



**USA Shooting Safe Sport
Policy**

RESPONSE & RESOLUTION PROCESS

Version: June 2025

Acknowledgements

This is an updated USA Shooting Safe Sport policy and procedure document to acknowledge the US Center for SafeSport jurisdiction for reporting and investigating all sexual misconduct reported by the NGBs participants.

USA Shooting also acknowledges and will comply with the updated *SafeSport Code for the U.S. Olympic and Paralympic (USOPC) Movement* and any updates or changes that may be published in the future.

Periodic reviews will be made to ensure that our policy meets the goals intended for this policy. This is a 'living' document and not intended to be the answer to all situations. USAS reserves the right to update, modify, edit, or delete any statements or procedures described in this policy.

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Introduction

Shooting sports are a life-long activity. Athletes learn gun safety, goal setting, self-discipline, accountability, good citizenship/sportsmanship, time management skills, etc.

Unfortunately, sport participation can also be a high-risk environment for misconduct. We have identified six types of misconduct: emotional, physical, sexual, bullying, harassment and hazing. All forms of misconduct are intolerable and in direct conflict with the Olympic Ideals.

Misconduct may damage an athlete's psychological well-being. Athletes who have been mistreated experience social embarrassment, emotional turmoil, psychological scars, loss of self-esteem and negative impacts on family, friends, and sport. Misconduct often hurts an athlete's competitive performance and may cause him or her to drop out of shooting sports entirely.

This policy clarifies to all stakeholders that USA Shooting is committed to creating a safe and positive environment for athletes. It also emphasizes and sets forth standards of behavior that clearly outline unacceptable behaviors, minimize opportunities for misconduct, and helps to prevent unfounded allegations.

The purpose of this policy is to inform staff, coaches, volunteers, athletes, and parents of the USAS Safe Sport policy to help eliminate or reduce the liability, risk and related negative publicity, expense, and trauma to USA Shooting, its coaches and volunteers, and of course, the athletes we serve. This policy is designed to create an environment that discourages a broad spectrum of inappropriate behaviors.

The absence of clear behavioral boundaries is a significant risk factor for misconduct. If inappropriate conduct is not clear to sports stakeholders, unacceptable situations may otherwise be tolerated, and no disciplinary action taken. Unclear boundaries can also lead to inadvertent misconduct (e.g., where a coach models behavior that he or she experienced as an athlete without realizing its negative effects).

Mandatory Reporting

Adult participants must know their reporting requirements under the U.S. Center for SafeSport Code (The Code), state law, and federal law. Furthermore, USAS members and adult participants are required to comply with the Code, and all local, state and federal laws.

Adult participants must report violations of the Code (including violations of the MAAPP) and suspicions or allegations of misconduct. All cases of suspected child abuse, to include emotional, physical or sexual abuse of a minor (under the age of 18) must be reported to law enforcement immediately. Every participant must comply with any other applicable reporting requirements under state law. Filing a report with the Center and/or USAS does not satisfy this obligation.

Child abuse includes incidents that involved a victim who was a minor at the time of the alleged incident but may be an adult now.

Adult participants who learn of information or reasonably suspects sexual misconduct, criminal charges or dispositions involving sexual misconduct, or misconduct involving minors, misconduct related to the Center's process, including aiding and abetting, abuse of process, and/or retaliation must report the incident(s) directly to the Center immediately.

Adult participants who learn of information or reasonably suspects emotional or physical misconduct (including bullying, stalking, hazing and harassment) must report the incident(s) to USAS.

Reports may be made anonymously using the form as provided in Appendix B, however, it may not be possible to verify that Mandatory Reporting obligations have been satisfied.

All mandatory reports are tracked in USAS's Complaints and Investigations Tracking internal database to ensure compliance with state and federal law, and the Center's requirements.

For further information, USAS has adopted the Code's definition of Mandatory Reporting and Failure to Report. USAS complies with all applicable policies and procedures as outlined in the [Code](#).

Prohibition of Retaliation

Retaliation before, during and/or after the process of resolving an abuse or misconduct allegation is prohibited by USAS and the Center.

For further information, USAS has adopted the definition of "Retaliation", applicable policies and procedures as provided in the [Code](#).

The Center defines Retaliation as follows:

Retaliation or attempt to do the same by a Participant, someone acting on behalf of a Participant, USA Shooting, a USA Shooting Club or State Association, the USOPC, or any organization under the Center's jurisdiction is prohibited. Retaliation is any adverse action or threat to take any adverse action against any person related to allegations of Prohibited Conduct. Adverse actions include, but are not limited to: threatening, intimidating, harassing, coercing, or any other action or conduct with the potential effect of dissuading any reasonable person from reporting Prohibited Conduct or engaging in activity related to any reporting or investigative processes. Retaliation may take place at any time, including before, during, or after an individual's reporting or engagement in the processes of the Center or other relevant organization under the Center's jurisdiction. Retaliation may be present even where there is a finding that no violation occurred. Retaliation does not include good-faith actions lawfully pursued in response to a report of a Code violation.

No Interference

USAS shall not interfere in, attempt to interfere in, or attempt to influence the outcome of the Center's investigation. Participants are also prohibited from interfering in, attempting to interfere in, or attempting to influence the outcome of any USAS investigation or the Center's investigation.

For further information, USAS has adopted the definition of “No Interference”, applicable policies and procedures as provided in the [Code](#).

Definitions

Child, children, minor and youth

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

Child physical abuse

Non-accidental trauma or physical injury caused by contact behaviors, such as punching, beating, kicking, biting, burning or otherwise harming a child. Child physical abuse may also include non-contact physical misconduct as described in the Safe Sport Policy.

Legal definitions vary by state. To find guidelines concerning your state, visit the Child Welfare Information Gateway (www.childwelfare.gov).

Child sexual abuse

Child sexual abuse involves any sexual activity with a child where consent is not or cannot be given. This includes sexual contact with a minor that is accomplished by deception, manipulation, force, or threat of force regardless of whether there is deception, or the child understands the sexual nature of the activity. Sexual contact between minors can also be abusive if there is a significant imbalance of power or disparity in age, development, or size, such that one child is the aggressor. Sexually abusive acts may include sexual penetration, sexual touching, or non-contact sexual acts such as verbal acts, sexually suggestive written or electronic communications, exposure, or voyeurism.

Legal definitions vary by state. To find guidelines concerning your state, visit the Child Welfare Information Gateway (www.childwelfare.gov).

Misconduct

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

Safe Sport Policy

As used here, a set of guidelines, policies and practices related to USAS’s strategy for recognizing, reducing, and responding to child sexual abuse and other misconduct in our sport.

USAS Staff

References to USAS staff include full-time and part-time paid employees, national and assistant national coaches, and volunteers under the supervision of USAS staff.

Participants

The following categories of individuals are considered USA Shooting 'participants' as it relates to the USA Shooting Safe Sport policy and the US Center for SafeSport:

Per US Center for Safe Sport requirements USA Shooting has identified the following categories of individuals who are considered '**participants**' who are required to report all sex abuse allegations to the US Center for Safe Sport:

- All named USAS shooting team athletes (national junior team, national development team, national team) - Safe Sport training only if a minor/under eighteen
- USA Shooting staff (to include contractors) and National Coaches
- USA Shooting named National Assistant Coaches
- USA Shooting Officials/Referees
- USA Shooting Volunteers working under the direction of USA Shooting staff
- USA Shooting Certified Training Center coaches and other volunteers working directly with the CTC Olympic shooting sports related athletes
- National Training Center Shooting Club coaches
- USAS Coach Academy Certified Coaches
- Any coaches attending a USAS event onsite at the OTC working with athletes

* The *SafeSport Code for the U.S. Olympic and Paralympic Movement* is the definitive source for all Safe Sport terms and definitions.

Response and Resolution

The lack of or absence of guidance on when and how to report suspected misconduct is a significant barrier to disclosing misconduct, including child physical and sexual abuse.

Without training in this area, sport stakeholders may feel ill-prepared, powerless, and lost when it comes to responding to and reporting misconduct. Other stakeholders must also be able to recognize misconduct and to know how to respond.

It is also critical that staff members and/or volunteers understand that they should not attempt to evaluate the credibility or validity of child physical or sexual abuse allegations as a condition for reporting to USA Shooting Staff or to appropriate law

enforcement authorities.

Reporting Policy

All USA SHOOTING participants must report:

1. violations of the Safe Sport Policy,
2. misconduct as defined in USA SHOOTING's Safe Sport Policy, and
3. suspicions or allegations of child physical or sexual abuse

Participants and all affiliates of USA SHOOTING are required to comply with Federal and State laws and ensure compliance with the SafeSport code.

Any report of misconduct or suspicions of child physical or sexual abuse will be taken seriously and managed appropriately.

As a matter of policy, USA Shooting does not investigate suspicions or allegations of child physical or sexual abuse or attempt to evaluate the credibility or validity of such allegations as a condition for reporting to the appropriate law enforcement authorities.

The U.S. Center for SafeSport has exclusive jurisdiction for all sexual misconduct allegations. Any reports received by USA Shooting of an allegation that falls within the Center's exclusive jurisdiction must be referred by USA Shooting to the Center immediately and no later than within 24 hours.

All reports can be made anonymously, and with no associated costs.

Jurisdiction

Exclusive Jurisdiction

The U.S. Center for SafeSport has the exclusive jurisdiction involving the following issues for all investigative purposes and allegation resolution.

1. Sexual Misconduct, including without limitation child sexual abuse and any misconduct that is reasonably related to an underlying allegation of Sexual Misconduct;
2. Criminal Charges or Dispositions involving Child Abuse or Sexual Misconduct;
3. Misconduct Related to Reporting, where the underlying allegation involves Child Abuse or Sexual Misconduct;
4. Misconduct Related to Aiding and Abetting, Abuse of Process, or Retaliation, when it relates to the Center's process;
5. Other Inappropriate Conduct, as defined in the Code.

Discretionary Jurisdiction

The U.S. Center for SafeSport has discretionary jurisdiction involving the following issues for all investigative purposes and allegation resolution:

1. Non-sexual Child Abuse;
2. Emotional and physical misconduct, including stalking, bullying behaviors, hazing, and harassment;
3. Criminal Charges or Dispositions not involving Child Abuse or Sexual Misconduct;
4. Minor Athlete Abuse Prevention Policy or other similar Proactive Policy violations;
5. Misconduct Related to Aiding and Abetting, Abuse of Process, or Retaliation, when it relates to the processes of the USOPC, USAS, USA Clubs and/or State Associations, or any other organization under the Center's jurisdiction.

Determining Jurisdiction/Jurisdiction Notification

USAS will promptly inform an identified reporting party of its jurisdictional determination as determined above.

USAS's Clubs and State Associations do not collect any reports of sexual, emotional, or physical misconduct, violations of the MAAPP, nor retaliation. The USAS or the Center must receive all complaints, and are responsible for resolution. To determine jurisdiction and file a report, the following steps will be adhered to:

A. If USAS receives a complaint that falls under the Center's **exclusive jurisdiction**, USAS will:

1. Request that the reporting party submit a free report online directly to the USCSS [here](#).
2. Within 24 hours, submit a report to the Center
3. If applicable, contact law enforcement within 24 hours.
4. USAS will ensure all requirements are met pursuant to mandatory reporting.

B. If USAS receives a complaint that falls under the Center's **discretionary jurisdiction**, and USAS does not have a conflict of interest, USAS will:

1. If applicable, instruct the Claimant to complete the USAS SafeSport Reporting Form (Appendix B) and submit to BOTH Krista.Austin@usashooting.org AND USAShooting.SafeSport@USOPC.org.
2. Determine jurisdiction as defined above.
3. USAS will promptly notify the Claimant of jurisdiction or referral to the Center.

- a. Should the Center accept jurisdiction, the Center is responsible for notifying the Claimant of jurisdiction.
 - i. USAS will comply with No Interference, and will await notification of outcome from the Center.
- b. Should the Center decline jurisdiction, USAS will notify the Claimant of jurisdiction.
 - i. Cases under USAS's jurisdiction are assigned to the Director of High Performance or their designee.
 - ii. USAS has a designated SafeSport and Compliance Administrator that follows best practices for investigations as determined by the Center.

C. If USAS receives a complaint that falls under the Center's **discretionary jurisdiction**, AND USAS does have a conflict of interest, USAS will:

- 1. File the report with the Center and notify the Claimant.
 - a. USAS will comply with No Inference, and will await notification of outcome from the Center.

Internal Procedures for Conducting an Investigation (USAS Jurisdiction)

A. USAS will provide opportunities for both the Claimant and Respondent to provide information for consideration and will proceed to Preliminary Inquiry:

- 1. USAS will promptly confirm jurisdiction with the Claimant, such that the matter is being accepted by USAS.
- 2. USAS will review the USAS SafeSport Reporting Form and/or direct the Claimant to submit the form as stated above.
- 3. USAS will confirm that the Claimant would like to proceed with filing the complaint; proceed to step 5.
- 4. If the Claimant would like to withdraw the complaint, USAS will document and send an Administrative Closure Letter to the Claimant. USAS will send an Administrative Closure Letter to the Respondent, if applicable. At this time, the complaint is considered withdrawn and closed.
- 5. USAS will confirm with the Claimant next steps, to include a formal interview and advise the Claimant of confidentiality. USAS will advise that:
 - a. Information may be accessed by the Director of High Performance, executive staff, the Center, and/or law enforcement.

- b. Information may also be shared with club directors, officers, officials, coaches and team leaders to assist with the enforcement of safety plan(s) and temporary measure(s).
- 6. USAS will confirm whether the Claimant would like to remain anonymous.
- 7. USAS will request a list of witnesses.
- 8. USAS will review Prohibition of Retaliation and the Retaliation definition as outlined in the Sports Act.
- 9. USAS will send Notice of Allegations to both the Claimant and the Respondent and advise of opportunity to identify and provide a witness list and contact information.

B. USAS will begin conducting interviews.

- 1. The Claimant and their witnesses will be interviewed first. Witnesses will be advised of Confidentiality, the Claimant and their witnesses may submit evidence.
- 2. USAS will interview the Respondent and their witnesses after previous step has been completed. Witnesses will be advised of Confidentiality. Both the Respondent and their witnesses may submit evidence.

Please note, interviews may be conducted in person, by telephone, and/or video call.

C. If based on the investigation, the Director of High Performance or their designee determines that there is not probable cause (i.e., no fair basis or probability) to believe that the Complaint has merit or that the underlying facts and circumstances give rise to an issue that is appropriate for resolution, USAS will issue an Administrative Closure and provide notice to both the Claimant and the Respondent. A warning letter or remediation training may be provided, if applicable.

D. If, based on the investigation, the Director of High Performance or their designee determines that there is probable cause (i.e., fair basis or probability) to believe that the Complaint has merit or that the underlying facts and circumstances give rise to an issue that is appropriate for resolution, USAS will request a hearing through the USAS SafeSport Board (USB).

E. USAS must clearly identify and articulate the evidentiary standard applied to the evaluation of alleged misconduct and/or policy violation. USAS will document the evidentiary standard met in an Investigative Summary. If temporary measures have not already been established, USAS will review and implement any temporary measures as deemed appropriate.

F. USAS will complete a Case Resolution Form.

G. USAS will submit a case referral to the USB.

H. All reports are tracked on USAS's Complaints and Investigations Tracking internal database, to include allegations and outcomes.

I. The USAS SafeSport and Compliance Administrator will maintain and review USAS's Complaints and Investigations Tracking internal database for compliance, as well as ensure timely resolution of matters. The SafeSport and Compliance Administrator will also ensure the Response and Resolution policy is being followed.

Please note, all communications, interviews, and evidence will be documented and logged in USAS case file and/or USAS's Complaints and Investigations Tracking internal database.

Temporary Measures

USAS may implement Temporary Measures at any time if an assessment of known facts and evidence suggests that measures are necessary to mitigate risk, or to protect athletes or the sport community. Temporary measures will be implemented on a case-by-case basis and tailored to the specific needs of a matter, based on the severity of the allegations, the evidentiary support for the allegations, and/or the perceived risk to athletes or the sport community. Temporary measures may include, but are not limited to, altering training schedules, providing or requiring chaperones, implementing contact limitations, implementing measures prohibiting one-on-one interactions, and suspensions from participation in some or all aspects of sport activity.

Temporary measures can:

- Reduce potential conflict throughout an investigation;
- Mitigate risk for participants;
- Lessen the likelihood of intimidation, harassment, or retaliation;
- Prevent a hostile sporting environment; and/or
- Ensure a fair and neutral investigation into the matter

A. The Center may at any time impose temporary measures. A Temporary Measure shall be effective immediately upon notice, unless stated otherwise. Temporary Measure(s) will remain in effect until the Center expressly removes the Temporary Measure(s). If/when the Center expressly exercises jurisdiction over allegations regarding a particular Participant, USAS cannot issue in response to those allegations, a suspension or other restriction that may deny or threaten to deny a Respondent's opportunity to participate in sport.

B. Upon the Center's issuance of a Notice of Exercise of Jurisdiction, any temporary measures previously imposed by the USOPC or USAS will be automatically and immediately adopted by the Center as its own, and will be applicable throughout all Olympic, Paralympic, Pan American and Para Pan sports in the United States, and will remain in effect unless and until the Center modifies those measures. USAS will notify the Center within 72 hours of any Temporary Measures previously imposed.

C. USAS may impose a Safety Plan or Temporary Measures at any time during the Center's process. USAS has the authority to implement any safety plans or measures, including suspension, prior to the Center exercising jurisdiction over a matter. After the Center exercises jurisdiction, USAS may implement any safety plan or temporary measure, short of suspension, and will notify the Center within 72 hours of imposition.

Internal Procedures for Responding to the USCC's Request for Information

A. USAS's Safe Sport and Compliance Administrator, or their designee, will respond to the Center's Request for Information within 72 hours, to include:

1. Does USA Shooting consider this person to be a Participant as defined by the SafeSport Code? **If yes, please provide USA Shooting's rationale;**
2. Please confirm whether you or USA Shooting have a conflict of interest with this individual;
3. Please provide any information regarding this person's current, former, or prospective role(s) related to any national team, Olympic/ Paralympic team, or employment with USA Shooting.
4. Provide a screen shot or PDF copy of this individual's member record (including DOB, current physical, and email addresses);
5. Provide a screen shot or PDF copy of this individual's membership history; and
6. Provide any information concerning any prior or current disciplinary action against this individual, including documentation of any **Temporary Measures** imposed by USA Shooting or Local Affiliated Organization (LAO). **The Center will not adopt any existing Temporary Measures if USA Shooting does not promptly provide documentation of their existence.**

Please note, at any time, should the Center choose to change the information requested, USAS will immediately comply.

Enforcing Sanctions and Temporary Measures from USAA and the USCSS

Internal Procedures for Issuing Sanctions from USAA

A. If, based on the investigation, the Director of High Performance or their designee determines that there is probable cause (i.e., fair basis or probability) to believe that the Complaint has merit or that the underlying facts and circumstances give rise to an issue that is appropriate for resolution, the Director of High Performance or their designee, in consultation with the Chair of the USAS SafeSport Board, may attempt to informally mediate and resolve the dispute that is the subject of the Complaint to the satisfaction of the parties.

B. If the complaint cannot be resolved, the Director of High Performance or their designee, will request a hearing to be set through the USB.

C. If the USB Hearing Panel determines there is a preponderance of evidence, the Hearing Panel will follow procedures for notification, sanctions, and discipline.

D. USAS will update the Respondent's member account accordingly, to include notes indicating the discipline and/or sanctions imposed. This information will be documented in USAS's Complaints and Investigations Tracking internal database, in addition to the Respondent's member profile.

E. If applicable, USAS will update the public facing website to reflect the member's first name, last name, state, and reason for suspension. This information will also be documented in the member newsletter as well. Any persons that would be responsible for enforcing temporary measures and/or a safety plan will be notified as well.

F. Administrative Hold lists will be maintained internally by USAS in the event the person on the Administrative Hold list attempts to reinstate or gain membership.

Internal Procedures for Complying with Sanctions Issued by USCSS

A. When USAS receives an email from the USCSS containing information about a sanction that they imposed, the member for whom the sanction is issued should have already received notification from the Center regarding such sanction(s).

1. USAS will then update the member account to reflect the sanction via suspension or probation and add internal notes to their account. USAS will update any interested parties who need to be aware of the sanction (i.e. Coach, Club Leader, Staff, etc.) for enforcement and athlete safety purposes.
2. If the sanction is a suspension, USAS will post the suspension on the USAS website and in the USAS newsletter. USAS will also notify the USAS insurance carrier of any suspensions due to sexual or physical misconduct. Administrative hold lists will be maintained internally with USAS. If a person on the Administrative Hold list attempts to reinstate or gain membership, USAS will notify the Center.

United States Olympic and Paralympic (USOPC) Notification, If Applicable

Within 24 hours, USAS will notify the USOPC's Security and Athlete Safety Office if a violation of a USCSS Code or MAAPP violation has occurred at any Olympic and Paralympic Training Center (OPTC) and/or at a USOPC delegation event and/or if any alleged violation has resulted in the implementation of any temporary measures that may limit an athletes attendance at a delegation event, access to an OPTC, and/or will impact an athletes eligibility for a financial stipend, EAHl and/or other support services from the USOPC.

Quality Control System

The USAS Quality Control System can be found at <https://usashooting.org/about/safesport/>.

Data of Matters Addressed by the Organization

USA SHOOTING must annually submit to the Center data regarding:

1. Reports of emotional or physical misconduct made to USA SHOOTING or its local affiliated organizations i. Total reported incidents of alleged emotional misconduct
 - a. Total reported incidents of alleged physical misconduct
 - b. Total number of investigations of alleged emotional misconduct
 - c. Total number of investigations of alleged physical misconduct
 - d. Total number of violations for emotional misconduct adjudicated by the Organization, separated by cases adjudicated by USA SHOOTING and cases adjudicated by USAS for its LAOs
 - e. Total number of violations for physical misconduct adjudicated by the Organization, separated by cases adjudicated by USA SHOOTING and cases adjudicated by USAS for its LAOs
2. Reports to USA SHOOTING or its local affiliated organizations that a Participant violated the Minor Athlete Abuse Prevention Policies (MAAPP)
 - a. Total reported incidents of alleged violations of the MAAPP, by policy type
 - b. Total number of investigations of alleged violations of the MAAPP
 - c. Total number of violations of the MAAPP, separated by cases adjudicated by USA SHOOTING and cases adjudicated by USAS for its LAO
3. Reports to USA SHOOTING or its local affiliated organization that a Participant engaged in retaliation
 - a. Total reported incidents of alleged retaliation
 - b. Total number of investigations of alleged retaliation
 - c. Total number of violations of retaliation policy separated by cases adjudicated by USA SHOOTING and cases adjudicated by USAS for its LAOs

Questions

If you have any questions about the USA Shooting Safe Sport Policy and procedures contact:

SafeSport@usashooting.org



Appendix A - NCSI Background Self Registration Letter

USA SHOOTING AND UNITED STATES OLYMPIC and PARALYMPIC COMMITTEE

is proud to announce its partnership with the National Center for Safety Initiatives (NCSI) through which we will engage in a comprehensive background screening program for our staff, coaches, and volunteers.

USA SHOOTING AND UNITED STATES OLYMPIC and PARALYMPIC COMMITTEE

has taken important steps to ensure the highest level of safety within our programs. One of these steps is the implementation of a standardized approach to background screening for our coaches and volunteers. This includes a comprehensive background screening using NCSI's Full-Service product and a simple "Red Light/Green Light" clearance report issued in accordance with the criteria chosen by USA SHOOTING AND UNITED STATES OLYMPIC and PARALYMPIC COMMITTEE.

Simply go to <http://www.ncsisafe.com> and click on "Background Screening Self Registration" on the left side of the webpage. Complete three simple steps:

Step 1: Enter Self Registration Number: **55621320**

Step 2: Enter Your Information as Requested

Step 3: Provide Legal Authorization and Certification

It is important when entering your name, that you use your **full legal name** as written on your birth certificate or driver's license. Please also verify that your social security number and date of birth were typed correctly. Using nicknames or failing to type correct information may delay your background screening and could require additional fees.

The "Red Light/Green Light" results will be sent directly to USA SHOOTING AND UNITED STATES OLYMPIC and PARALYMPIC COMMITTEE. The National Center for Safety Initiatives will contact you directly if there are any questions, problems or issues related to your specific information. Please provide a valid email address as our contact with you will be primarily electronic. Please be sure to add @ncsisafe.com to your list of acceptable domains in your email program to receive notifications from us.

Once you have submitted your information you will receive a confirmation page. The background screening generally takes 10 business days to complete and you may check your status on our website under the "Applicant Login to Check Your Status" link at www.ncsisafe.com.

If you have any questions or problems submitting your information, please call the National Center for Safety Initiatives at (866) 833-7100.

Appendix B – SAFE SPORT INCIDENT REPORT FORM



SAFE SPORT REPORTING FORM

USA Shooting strongly encourages the reporting of misconduct. USA Shooting appreciates your willingness to report inappropriate behavior. USA Shooting holds jurisdiction for emotional misconduct, physical misconduct, and violations of the Minor Athlete Abuse Prevention Policies (MAAPP).

This section is about the individual you are reporting. Please provide as much information as possible.

Name of individual that you are reporting:

Age or Approximate Age:

Gender: ☐ Male

☐ Female

Street Address:

City:

State:

Zipcode:

Note: City, State required

Position(s) this individual holds or held: (check appropriate box)

- ☐ USAS Staff
- ☐ National Coach
- ☐ Assistant Coach
- ☐ Club Employee
- ☐ Volunteer
- ☐ Other/Not sure

This section asks questions about the incident or incidents you are reporting. Please provide as much specific information as you are able.

Type of Offense

- ☐ Sexual Misconduct
- ☐ Physical Misconduct
- ☐ Emotional Misconduct
- ☐ Violation of the Minor Athlete Abuse Prevention Policies

Where did the incident or incidents take place? (City, State, and any other available location information)

Please Describe what happened: (Including... Who, What, When, Where)

*This section is for information about the victim or victims. **If you are the victim** and wish to remain anonymous, you may do so. In that case, please enter only your age, city, state, and Club affiliation.*

I wish to remain anonymous: ☐ Yes.

Victim's Name:

Age (or approximate age):

Club affiliation (if any):

Contact phone number:

(Note: if this person is under eighteen, please provide contact information for his/her parent or guardian)

Contact Email address:

(Note: if this person is under eighteen, please provide contact information for his/her parent or guardian)

Gender: ☐ Male ☐ Female

This section is for information about the person reporting the violation. You may remain anonymous if you wish. However, providing your information is vastly helpful to a swift and effective investigation. A person reporting alleged misconduct should not fear any retribution and/or consequence when filing a report, he or she believes to be true.

I wish to remain anonymous: ☐ Yes.

Your Name:

Your Phone Number:

Your Email

Address: Club Affiliation (if any):

Your Relationship to victim (if any – check one):

- ☐ Self
- ☐ Parent/Guardian, Other Family Member (Please Specify):
- ☐ Friend or Acquaintance
- ☐ Club Member/Coach
- ☐ Prefer Not To Say/Other (Please Specify):

Other relevant information regarding relationship to the victim:

If you have any other information that you feel would be helpful to an investigation of the alleged offense you have reported, please enter it here:

Appendix C – USAS INCIDENT TRACKING FORM



USAS INCIDENT TRACKING FORM

Incident: (brief description)

Reported By:

Date:

Individuals (s) Involved:

Investigated By:

☐ USA Shooting – name of USAS Staff member who investigated: ☐ Law enforcement agency - Name of officer:

Agency:

Contact information:

Location of Incident:

Summary of Complaint

Statements Provided By: (name, contact information)

Conclusion:

Recommendation:

ACTION TAKEN:

Appendix D: ADDITIONAL RESOURCES

Prevention

- Centers for Disease Control, www.cdc.gov/ViolencePrevention/childmaltreatment/index.html
- U.S. Department of Health and Human Services, Child Welfare Information Gateway, www.childwelfare.gov

Applicant Screening

- “Staff Screening Toolkit: Building a Strong Foundation Through Careful Staffing,” Patterson, John C. (Nonprofit Risk Management Center), www.nonprofitrisk.org

Creating Policies and Procedures

- “Preventing Child Abuse Within Youth-Serving Organizations: Getting Started on Policies and Procedures.”

Risk Management

- Public Entity Risk Institute (PERI), www.riskinstitute.gov
- Nonprofit Risk Management Center, www.nonprofitrisk.org
- Nonprofit Risk Management Center, “The Season of Hope: A Risk Management

Guide for Youth-serving Nonprofits.”

- National Resource Center for Community-Based Child Abuse Prevention, Evaluation Toolkit, Logic Model Builder: <http://friendsnrc.org/evaluation-toolkit>

Reporting

- Child Information Gateway, www.childwelfare.gov

Long-Term Effects

- Child Welfare Information Gateway, “Long-Term Consequences of Child Abuse and Neglect,” www.childwelfare.gov/pubs/factsheets/long_term_consequences.pdf

Counseling

- Childhelp, <http://www.childhelp.org>

- Childhelp National Child Abuse Hotline: 1.800.4.A. CHILD (1.800.422.4453) (staffed 24 hours a day, seven days a week, with professional crisis counselors)
- Child Molestation Prevention,
<http://childmolestationprevention.org/pages/diagnosis/html>
- Sexual Behaviors Consultation Unit, Johns Hopkins Hospital,
http://hopkinsmedicine.org/psychiatry/specialty_areas/sexual_behaviors/