



## USA Water Ski & Wake Sports Quality Control System Policy

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USA Water Ski & Wake Sports thanks our Local Organizing Committees (LOCs) and event organizers for their continuous efforts to support our shared mission to ensure we provide the safest environment possible for our athletes and other participants. Strategies for safeguarding athletes continue to evolve, and we are fully committed to keeping pace with best practices. As you prepare for your upcoming event, we are providing the following information, which constitutes USA-WSWS's Quality Control System for implementation of SafeSport related requirements aimed to ensure you, your event, and your participants remain in compliance.

The USA-WSWS Quality Control System Policy is posted on the USA-WSWS website in the [Sanctioned Event Safe Sport Toolkit](#) and will be emailed to all Local Organizing Committee event organizers prior to the start of their event.

### **Purpose and Overview**

This policy applies to all members of USA-WSWS and all persons participating in USA-WSWS Sanctioned Events that meet the definition of "Participant" as defined in the US Center for SafeSport Code. It is the responsibility of each USA-WSWS LOC to monitor and enforce the requirements set forth in these procedures. The following outlines what steps event organizers must take to pre-authorize event access for all registered participants and Event Personnel (e.g., volunteers, media, vendors, medical personnel, coordinators, certified coaches, officials, etc.) and how USA-WSWS and USA-WSWS LOCs will monitor, communicate, and report violations of the USA-WSWS SafeSport Handbook and Minor Athlete Abuse Protection Policies.

The following should be adhered to at all sanctioned USA-WSWS events:

1. Education and Training/Background Screening Requirements
2. Communication of the USA-WSWS Minor Athlete Abuse Protection Policies (MAAPP) and information on how to report violations of the MAAPP or SafeSport Handbook
3. Verification of the USA-WSWS Banned and Suspended Members List
4. Adherence to the MAAPP
5. Event Participant Tracking

Additional resources to help LOCs and event organizers implement the sanctioned event requirements can be found [here](#).

USA-WSWS and/or the U.S. Center for SafeSport may audit any USA-WSWS sanctioned event at any time to verify compliance either in person or through a request for compliance information.

## **PRIOR TO THE COMPETITION**

### **1. PARTICIPANT COMMUNICATION REQUIREMENTS**

USA-WSWS will send direct communications (via email and e-newsletter) throughout the year to all USA-WSWS members reminding them of the MAAPP Requirements and reporting protocols at all USA-WSWS Sanctioned events. Event organizers are also encouraged (but not required) to send a direct communication to all event personnel and participants prior to the start of each event to remind them:

- i. They are required to adhere to the U.S. Center for SafeSport Code, USA-WSWS Safe Sport Handbook, and Minor Athlete Abuse Protection Policies (MAAPP),
- ii. How to report concerns involving alleged violations of the MAAPP, the U.S. Center for SafeSport Code, or the USA-WSWS SafeSport Handbook.

#### **b. Sample Language**

- i. USA-WSWS has developed [sample language](#) that can be used to send to participants.

**\*\*Note:** *Posting this communication to the competition's website and social media accounts is encouraged*

### **Events With Same-Day Registrants**

We recognize the challenges of our competition environment, including that many participants and event personnel do not pre-enter events, contact information may not be available, or an email platform may not be accessible. However, these participants and event personnel must still receive the MAAPP and reporting communication. Therefore, when participants register at the competition, we suggest the following reasonable process to ensure event organizer and USA-WSWS compliance with this notification requirement.

- Print the [USA-WSWS poster](#) along with the [USA-WSWS suggested letter](#) and post them in a conspicuous location for the participants and event personnel to read when they check-in or register at the competition. Please kindly request that they read it.
- Additionally, we recommend that you include the content from the [USA-WSWS suggested letter](#) on your website, if applicable, or anywhere where the event information is made available to participants.

## **2. ELIGIBILITY TO PARTICIPATE**

- a. **SafeSport Training/Background Screening:** All USA-WSWS active members 18 and older must complete SafeSport training in order to participate in a sanctioned tournament. Some individuals that meet the definition of required individual as defined by the USOPC, are also required to pass a Background

Check as a requirement of their membership. If an active member 18 and older has not completed the Center's required training, or if applicable, passed a background screening, their USA-WSWS membership status will appear as **"Pending – Safe Sport"** in the membership database. Any **"Pending – Safe Sport"** member will not have the ability to participate in sanctioned events until the Center's required training and passed background check are completed.

New members will appear as **"Waiting – Need Safe Sport"** until the training and background check, if applicable, are completed. While the membership is **"Waiting – Need Safe Sport"**, the participant may not have regular contact with and/or authority over minor athletes without completing the SafeSport training. If, after 30 days, training is not completed, membership status will appear as **"Pending – Safe Sport"**. Any **"Pending – Safe Sport"** member will not have the ability to participate until training and background check, if applicable, are completed. This will help to ensure all USA-WSWS sanctioned events and will foster a culture centered around safety.

Non-member participants required to satisfy the training requirements must show proof of completion by producing a certificate of completion to be verified by USA-WSWS or the event registrar.

- b. **USA-WSWS Banned and Suspended Members List:** The LOC's event registrar must confirm that the event participants are not on the Center's Disciplinary Database of administrative holds, suspended, or disciplined individuals for USA-WSWS [found here](#). If a member is on the USA-WSWS banned or suspended members list, their membership status will reflect not eligible to participate, and will clearly indicate this by stating the member is "Suspended", "Expired" or "Administrative Hold" in the USA-WSWS membership system.

If there are any names added to the list within twenty-four (24) hours of the event, USA-WSWS will notify the host LOC and/or event registrar.

## **AT THE COMPETITION – IMPORTANT REMINDERS**

The LOC and/or event registrar will be responsible for managing all rosters and proof of compliance for all participants at the event. This includes documentation verifying compliant and non-compliant individuals in the event that proof is required during a Center or USOPC audit. The LOC's event registrar may create a master list for the ease of tracking registrants and participants that provides each individuals' information and compliance status for each item, so long as, the LOC's event registrar can show in-person how the LOC's event registrar verified compliance of participants utilizing the USA-WSWS membership system.

Same day registrations of USA-WSWS members will not be permitted for individuals that fall under a required category as listed in the SafeSport Compliance Chart found [here](#) (those who require background screening and have not completed the process, as screening verification takes 7-10 days to complete). If same day registrants are permitted, the LOC's event registrar must ensure that any day-of registrants have completed the Center's SafeSport Training and passed a Background Check, if noted in the SafeSport Compliance Chart found [here](#), by looking up each day-of registrant in the USA-WSWS membership system to verify their membership status is **"Current"**. This same process applies to last-minute substitutions of personnel.

- a. Individuals on the [USA-WSWS Banned and Suspended Members List](#) are not permitted to participate – event organizers should cross-check this list with any day-of registrants
- b. Participants who are listed as “**Pending – Safe Sport**” for failure to take SafeSport Training are permitted at the event, but they are not permitted to participate in competition in any manner whatsoever until they have successfully completed the training.
- c. LOC’s event registrars must maintain a list of all individuals who register or volunteer on the day of the event.

Please encourage the competition announcer to remind all attendees about the USA-WSWS Safe Sport Policy and Minor Athlete Abuse Protection Policies, as well as where they can find additional information. Encourage them to look for the posters on site with QR codes linking them to important information.

- [MAAPP & Report a Concern Poster](#)
- [USA-WSWS Safe Sport Awareness Poster](#)

## **ADDITIONAL NOTES**

- a. USA-WSWS LOCs participating in an event must furnish the event registrar with a complete roster of the LOC’s regular active members who are USA-WSWS members competing in the event, and volunteers, media, staff, medical, or any other persons participating in regular club activities, performances and practices that meet the definition of a “Participant” prior to the event so the event registrar can complete the USA-WSWS verification process. LOC’s that do not follow this policy will be subject to administrative disciplinary action that may include and not be limited to loss of the status as an LOC.
- b. For sanctioned practices and exhibitions where a roster is not required to be provided, event organizers must manually ensure that all participants are “**Current**” members of USA-WSWS before allowing participation if there will be minors present. The LOC’s event registrar will verify that individuals on the complete list of participants have completed the Center’s SafeSport training and those that are required individuals as defined by the USOPC have passed a Background Check via the USA-WSWS Membership System. If an individual has not completed these requirements, the LOC’s event registrar must directly notify these individuals that they are not compliant and that the requirements must be satisfied immediately. If emails are available for the non-compliant individuals, the LOC’s event registrar will send a non-compliant email notification to the non-compliant individual directly, notifying that the requirements must be satisfied immediately. Upon completion, the individual must contact the LOC’s event registrar to verify completion prior to the event.
- c. If an individual has completed the Center’s SafeSport Training and, if applicable, passed a Background Check the individual may participate upon confirmation from the LOC’s event registrar that the requirements are complete. If the LOC’s event registrar does not verify that the individual has completed the requirements, the individual may log in to the individual’s USA-WSWS Membership Dashboard in-person in front of the registrar and show that the requirements are complete in the membership account in

- real time and provide identification to verify that it is the correct individual directly to the registrar, so the registrar may then login and verify the same.
- d. **Guest Members:** One-day guest members may only participate in practices, exhibitions or basic skills events, and the membership is valid only for the duration of the event. Guest memberships may not be used for participation in tournaments. Guest members must sign the Event Waiver before participation in a practice, exhibition, or basic skills event. An individual can only register as a Guest Member 3 times within a calendar year before they are required to register as a full USA-WSWS member.
  - e. All members 18+ who compete or participate in sanctioned tournaments or have regular contact with any amateur athlete or other Participant who is a minor MUST have completed SafeSport training and, if a required individual as defined by the USOPC, have passed Background Check with an expiration date that is valid through the month of the sanctioned event. Failure of the LOC, the LOC's event registrar, or any individuals acting on behalf of the LOC, to comply with these requirements will result in immediate consequences pursuant to the USA-WSWS Policies & Procedures Manual, Code of Conduct and Ethics, and the USA-WSWS Bylaws.

For your convenience, all of these resources and more to help LOCs and event organizers implement the sanctioned event requirements can be found in the [USA-WSWS Sanctioned Event Safe Sport Toolkit here](#) or on [usawaterski.org](http://usawaterski.org).

Please take a moment to review the [USA-WSWS Safe Sport web pages](#) on USA-WSWS's website. You will find comprehensive resources to answer any questions your competition participants may have regarding Safe Sport.

Please contact Frances Buchanan, USA-WSWS Business Operations Manager, at [fbuchanan@usawaterski.org](mailto:fbuchanan@usawaterski.org) for any questions or concerns relating to the USA-WSWS Safe Sport program or requirements for LOCs and event organizers.

We appreciate your cooperation in maintaining compliance with these requirements and in joining our efforts to maintain a safe event environment for everyone.