is not suitable for Covered Individual status, including participation in USA Triathlon.

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

APPEAL TO CRIMINAL BACKGROUND CHECK VENDOR

Any disqualified individual has the right to dispute the findings of the criminal background check directly with USA Triathlon's approved criminal background check vendor. A disqualified individual may not appeal a disqualification (except as discussed below), or the results of the findings of the criminal background check vendor, to USA Triathlon. USA Triathlon is required by this Criminal Background Check policy to accept the findings of the criminal background check vendor.

Individuals subject to disqualification are excluded from participation with USA Triathlon and remain subject to further actions by USA Triathlon.

EXEMPTION REQUEST TO USA TRIATHLON

Any disqualified individual has the right to seek an exemption from disqualification if his or her disqualifier falls under the misdemeanor crime categories defined in 2.a, 2.b, or 2.c, on page 8, above, except in cases in which the victim(s) was a minor or an athlete. No exemption shall be available to disqualified individuals

whose disqualifying misdemeanor crime under 2.a or 2.b occurred within the prior five (5) years. The individual shall demonstrate that the conviction or charge does not violate the spirit of SafeSport and that he or she poses no risk to the sport.

In order to file for an exemption to the USA Triathlon Safe Sport Hearing and Appeals Committee, please email your request for appeal to the Safe Sport Coordinator at SafeSport@usatriathlon.org within ten (10) days

FREQUENCY OF CRIMINAL BACKGROUND CHECKS

Criminal background checks will be refreshed every two years or as otherwise required by law.

AFFIRMATIVE DUTY TO DISCLOSE

If a Covered Individual is accused, arrested, charged, indicted or convicted of a criminal offense set out above or other criminal offense against a child, it is the duty and responsibility of the Covered Individual to immediately disclose this information to the USA Triathlon Safe Sport Coordinator.

OTHER POTENTIALLY DISQUALIFYING FACTORS

Even if an individual passes a criminal background check, USA Triathlon may determine that an individual may be disqualified and prohibited from participation with USA Triathlon and/or the position he or she holds or seeks with USA Triathlon, if the individual has:

- Been held liable for civil penalties or damages involving sexual or physical abuse;
- Been subject to any court order involving any sexual or physical abuse, including but not limited to domestic order or protection;
- A history with another organization (employment, volunteer, etc.) of complaints of sexual or physical abuse;
- Resigned, been terminated or been asked to resign from a position - paid or unpaid - due to complaint(s) of sexual or physical abuse;
- Failed to disclose an offense as required under the Affirmative Duty to Disclose or Full Disclosure provisions, above;
- Any criminal history constituting a disqualifier or potential disqualifier, discovered through other than a routine background check;
- A sanction, whether permanent or temporary, imposed by the U.S. Center for SafeSport or USA Triathlon.

REVIEW OF DISQUALIFIERS

USA Triathlon will review its disqualifying factors from time to time or as otherwise required or modified by law.

POLICY 3:

ATHLETE PROTECTION POLICY

COMMITMENT TO SAFETY

USA Triathlon prohibits any acts or omissions by USA Triathlon members and Covered Individuals which constitute “prohibited conduct” or a SafeSport Code Violation (“Violation”) under the Code (collectively referred to herein as “Misconduct”). A description of “prohibited conduct” and Violations can be found at <https://safesport.org/policies-procedures>

WILLFULLY TOLERATING MISCONDUCT

It is a violation of this Athlete Protection Policy if a USA Triathlon member or a Covered Individual knows of Misconduct in violation of this Policy but fails to report such Misconduct pursuant to the Reporting Policy, below.

VIOLATIONS

Violations of the Athlete Protection Policy shall be reported pursuant to the Reporting Policy and will be subject to penalties by the Safe Sport Coordinator or the USA Triathlon Hearing and Appeals Committee, and/or the Center. Please note that allegations of sexual misconduct or child abuse must be reported to the Center directly, and that allegations of child physical or sexual abuse are required be reported to law enforcement, as described in the Reporting Policy, below.

POLICY 4: MINOR ATHLETE ABUSE PREVENTION POLICIES

USA Triathlon Clubs and USA Triathlon-sanctioned events are strongly encouraged to adopt similar Minor Abuse Prevention Policies.

Definitions:

For purposes of this policy:

USA Triathlon event or activity means events or activities that are organized or operated directly by USA Triathlon, such as the USA Triathlon National Championships and National Team camps and training.

Participating Adult means adult members of USA Triathlon who have regular contact with athletes who are minors; adults authorized by USA Triathlon to have regular contact with or authority over an athlete who is a minor; and staff and board members of USA Triathlon.

Designated Adult means a Participating Adult and/or an adult at a USA Triathlon event or activity

One-on-one Interactions:

The majority of child sexual abuse is perpetrated in isolated, one-on-one situations. By reducing such interactions between children and adults, you 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.

1. Application – This policy shall apply to: **Designated Adults**
2. Non-Exclusive Facility
 - a. If USA Triathlon uses a facility not fully under USA Triathlon’s jurisdiction (e.g., for training or competition or similar events) and the facility is used by multiple constituents, Designated Adults are nonetheless required to adhere to the rules set forth herein.
3. Observable and Interruptible:
 - a. One-on-one interactions between minors and a Designated Adult (who is not the minor’s legal guardian) at a USA Triathlon event or activity are permitted, if they occur at an observable and interruptible distance by another adult.
 - b. Isolated one-on-one interactions between minor athletes and a Designated Adult (who is not the minor’s legal guardian) at a USA Triathlon event or activity, that do not occur at an observable and interruptible distance by another adult, are prohibited, except in the

circumstances described later in this section and emergency circumstances.

4. Meetings:

- a. Meetings between Designated Adults and minors at a USA Triathlon sanctioned event or activity may only occur if another adult is present, except under emergency circumstances. Such meetings must occur where interactions can be easily observed and at an interruptible distance from another adult.
- b. If a one-on-one meeting takes place in an office, the door to the office must remain unlocked and open. If available, it will occur in an office that has windows, with the windows, blinds, and/or curtains remaining open during the meeting.

5. Meetings with Mental Health Care Professionals

- a. If a mental health care professional and/or health care provider meets with minors at a USA Triathlon sanctioned event or activity, a closed-door meeting may be permitted to protect patient privacy – provided that (1) the door remains unlocked, (2) another adult is present at the facility, (3) the other adult is advised that a closed-door meeting is occurring, and (4) written legal guardian consent is obtained by the mental health care professional with a copy provided to USA Triathlon.

6. Individual Training Sessions

- a. Individual training sessions between Designated Adults and minors are permitted at a USA Triathlon event or activity only if the training session is observable and interruptible by another adult. The Designated Adult must obtain the written permission of the minor's legal guardian in advance of the individual training. Parents, guardian, and other caretakers must be allowed to observe the training session. Permission for individual training sessions must be obtained at least every six months.

7. Monitoring

- a. When one-on-one interactions between Designated Adults and minors occur at a USA Triathlon event or activity, adults must monitor these interactions. Monitoring includes: knowing that the one-on-one interaction is occurring, the approximate planned duration of the interaction, and randomly dropping in on the one-on-one.

8. Out-of-program contacts

- a. Designated Adults are prohibited from interacting one-on-one with unrelated minor athletes in settings outside of the program (including, but not limited to, one's home, restaurants, and individual transportation), unless parent/legal guardian consent is provided for each out-of-program contact. Such arrangements are nonetheless strongly discouraged.

Massages and Rubdowns/Athletic Training Modality

1. Application – This policy shall apply to: **Designated Adults**
2. Licensed, certified professional
 - a. Any massage or rubdown performed by a Designated Adult on a minor athlete a USA Triathlon event or activity, or a training or competition venue, is prohibited unless such Designated Adult is a licensed massage therapist.
 - b. Any massage or rubdown performed at a USA Triathlon event or activity, or a training or competition venue, may only be conducted by a licensed professional (a licensed massage therapist or certified athletic trainer) and must be conducted in open and interruptible locations. Any massage or rubdown of a minor athlete must be done with at least one other adult present and must never be done with only the minor athlete and the person performing the massage or rubdown in the room.
 - i. Even if a coach is a licensed massage therapist or certified athletic trainer, the coach shall not perform a rubdown or massage of an athlete under any circumstance.
 - ii. Written consent by a legal guardian shall be provided before providing each massage or rubdown on a minor athlete. Parents, guardians, or other applicable caregivers must be permitted to be in the room as an observer.

Locker Rooms, Rest Rooms, and Changing Areas

1. Application – this policy shall apply to: **Designated Adults**
2. Non-Exclusive Facility
 - a. If USA Triathlon uses a facility not fully under USA Triathlon’s jurisdiction (e.g., for training or competition or similar events) and the facility is used by multiple constituents, Designated Adults are nonetheless required to adhere to the rules set forth herein.
3. Use of recording devices
 - a. Use of any device’s (including a cell phone’s) recording capabilities, including voice recording, still cameras, and video cameras in locker rooms, rest rooms, changing areas or similar spaces at a USA Triathlon event or activity is prohibited. Exceptions may be made for media and championship celebrations, provided that such exceptions are approved by USA Triathlon and two or more adults are present.
4. Undress
 - a. Under no circumstances shall an unrelated Designated Adult, at a USA Triathlon event or activity, intentionally expose his or her breasts, buttocks, groin, or genitals to a minor athlete.
5. Isolated one-on-one interactions
 - a. At no time are unrelated Designated Adults permitted to be alone with a minor in a locker

room, rest room, or changing area when at a USA Triathlon event or activity, except under emergency circumstances.

- b. If USA Triathlon is using a facility that has access to a single set of facilities such as locker rooms, rest rooms, or changing areas, it will designate times for use by Designated Adults, if any.

6. Monitoring

- a. USA Triathlon and Participating Adults shall regularly and randomly monitor the use of locker rooms, rest rooms, and changing areas at a USA Triathlon event or activity taking place at a facility under USA Triathlon's control to ensure compliance with these policies.
- b. To minimize the risk of bullying and hazing, USA Triathlon shall use locker room monitors at USA Triathlon events and activities taking place at a facility under USA Triathlon's control and involving USA Triathlon athletes who are minors, to ensure that minors are not left unattended in locker rooms, rest rooms, and changing areas.
- c. Designated Adults should make every effort to recognize when an athlete goes to the locker room or changing area during practice and competition and, if they do not return in a timely fashion, should check on the athlete's whereabouts.
- d. USA Triathlon discourages parents from entering locker rooms and changing areas unless it is truly necessary. In those instances, it should only be a same-sex parent. If this is necessary, parents should let a coach or administrator know about this in advance.

Social Media & Electronic Communications

Application – this policy shall apply to: **Participating Adults**

1. Content

- a. All electronic communication originating from Participating Adults to athletes who are minors must be professional in nature.

2. Open and Transparent

- a. Absent emergency circumstances, if a Participating Adult with authority over minor athletes needs to communicate directly with a minor athlete via electronic communications (including social media), another Participating Adult or the minor's legal guardian will be copied.
- b. If a minor athlete communicates to a Participating Adult (with authority over the minor athlete) privately first, said Participating Adult should respond to the minor athlete with a copy to another Participating Adult or the minor's legal guardian.
- c. When a Participating Adult with authority over minor athletes communicates electronically to the entire team, said Participating Adult will copy another adult.
- d. If a Participating Adult needs to communicate directly with an athlete who is a minor via electronic communications, another Participating Adult or the minor's legal guardian will be copied.

- e. Athletes who are minors may “friend” USA Triathlon’s page and their official club or team’s page, but not the personal page of a coach or other Participating Adult.

3. Requests to Discontinue

- a. Legal guardians may request in writing that their minor athlete not be contacted through any form of electronic communication by USA Triathlon or by the Participating Adults subject to this policy. USA Triathlon and Participating Adults will abide by any such request that their minor athlete not be contacted via electronic communication, absent emergency circumstances.

4. Prohibited Electronic Communication

- a. Participating Adults are not permitted to “private message,” “instant message,” “direct message,” or send photos via Snapchat, Instagram, or other social media platforms, to an unrelated minor privately.
- b. Participating Adults are not permitted to maintain social media connections with unrelated minor athletes; such Participating Adults are not permitted to accept new personal page requests on social media platforms from athletes unless the Participating Adult has a fan page, or the contact is deemed as celebrity contact vs. regular contact. Existing social media connections on personal pages with minor athletes must be discontinued.

5. Monitoring

- a. USA Triathlon monitors its social media pages and may remove any posts that violate its policies and practices for appropriate behavior.
- b. USA Triathlon will inform the legal guardian of a minor athlete of any prohibited posts, as well as the organization’s administrator.

Local Travel

Local travel consists of travel to training, practice, and competition that occurs locally and does not include coordinated overnight stay(s).

1. Application – this policy shall apply to: **Participating Adults**

2. Transportation

- a. Participating Adults who are not also acting as a legal guardian, shall not ride in a vehicle alone with an unrelated minor athlete, absent emergency circumstances, and must have at least two other minor athletes or another adult at all times, unless otherwise agreed to in writing by the minor athlete’s parent/legal guardian in advance of each local travel.
- b. Shared or Carpool Travel Arrangement: USA Triathlon encourages parents/legal guardians to pick up their minor athlete first and drop off their minor athlete last in any shared or carpool travel arrangement.
- c. USA Triathlon encourages parents/legal guardians to receive education concerning child abuse prevention before providing consent for their minor to travel alone with a Participating Adult.

Team Travel

Team travel is travel to a competition or other team activity that USA Triathlon plans and supervises. This Team Travel policy applies to all USA Triathlon team travel, with the exception of High Performance team travel, which has its own policy. However, to the extent this policy is more restrictive, and/or imposes greater requirements, than the High Performance travel policy, this policy controls.

1. Application – this policy shall apply to: **Participating Adults**
3. Team/Competition Travel
 - a. When only one Participating Adult and one minor athlete travel to a competition, the minor athlete must have his/her legal guardian's written permission in advance and for each competition to travel alone with the Participating Adult.
4. Hotel Rooms
 - a. Participating Adults shall not share a hotel room or other sleeping arrangement with a minor athlete (unless the Participating Adult is the legal guardian, sibling, or is otherwise related to the minor athlete). However, a parent/legal guardian may consent to such an arrangement in advance and in writing. Furthermore, a parent/legal guardian may consent in advance and in writing to the minor athlete sharing a hotel room or other sleeping arrangement with an adult athlete.
 - b. During travel when doing room checks, attending team meetings, and/or other activities, two-deep leadership (two Participating Adults must be present) and observable and interruptible environments should be maintained.
5. Meetings
 - a. Meetings shall be conducted consistent with the organization's policy for one-on-one interactions – i.e., any such meeting shall be observable and interruptible.
 - b. Meetings shall not be conducted in a hotel room. If a meeting is needed, the Participating Adult should seek a common area in the hotel such as a lobby or a conference room while abiding by the one-on-one interaction policy.
6. Team travel policies must be signed and agreed to by all minor athletes, parents, and adults traveling with the organization. The Participating Adult facilitating the travel plans must forward all signed team travel policies to USA Triathlon SafeSport Coordinator at SafeSport@usatriathlon.org.
7. Participating Adults who travel with USA Triathlon must successfully pass a criminal background check and other screening requirements consistent with USA Triathlon's policies.
8. During team travel, when doing room checks, attending team meetings and/or other activities, two-

deep leadership and observable and interruptible environments should be maintained.

9. USA Triathlon encourages parents/legal guardians to receive education concerning child abuse prevention before providing consent for their minor to travel alone with a Participating Adult.

POLICY 5:

USA TRIATHLON CLUBS AND SANCTIONED EVENTS

Prohibited Conduct – Proactive Club Policies:

1. A Club or USA Triathlon-sanctioned event (“Event”) may adopt its own proactive policies to set standards for professionalism, and to protect Club/Event athletes and participants. Such policies may not be less restrictive than USA Triathlon’s, or the Center’s, policies on the same, such as USA Triathlon’ Minor Athlete Abuse Prevention Policies.
2. If a Covered Individual violates a proactive policy established by the Covered Individual’s Club or an Event in which the individual participates, it shall be a violation of this Handbook.

Training and Education

1. All Clubs/Events must designate a primary Club Safe Sport contact. If no contact is designated, the individual registering the Club/Event with USA Triathlon will be the default Club/Event Safe Sport contact.
2. All Clubs must provide to USA Triathlon the names of its staff and Board members, individual Club members who have regular contact with athletes who are minors, and any other individual that the Club formally authorizes, approves or appoints (a) to a position of authority over, or (b) to have regular contact with any athlete. Such individuals are included in USA Triathlon’s definition of “Covered Individuals,” and as a result, are required to take training and education, and successfully pass background checks, pursuant to the policies in this Handbook. The financial responsibility of criminal background checks may be passed on to the individual. Cost can vary depending on the state, county, and country.
3. Clubs must maintain up-to-date records of the individuals it has designated under section 2(a) above, and their compliance with USA Triathlon’s education, training, and background check requirements. It is the responsibility of the Club Safe Sport contact to ensure compliance with this Handbook, the Code, and other Safe Sport policies of the Center, USA Triathlon, and the USOC, and to designate others to complete Safe Sport training and background checks as necessary and required under this Handbook and section 2, above.
4. At any Club function at which minor athletes are present, at least one Safe Sport trained adult must be present at all times. Safe Sport trained adults present at Club functions are responsible for looking for and reporting signs of boundary violations and potential misconduct and abuse violations.

Reporting Procedures

1. All USA Triathlon Clubs and Events must follow the Reporting Policy of this Handbook in reference to reporting requirements.

POLICY 6: REPORTING

USA Triathlon members and Covered Individuals shall report any misconduct or violations as defined in the USA Triathlon Athlete Protection Policy, Minor Athlete Abuse Prevention Policies, or elsewhere in this Safe Sport Policy Handbook, to the U.S. Center for SafeSport or the USA Triathlon Safe Sport Coordinator, in addition to law enforcement as required by any state or federal reporting requirements. There are no fees or cost involved in making a report.

In the event that any USA Triathlon member or Covered Individual either (i) observes misconduct as defined in this Safe Sport Policy Handbook or the Code (ii) has reported to him or her allegations of misconduct as defined in this Safe Sport Policy Handbook or the Code, it is the personal responsibility of the individual to immediately report this to the USA Triathlon Safe Sport Coordinator, the U.S. Center for SafeSport, and/or law enforcement, as applicable. The individual should not attempt to evaluate the credibility or validity of the allegations as a condition for reporting. USA Triathlon shall report allegations to law enforcement authorities and/or the U.S. Center for SafeSport, as applicable.

“Whistleblower” Protection

Regardless of whether the allegation(s) is proven, USA Triathlon will support the complainant(s) and his or her right to express concerns in good faith. USA Triathlon will not encourage, allow or tolerate attempts from any individual to retaliate, punish or in any way harm any individual(s) who reports a concern in good faith or provides information or testimony to USA Triathlon, or otherwise cooperates with USA Triathlon, in good faith, in the course of an investigation and/or disciplinary action. Such retaliatory actions against such an individual may be grounds for disciplinary action.

Bad-Faith Allegations

Submitting a knowingly false allegation is prohibited and may violate state criminal law and civil defamation laws. Such reports will be considered a violation of USA Triathlon Safe Sport Policy Handbook and may be subject to penalty.

Additional Considerations Regarding Reporting Sexual Misconduct

Grooming

Because sexual abusers often “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 USA Triathlon member 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 Center and/or the USA Triathlon Safe Sport Coordinator.

Peer-to-Peer 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 Center and/or the USA Triathlon Safe Sport Coordinator.

REPORTING PROCEDURE

To Whom to Report

All reports must go to the U.S. Center for SafeSport or the USA Triathlon Safe Sport Coordinator. In some cases, state and federal law imposes a duty to report any allegation of child physical or sexual abuse to relevant law enforcement or other authorities. Reporting to the Center or USA Triathlon may not relieve an individual of their duty to report to law enforcement or other authorities, and individuals should confirm that they have complied with any relevant state and federal reporting requirements.

* For mandatory reporting laws, visit www.childwelfare.gov.

Reports of sexual misconduct or child abuse should be made directly to the U.S. Center for SafeSport, in addition to authorities as required by state or federal law. All other reports of misconduct or violations of this policy should be made to the USA Triathlon Safe Sport Coordinator.

Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017

Pursuant to the Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017, an adult who is authorized by USA Triathlon to interact with a minor or amateur athlete at an amateur sports organization facility or at any event sanctioned by USA Triathlon, who learns of facts that give reason to suspect that a child has suffered an incident of child abuse, including sexual abuse, as those terms are used in 34 U.S.C. § 20341, shall as soon as possible make a report of the suspected abuse to the agency designated by the Attorney General under subsection (d) of 34 U.S.C. § 20341.

How to Report

USA Triathlon 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 the method of reporting, it is helpful to USA Triathlon to get the following information: (1) the name of the complainant(s); (2) the type of misconduct alleged; (3) the name(s) of the alleged victim(s); and (4) the name(s) of the individual(s) alleged to have committed the misconduct.

Individuals may complete an Incident Report Form. Information on this form will include:

1. the name(s) of the complainant(s)

2. the type of misconduct alleged
3. the name(s) of the alleged victim(s)
4. the name(s) of the individual(s) alleged to have committed the misconduct
5. the approximate dates the misconduct was committed
6. the names of other individuals who might have information regarding the alleged misconduct
7. a summary statement of the reasons to believe that misconduct has occurred

A copy of the USA Triathlon Reporting Form can be found at:

<https://www.teamusa.org/USA-Triathlon/USAT-for-Me/Athlete-Resources/SafeSport>

CONFIDENTIALITY AND ANONYMOUS REPORTING

Confidentiality

To the extent permitted by law, and as appropriate, USA Triathlon will handle any report it receives confidentially and discretely and will not make public the names of the complaint(s), potential victim(s), or accused perpetrator(s); however, USA Triathlon may disclose such names on a limited basis when conducting an investigation or reporting to law enforcement authorities or the Center.

Anonymous Reporting

USA Triathlon recognizes it can be difficult 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 an Incident Report Form:

- by completing the Reporting Form without including their name; or
- by expressing concerns verbally to the USA Triathlon Safe Sport Coordinator.

Anonymous reporting may make it difficult for USA Triathlon to investigate or properly address allegations.

HOW REPORTS ARE HANDLED

Suspicious or Allegations of Child Physical or Sexual Abuse

Reporting to Law Enforcement and/or Child Protective Services

USA Triathlon will report all allegations of child physical or sexual abuse to law enforcement authorities. USA Triathlon does not attempt to evaluate the credibility or validity of child physical or sexual abuse as a condition for reporting to appropriate law enforcement authorities. As necessary, however, USA Triathlon may ask a few clarifying questions of the person making the report to adequately report the suspicion or allegation to law enforcement authorities.

Misconduct and Policy Violations

Reporting to the U.S. Center for SafeSport

USA Triathlon will report all allegations of sexual misconduct and child abuse to the U.S. Center for SafeSport. USA Triathlon does not attempt to evaluate the credibility or validity of such allegations as a

condition for reporting to appropriate law enforcement authorities. As necessary, however, USA Triathlon may ask a few clarifying questions of the person making the report to adequately report the suspicion or allegation to the Center.

USA Triathlon

USA Triathlon addresses alleged Safe Sport Policy Handbook violations and misconduct, including Athlete Protection Policy or Minor Athlete Abuse Prevention Policies violations, even if such violations and misconduct are not reportable, punishable, and/or prosecuted under relevant state or federal law.

USA Triathlon may also investigate allegations of misconduct (in instances where the Center does not take jurisdiction) that are reportable to, or being processed by, law enforcement, if such investigation does not interfere with any ongoing criminal investigation or prosecution for abuse. Such allegations may include:

- Abuse reported outside the relevant statutes of limitation
- Allegations of abuse that were reported to authorities, but: (a) legal authorities did not press criminal charges; or (b) criminal charges were filed, but not pursued to trial.

INVESTIGATION

Following USA Triathlon's receipt of an allegation of Safe Sport Policy violations or misconduct, including Athlete Protection Policy or Minor Athlete Abuse Prevention Policies violations, USA Triathlon may investigate the allegation.

NOTIFICATION

Following USA Triathlon's receipt of a credible allegation involving Safe Sport-related misconduct, USA Triathlon may consider the circumstances in which it will notify other parents of athletes with whom the accused individual may have had contact. In USA Triathlon's discretion, and as appropriate, USA Triathlon may notify relevant staff members, contractors, volunteers, parents, and/or athletes of any such allegation that (1) law enforcement authorities are actively investigating; or (2) that USA Triathlon or the Center is investigating. Advising others of an allegation may lead to additional reports of child physical or sexual abuse and other misconduct.

POLICY 7: ENFORCEMENT

ENFORCEMENT

The enforcement of the policies contained in this Safe Sport Policy Handbook fall under the jurisdiction of the USA Triathlon Board of Hearings and Appeals (with the exception of misconduct over which the U.S. Center for SafeSport has and/or takes jurisdiction over). As such, Article XIV of the USA Triathlon Bylaws governs the enforcement phase and set forth the penalties that may be imposed for any violation of this Safe Sport Policy Handbook, subject to any departures deemed reasonable and necessary by the USA Triathlon Safe Sport Hearing and Appeals Committee.

USA Triathlon's Bylaws can be found at: <https://www.teamusa.org/USA-Triathlon/About/USAT/Governance>.

Neither civil nor criminal statutes of limitation apply to reports of cases of misconduct under the jurisdiction of the USA Triathlon Safe Sport Hearing and Appeals Committee.

Notwithstanding the above, USA Triathlon will mirror and reflect any sanctions imposed by the U.S. Center for SafeSport, whether permanent or temporary. Any person who is a USA Triathlon member or a "Covered Individual" under these policies and/or the rules of the U.S. Center for SafeSport, is subject to the rules, policies, and procedures of the U.S. Center for SafeSport and will submit, without reservation or condition, to the jurisdiction of the U.S. Center for SafeSport for the resolution of any alleged violations of those rules, policies, or procedures, as they may be amended from time to time. Violations adjudicated by the U.S. Center for SafeSport may not be appealed through the USA Triathlon procedures referenced in this policy and are subject to the U.S. Center for SafeSport's rules, policies, and procedures.