



**USA Shooting  
Safe Sport Policy  
Sanctioned Events  
Affiliated Organization / Club (AO/Club)**

USA Shooting in partnership with the United States Olympic & Paralympic Committee and the Center for Safe Sport seek to provide a safe and constructive environment for all athletes to grow, feel safe and excel in their chosen sport. USA Shooting has developed the following policy /procedure for affiliated organization (AO) conducting sanctioned USA Shooting events, to help guide them in organizing an event that provides a safe and secure event for all athletes and participants. This policy applies to early as well as onsite registrations. This policy is required for all USA Shooting sanctioned events regardless of the physical presence of a USA Shooting staff representative. Failure to comply can result in the inability for the affiliated organization/club to conduct sanctioned events under the auspices of USA Shooting.

- The USA Shooting events manager will provide this policy via electronic communication to the AO/club director / organizer / manager prior to or at the time the “event” is being register with USA Shooting.
- Affiliated Organization / club (AO/club) must be registered as a USA Shooting club.
- The AO/club director / organizer / manager must be a member of USA Shooting and fully trained in Safe Sport. The USA Shooting events manager will verify that this individual is fully trained at the time the “Event” is registered with USA Shooting.
- All coaches working with athletes at the sanctioned event must be fully Safe Sport trained and verified to USA Shooting prior to the event. The coaches must have some sort of identification at the event verifying they have been Safe Sport trained and verified by the event director. This can be done via wrist bands, or other preapproved forms by USA Shooting. For AO’s / clubs not using the USA Shooting registration and Safe Sport data base, coaches must provide their Safe Sport “Certificate of Completion” to the AO/club director / organizer / manager. This is the responsibility of the local AO/club director / organizer / manager. The USA Shooting

events manager will provide electronically, at time of event registration, a spread sheet to be completed by the AO/club director / organizer / manager to assist in this process.

- All staff, range officials/officers and volunteers working at the sanctioned event must be fully Safe Sport trained and verified to USA Shooting prior to the event. The staff and volunteers must have some sort of identification at the event verifying they have been Safe Sport trained and verified by the event director. This can be done via wrist bands, or other preapproved forms by USA Shooting. For AO's / clubs not using the USA Shooting registration and Safe Sport data base, staff, range officials/officers and volunteers must provide their Safe Sport "Certificate of Completion" to the AO/club director / organizer / manager. This is the responsibility of the local AO/club director / organizer / manager to collect and verify. The USA Shooting events manager will provide electronically, at time of event registration a spread sheet to be completed by the AO/club director / organizer / manager to assist in this process.
- It is the responsibility of the AO/club director / organizer / manager to verify that all event participants including but not limited to athletes, coaches, range officials/officers, staff, and volunteers are not on the Safe Sport Centralized Disciplinary Database. <https://uscenterforsafesport.org/response-and-resolution/centralized-disciplinary-database/> . The USA Shooting events manager will provide to the AO/club director / organizer /manager a current list of individuals on the "Jurisdictional Hold" list under USA Shooting prior to the event. The AO/club director / organizer /manager must report that they have confirmed this to USA Shooting event manager at least three days prior to the event.
- If anyone witnesses or suspects a violation of the safe sport code, including but not limited to, sexual, emotional and physical misconduct, or MAAPP policy, they can report it to the AO/club director / organizer / manager, who intern will report it immediately to USA Shooting and or the US Center of Safe Sport. The party may also report this directly to USA Shooting and/or the US Center of Safe Sport (<https://uscenterforsafesport.org/report-a-concern/> ). The AO/club director / organizer / manager is responsible for providing this information on how to report a concern or violation to all event participants, including but not limited to athletes, coaches, range officials/officers, staff, and volunteers, prior to the event and must provide USA Shooting proof of communication. The following link provides information on Reporting Procedures. <https://usashooting.org/about/safesport/>. The USA Shootings event manager will provide an email template for the AO/club director / organizer / manager to use in communicating this information. The AO/club director / organizer / manager must provide proof of this communication prior to the event to USA Shooting.

- Prior to the event the USA Shooting MAAPP policy must be communicated to all event participants included but not limited to athletes, coaches, range officials/officers, staff, and volunteers. This policy can be found on the USA Shooting website. <https://usashooting.org/about/safesport/> . The AO/club director / organizer / manager must provide proof of this communication prior to the event to USA Shooting. The USA Shooting event manager will provide an email template for the AO/club director / organizer / manager to use in communicating this information.
- Prior to the event USA Shooting Safe Sport policy must be communicated to all event participants included but not limited to athletes, coaches, range officials/officers, staff, and volunteers. This policy can be found on the USA Shooting website. <https://usashooting.org/about/safesport/>. The USA Shootings event manager will provide an email template for the AO/club director / organizer / manager to use in communicating this information. The AO/club director / organizer / manager must provide proof of this communication prior to the event to USA Shooting.
- The AO/club director / organizer / manager must provide three days before the event to the USA Shooting event manager proof of all communication and confirmation of those requiring Safe Sport training for event participants included but not limited to athletes, staff, coaches, range officials/officers, volunteers to USA Shooting event manager. This may be provided in the form of a spreadsheet or other documentation. Safe Sport verifications for required individuals must contain name, date of birth, completion date and expiration date of safe sport training. The USA Shooting event manager will provide a spread sheet template to use to communicate the requirements to USA Shooting at the time of event registration. If an event participant is added after the spreadsheet is submitted, the AO/Club director / organizer / manager must provide an updated spreadsheet and communications to the USA Shooting event manager within 1 week of the event.
- The USA Shooting Events Manager will provide the Affiliated Organization / club digital copies of Safe Sport signage that must be displayed at the venue prior to the event.

The goal of USA Shooting is to provide a safe, rewarding and exceptional experience for all athletes and participants. Compliance with this policy, the Safe Sport code and MAAPP policy will help ensure all involved can achieve this goal. USA Shooting event manager will review all submitted documentation. If you have questions, please contact the USA Shooting events manager.