



## USA Climbing Athlete Safety Procedures for Event Organizers Updated: March 9th, 2023

### Overview

The USA Climbing Athlete Safety Procedures for Event Organizers outlines what steps event organizers must take to pre-authorize event access for all registered participants Event Personnel (e.g., volunteers, media, vendors, medical personnel, coordinators, certified coaches, certified officials, certified routesetters, build and production crew), and USAC staff, if applicable.

It is the responsibility of each USA Climbing event organizer and host facility to monitor and enforce the requirements set forth in these procedures. This document is provided to host facilities within their host agreement. As a reminder, a current membership is required for all USA Climbing Competitors, USA Climbing National, Divisional, and Regional Coordinators, Certified Coaches, Certified Officials, Certified Routesetters, and Volunteers-Covered and Non-Covered. Any day-of registrants placed in a role that requires them to be SafeSport trained are to obtain the membership required for their role and are to be checked for current SafeSport training.

The following requirements should be adhered to at all sanctioned USA Climbing events including local, regional, divisional, national and international events. These requirements will be provided to each sanctioned event upon receipt of host agreement.

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

### **Section 1: Education and Training/Background screen Requirements**

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

The following individuals are considered to have Regular Contact<sup>1</sup> with or authority over amateur athletes who are minors and are required to have a USA Climbing Volunteer-Covered membership that requires and includes a

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<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).

Background Screening and U.S. Center for SafeSport Training prior to serving as Event Personnel.

- Event Organizer
- Volunteer Coordinator
- Isolation Coordinator

The following individuals are not required to complete a USA Climbing Background Screening or U.S. Center for SafeSport Training (as long as contact with athletes is incidental and observable). They ARE required to have a USA Climbing Non-Covered Volunteer Membership. \*Note- The U.S. Center for SafeSport Training is recommended

Non-Covered Volunteer positions include but are not limited to:

- Volunteer Check-in
- Isolation Check-in
- Athlete/Coach Check-in
- Parent/Spectator Check-in
- Isolation Assistant
- Non-Certified Judge
- Score Entry
- Isolation Runner
- Rope Check-in/Handler
- Athlete Stager
- Restroom monitor
- Belayer

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

- Media – Photographers, videographers and/or reporters
  - Build Crew – Responsible for wall set-up, maintenance and tear down
  - Vendors – Businesses, sponsors or partners with an event booth
  - EMTs/Volunteer Medical – Provides medical support to event participants/staff
- a. USA Climbing Membership:** To obtain a USA Climbing membership. Log in to the membership services platform [here](#). Create an account and add the required membership by clicking “Memberships” on the left side.
  - b. U.S. Center for SafeSport Training:** Covered Volunteers are required to complete the online U.S. Center for SafeSport Training. They can do so by logging in to the USA Climbing membership services platform [here](#) and clicking on “Center for SafeSport Training” on the left side. This 90-minute training is FREE to all USA Climbing members and “Event Personnel”. Upon completion the training will reflect a “current” status on a member’s profile.

- c. USA Climbing's Background Screen: Covered Volunteers are required to complete the Background Screening. They can do so by logging in to the USA Climbing membership services platform [here](#) and clicking "Background Screening" on the left side. **Note- The Background Screening could take up to 10 days to process.** If there are no findings, the screen will reflect "current" on a member's profile.

**Remaining Event Participants and Competitors:** Current membership is required for all USA Climbing Competitors, USA Climbing National, Divisional, and Regional Coordinators, Certified Coaches, Certified Officials, and Certified Routesetters. If any of individuals in these categories do not have a current membership, then they cannot participate. If a membership is current, then the member has completed any required training and background screen.

## 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 participants and "Event Personnel" noted in Section 1, must receive a copy of the USA Climbing 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 participants in the USA Climbing membership platform by following these steps:
1. Login to your USA Climbing Account
  2. In the left-hand menu, scroll down and select Events Admin
  3. Click "Events"
  4. Click into the gear icon next to the event
  5. Select Entry List and then Members Entries
  6. Click the Advanced Filter button
  7. Select all items under "Event Registration"
  8. Click "Add Selection"
  9. Click the Email button
  10. Enter your email Subject, "USA Climbing Minor Athlete Abuse Prevention Policy"
  11. Copy and paste template below into body of email
- \*NOTE: By clicking "Save" at this point, your email will be sent.
- b. Please utilize the example copy below for this communication:

*Dear (Climber or Event Personnel),*

*In preparation for the upcoming [Insert Event Name]. Please ensure you are following the [Minor Athlete Abuse Prevention Policies](#) including the [Lodging](#) and [Transportation](#) Policies. As a reminder, all training modalities- including taping, stretching, massages, etc. require the modality to take place in an observable and interruptible location and that two adult participants are present. If you see any violations of these policies, please fill out and submit USA Climbing's [Incident Report Form](#). To report a concern of sexual misconduct, please visit the U.S. Center for SafeSport at <https://uscenterforsafesport.org>. QR codes, copies of the policies and instructions on how to report are posted throughout the facility for reference. Most credentialed individuals, with the exception of a media or hospitality credential, have been SafeSport trained. If you have any questions about the policies or need assistance with how to report, please find someone with a credential. For any questions or concerns contact [athletesafety@usaclimbing.org](mailto:athletesafety@usaclimbing.org) for more information.*

*If you registered on behalf of your family or team member, please forward this message to them to review.*

*Kind Regards,*

- c. If event registration is being done outside of the Sport:80 platform, Event Organizers must email the above communication to all registered participants.
- d. Event Organizers are also highly encouraged to post the MAAPP Communication in published event information.
- e. Event organizers will be required to provide proof of MAAPP communication to registered participants **and** "Event Personnel" upon request from USA Climbing. 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.
- f. 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.
- g. For any day of Event Personnel listed above not required to complete U.S Center for SafeSport Training, Event Organizer should distribute a hard or digital copy of the MAAPP At-A-Glance Document (See Appendix 1) and [How to Report Document](#) to each individual upon check-in

### **Section 3: USA Climbing's Ineligible List – Verification**

**Requirement:** Event organizers will be required to ensure any “Event Personnel” noted in Section 1, and/or competitors, are not currently listed on USA Climbing’s Ineligible list.

**Implementation:**

- a. If the event is hosted on the USA Climbing Sport:80 platform, any competitor and coach<sup>2</sup> who is listed on USA Climbing’s Ineligible List will automatically be prevented from registering for any event because a current USA Climbing membership is required to register for a sanctioned event. An individual who is Suspended/Banned or on an Administrative Hold, will not have a membership in a current status, and will therefore not be able to proceed through the registration form.
- b. If the event is not hosted on the USA Climbing Sport:80 platform, event organizers will need to manually check the final participant registration list against the USA Climbing Ineligible list provided by USA Climbing’s events staff (hyperlink will be here once posted on USA Climbing’s web site). Any person on this list should be prohibited from participating at the event and also from serving in an “Event Personnel” role.
- c. In all instances event organizers should make sure competitors and “Event Personnel” noted in Section 1 are not listed on the USA Climbing’s Ineligible List.

\*Note: For all Event Personnel, event organizers should:

- Check individual names against USA Climbing’s Ineligible list, this is a list of all individuals in USA Climbing who have been banned, suspended or placed on an Administrative Hold
- Email the Minor Athlete Abuse Prevention Policies to all Event Personnel prior to the event
- For any day of Event Personnel listed above not required to complete U.S Center for SafeSport Training, Event Organizer should confirm that they are not listed on USA Climbing’s Ineligible List.

#### **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:

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<sup>2</sup> Coaches are required to register at a Divisional and National level only. Coaches at a QE and Regional level must be tracked and checked against ineligible list.

- One on One Interactions
  - Check for areas that are potential risk for One-on-One Interactions
  - If there are rooms that are not being used, close and locked the door.
  - Actively monitor for One-on-One interactions throughout the competition.
- [Massage and Athletic Training Modalities](#)
- Locker Rooms/Changing Areas
  - [Post One Pager Policy](#) outside of Locker Rooms/Changing Areas
  - Perform Regular/Random Monitoring of the Locker Room Area
- 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
  - Send [Lodging](#) and [Transportation](#) policies to those traveling for the event or post at team travel sites, if applicable.

## Section 6: Event Personnel Tracking Tool

All event organizers should maintain a roster of "Event Personnel" 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. Event organizers should confirm that no one listed on the Tracking Tool is on USA Climbing's Ineligible List. Please utilize the USA Climbing "Event Personnel [Tracking Tool](#)" (will create our own tracking tool) to record this information. Event Organizers must submit an Event Tracking tool to USA Climbing for every sanctioned event, send to [athletesafety@usacimbing.org](mailto:athletesafety@usacimbing.org) and retain the "Event Personnel Tracking Tool" for a minimum of 5 years for purposes of USA Climbing audit, upon request.:

For more information on these procedures please contact [athletesafety@usacimbing.org](mailto:athletesafety@usacimbing.org).

Appendix 1:

MAAPP-At-A-Glance



Instructions to access member card

