



# SAFE SPORT PROTOCOL FOR SANCTIONED EVENTS AND ACTIVITIES

## USA CYCLING SAFE SPORT PROTOCOL

*In accordance with the U.S. Center for SafeSport and USA Cycling's Safe Sport Program, the following mandates are required for all events sanctioned or organized by USA Cycling. For questions or further information please contact: [USACyclingSafeSport@usacycling.org](mailto:USACyclingSafeSport@usacycling.org).*

*USA Cycling may update its Safe Sport Program and event policies at any time and unless otherwise stated, changes are effective immediately upon publication. USA Cycling reserves the right to audit events for purposes of compliance with USA Cycling's Safe Sport Program and protocols.*



## SAFE SPORT PROTOCOL

### INTRODUCTION

USA Cycling thanks event organizers, local organizing committees, and volunteers for their continuous efforts to support our shared mission of ensuring a safe and enjoyable cycling environment for all. Strategies for safeguarding athletes continue to evolve, and we are fully committed to keeping pace with developments in this space and enabling you to deliver events that implement best practices. We appreciate that this requires additional efforts and resources and we strive to provide you with the best support possible to help you deliver events that set the standard for athlete safety in cycling.

As you prepare to host your upcoming event, we would like to provide the following information, which constitutes USA Cycling's Safe Sport Protocol for Sanctioned Events and Activities, for implementation. They aim to ensure you, your event, and your participants remain in compliance and experience a safe and enjoyable event. This resource is provided to all event organizers upon issuance of each Event Permit.

**'Participant' refers to anyone with a role in the event (e.g., rider, volunteer, official, coach, etc.) and/or access to parts of the venue that are not publicly accessible (e.g., pre-ride on the course). Put simply, it is anyone with a role beyond that of a spectator.**



## SAFE SPORT PROTOCOL

### PRIOR TO THE EVENT

#### 1. Participant Communication Requirements

##### a. Content

i. Event Organizers must send a direct communication to all Participants within 30 days of the event to remind them of the following two items:

1. That they are bound by USA Cycling's Safe Sport Program, including the SafeSport Code and Minor Athlete Abuse Prevention Policies (MAAPP).
2. How to report concerns involving alleged violations of the MAAPP, SafeSport Code or USA Cycling's Safe Sport Program.

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

i. You can send the following message to participants to meet this communication requirement:



As you prepare for the upcoming event, we would like to remind you that athlete safety is of the utmost importance to USA Cycling.

To help create a safe environment that is free from misconduct and abuse at all USA Cycling events, please review USA Cycling's Safe Sport Program **Policies**, including reporting **requirements** and the Minor Athlete Abuse Prevention Policies (**MAAPP**). All Participants at USA Cycling sanctioned events must abide by these policies.

### PROHIBITED CONDUCT

All participants at this event are expected to refrain from engaging in Prohibited Conduct as defined by the US Center for SafeSport **Code**. Prohibited Conduct includes but is not limited to the following: sexual misconduct, emotional misconduct, physical misconduct, bullying, harassment, hazing, and violations of the **MAAPP**.

### MAAPP

These policies have been adopted by USA Cycling to establish clear boundaries between participants in cycling and to reduce isolated one-on-one interactions between minors and adults in cycling and apply during all USA Cycling events, including before, during and returning from the event. Review the full MAAPP **here**.

### REPORTING REQUIREMENTS

Adult Participants are required to report violations of USA Cycling's Safe Sport Program, including violations of the **MAAPP**. The mandatory reporting requirements apply to Adult Participants, but USA Cycling encourages anyone who becomes aware of, or experiences misconduct or abuse, to report those allegations. While USA Cycling is committed to providing a safe environment for all participants, the organization can't address behaviors or problems it is unaware of, so your engagement in reporting is instrumental in ensuring safety for all.



## SAFE SPORT PROTOCOL

Report suspected or known incidents of sexual misconduct directly to the US Center for SafeSport:

<https://uscenterforsafesport.org/report-a-concern/>

Report other forms of misconduct, including physical misconduct, emotional misconduct, and MAAPP violations, to USA Cycling:

<https://usacycling.org/safesport/report-other-misconduct>

**Click here** to find a word version of this language that you can copy and paste.

### c. Communication Delivery

- i. This direct communication must be sent to all Participants within 30 days of the actual event and prior to the event (less than 30 days in advance and prior to the event day).
- ii. If you do not use the template language, the communication must include a link to USA Cycling's MAAPP and the SafeSport Code. Additionally, communication must include how and where reports of sexual, emotional, and physical misconduct and violations of the MAAPP should be made, including links to the Center's reporting mechanism and USA Cycling's reporting mechanism.

For example:

The SafeSport **Code** and USA Cycling's Minor Athlete Abuse Prevention Policies (**MAAPP**) are in effect at this event.

Report suspected or known allegations of sexual misconduct to the **Center**.

Report other forms of misconduct, including physical misconduct, emotional misconduct and MAAPP violations to **USA Cycling**.



- iii. The communication will be sent automatically from BikeReg if you utilize this platform for your event registration.

*\*\*Posting this communication on the event's webpage and social media accounts is strongly encouraged, but it does not satisfy the requirement for the direct communication to be sent.*

### **EVENTS NOT ABLE TO COMMUNICATE DIRECTLY WITH PARTICIPANTS AS DESCRIBED ABOVE**

We recognize the challenges of our event environments, including that many athletes and volunteers do not pre-register for events, contact information is not always available, and email platforms are not necessarily utilized. Regardless, all Participants must receive



## SAFE SPORT PROTOCOL

communication about the SafeSport Code, MAAPP, and how to report misconduct. Therefore, if an event cannot notify Participants in advance via email, we suggest taking the following measures:

- a. Place the USA Cycling MAAPP QR code sign and 'How to Report' sign at registration and volunteer check-in. Instruct those individuals running such stations to say the following (or something similar) when someone registers/signs-in:



"I would like to make you aware of the fact that the SafeSport Code, USA Cycling's Minor Athlete Abuse Prevention Policies are in effect at this event. Please use this QR code to pull up information about MAAPP to ensure you are familiar with it. You can report suspected MAAPP and Safe Sport violations by phone, online or via email and all the information is available using the QR code provided here".

- b. Post the provided signage in visible places throughout the event.

### 2. Eligibility to Participate

- a. SafeSport Training: All Adult Participants who have (a) regular contact with or (b) authority over Minor Athletes must be in compliance with SafeSport Training to be eligible to participate. View the list of individuals who need to have SafeSport training completed **here**. *Other individuals may also meet the criteria.*

If someone is out of compliance with the training requirement, they **CANNOT** participate in the event until coming into compliance. Therefore, they cannot play any role at the event beyond that of a spectator.

- i. USA Cycling's SafeSport Education Policy can be found **here**.
- ii. Coaches, UCI Technical Role license holders, Team Directors and Commissaires must have valid SafeSport training to have an active USA Cycling license so they are in compliance if they have an active license.
- iii. You will need to check individuals in the other categories manually.  
To verify SafeSport training status you can:
  1. Ask them to send you a copy of their most recent completion certificate.
  2. Email **USACyclingSafeSport@usacycling.org** and request verification for specified individuals.
- iv. If someone needs to complete the training before participating, you can have them create or login to their Sport80 account to access the training. They will follow the steps outlined **here**.

- b. USA Cycling Disciplinary Records: All Participants must be checked against USA Cycling's Disciplinary **Records**. Individuals listed in the Disciplinary Records **MUST BE PREVENTED** from participating in the event in any capacity. This is a live document so Participants should



## SAFE SPORT PROTOCOL

be checked against the Disciplinary Records on multiple occasions before and on the day of the event. Please inform **USA Cycling** and the **US Center for SafeSport** if anyone on the Disciplinary Records attempts to participate in any capacity beyond that of a spectator.

- As a reminder, 'Participants' include, but are not limited to:

- Riders
- Volunteers
- Medical personnel
- Event staff
- Coaches
- Announcers
- Photographers

*\*\*If someone has an active license with USA Cycling it denotes that they are not on the Disciplinary Records. This can be confirmed through the Race Verification tool in Sport80. You must check the Race Verification list for every event to confirm active licenses.*

**Click here** to access the USA Cycling's Disciplinary Records.

**Click here** to access the US Center for SafeSport Centralized Database.

### FOR EVENTS WITH DESIGNATED TEAM SPACE

The first person to arrive on-site to check-in to the team space must possess a Team Director license or equivalent (USA Cycling Coach, Commissaire or UCI Technical Role license). Any adults involved with a team utilizing a designated team space that are serving in the role of a Team Director or similar should possess this license (or equivalent). For example, an adult serving as the point of contact for athletes on the ground during the event. Each team space must indicate a minimum of one person serving in the role of Team Director on-site. The relevant license should be purchased in advance to ensure a smooth check-in process.

### RECOMMENDATIONS:

- Communicate directly with each group that registers for team space in advance to ensure at least one individual possesses the required license type.
- Indicate who has the relevant license through some form of credentialing (e.g., a certain colored sticker on a credential, a certain color lanyard, etc.).

### AT THE EVENT

#### Requirements

- All of the requirements outlined in this Safe Sport Protocol must be applied to all individuals seeking to participate in an event, whether they are identified prior to the event or on-site.
- All Participants must be checked against the Disciplinary Records.



## SAFE SPORT PROTOCOL

- Individuals on USA Cycling's Disciplinary Records cannot participate in an event in any capacity.
- If someone on USA Cycling's Disciplinary Records seeks to participate in the event they must be removed and USA Cycling and the US Center for SafeSport must be notified.
- All Participants required to complete SafeSport training must have valid SafeSport training on file to participate.
- MAAPP and Safe Sport related signage posted in highly trafficked areas.
- Restrooms and/or changing rooms must be identified and regularly and randomly monitored.
  - Specify one (or more) persons who will walk past the restroom/changing area and ensure nothing inappropriate is happening
  - These spaces should be checked hourly
  - Post signage indicating the designated restrooms and/or changing rooms
  - Encourage individuals to utilize the specified locations (and not others) if there are multiple options at the venue
- Monitor all designated areas that provide special access to riders (e.g., CX pits, pre-race course preview, track infield if not publicly accessible)
  - Individuals with access to these areas must be checked against the Disciplinary Records
  - If Individuals hold a Coach, Commissaire, Team Director or UCI Technical Role License they have already been checked and can be admitted

### ADDRESSING MISCONDUCT AT AN EVENT

The Event Organizer and Race Director have the authority to manage all Safe Sport issues should they arise at an event. All Safe Sport matters must also be reported directly to USA Cycling and/or the US Center for SafeSport. The following are examples of actions that can be taken in response to a violation of policy or misconduct for the immediate safety of athletes and Participants:

- Verbal warning
- Asking a person to maintain distance from a specific individual(s)
- Removal from the event
- Police intervention

### ARE YOU ORGANIZING HOST HOUSING ALONGSIDE YOUR EVENT?

If so, please refer to Appendix A to ensure you are adhering to USA Cycling's Safe Sport Program policies.



## SAFE SPORT PROTOCOL

### BEST PRACTICE

#### Communication

- Encourage announcers to make an announcement about MAAPP and Safe Sport policies being in effect. For example, they can say:



“USA Cycling is committed to creating a safe and enjoyable environment for everyone involved in its events. You will notice signage throughout the area regarding USA Cycling’s Safe Sport Program, including its Minor Athlete Abuse Prevention Policies (MAAPP) and how to report suspected misconduct. Please utilize the QR codes to make sure you are familiar with the policies and able to proactively help create a safe space for all!”

- Include a verbal reminder in the Rider Meeting, Commissaires Meeting and any other meetings that Safe Sport and MAAPP policies are in effect.
- Include language in the **Tech Guide** about MAAPP and Safe Sport policies being in effect and where/how to report concerns.
- Proactively share the consent **forms** related to team travel with Minor Athletes with teams that register for your event

#### Monitoring Designated Areas with Special Access to Riders

- Post signage informing individuals that access to the area requires a specific designation and where/how to gain access (e.g., at Registration).
- Use some form of credentialing to visually demonstrate that an Adult can have access to the area (e.g., specific lanyard, badge, wristband, t-shirt).

#### Restrooms and Changing Areas

- Post signage about MAAPP and How to Report in these areas.
- Post a monitoring sheet outside the restroom/changing area and have the person monitoring sign the sheet to indicate each time it has been checked.

### POST-EVENT

The Event Organizer must ensure any Safe Sport issues have been reported directly to USA Cycling and/or the US Center for SafeSport.

For non-competitive events, the Event Organizer must complete the Safe Sport Event Checklist on the post-event form within 72 hours.

For competitive events, the Chief Referee will complete the Safe Sport Event Checklist when they complete the post-event form.

Failure to complete the Safe Sport Checklist for the event, may result in and/or be considered a violation of sanctioning with USA Cycling.





## SAFE SPORT PROTOCOL

Please take a moment to review the entirety of USA Cycling's Safe Sport Program **ONLINE**. Here you will find information, resources and answers to frequently asked questions.

Please contact USA Cycling directly if you have any questions or concerns:  
**USACyclingSafeSport@usacycling.org**

Thank you for playing your role in ensuring a safe and enjoyable cycling environment for all. We appreciate your efforts and are thankful for your engagement.

### RESOURCES

You can find USA Cycling's Safe Sport resources for Event Organizers on USA Cycling's webpage. Click **here** for USA Cycling's "Host an Event page". Then select "Resource Hub", "Safe Sport Documents", and here you can download signage, the Safe Sport Protocol and many other useful resources.



# HOST HOUSING GUIDELINES

**THESE GUIDELINES ARE RELEVANT WHEN HOUSING IS ORGANIZED AND COORDINATED BY A USA CYCLING REGISTERED TEAM, EVENT ORGANIZERS, ETC.**

## **WHEN MINOR ATHLETES (UNDER 18 YEARS OLD) ARE STAYING IN HOST HOUSING**

All adults living in the host house (those 18 years and older) must:

- Have a USA Cycling Account
- Have valid SafeSport training
- Be checked against the Center's Disciplinary Records
- Receive information about MAAPP and How to Report Concerns

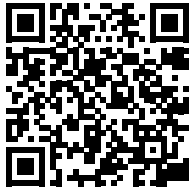
AND – always 2+ athletes placed in a host house when one (or more) is a Minor Athlete (Minor Athlete cannot be housed alone in a host house)

Teams/Clubs/Programs - Ensure all relevant Consent Forms have been gathered in advance of travel and lodging.

## **WHEN ADULT ATHLETES (18 YEARS AND OLDER) ARE STAYING IN HOST HOUSING**

All adults living in the host house (those 18 years and older) must:

- Be checked against the Center's Disciplinary Records
- Receive information about MAAPP and How to Report Concerns



**REPORT  
MISCONDUCT**



**REVIEW  
MAAPP**



**LEARN ABOUT  
USA CYCLING'S  
SAFE SPORT  
PROGRAM**



# HOST HOUSING GUIDELINES (HOW TO)

## WHEN MINOR ATHLETES (UNDER 18 YEARS OLD) ARE STAYING IN HOST HOUSING

All adults living in the host house (those 18 years and older) must:

- Have a USA Cycling Account
  - Create your Account **here**
- Have valid SafeSport training - FREE
  - Follow **these steps** to complete it within your Sport80 membership portal
- Be checked against the Center's Disciplinary **Records**
  - Click link and type in first and last name. If there is no name match, the person is clear and not on the Disciplinary Records
- Receive information about MAAPP and How to Report Concerns
  - The template **language** provided by USA Cycling is sufficient to satisfy this requirement

AND—always 2+ athletes placed in a host house when one (or more) is a Minor Athlete (Minor Athlete cannot be housed alone in a host house)

Teams/Clubs/Programs - Ensure all relevant Consent **z** have been gathered in advance of travel and lodging.

## WHEN ADULT ATHLETES (18 YEARS AND OLDER) ARE STAYING IN HOST HOUSING

All adults living in the host house (those 18 years and older) must:

- Be checked against the Center's Disciplinary **Records**
  - Click link and type in first and last name. If there is no name match, the person is clear and not on the Disciplinary Records
- Receive information about MAAPP and How to Report Concerns
  - The template **language** provided by USA Cycling is sufficient to satisfy this requirement

## MONITORING COMPLIANCE

For help confirming whether SafeSport Training have been completed, please email a roster with the following information to **USACyclingsafesport@usacycling.org** as soon as possible:

- Names (First and Last) of Adults in host homes and their email addresses

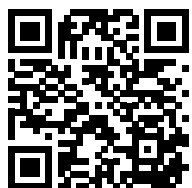
USA Cycling will verify and report back.



REPORT  
MISCONDUCT



REVIEW  
MAAPP



LEARN ABOUT  
USA CYCLING'S  
SAFE SPORT  
PROGRAM