



SAFE SPORT EVENT CHECKLIST

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These checklist items are contained in the electronic Post-Event form in the USA Cycling Permitting System. When filling in the Post-Event Information, you (the Event Organizer), or your Chief Referee, will be asked to complete these checklist items. This stand-alone version is meant to be a resource for the person completing the electronic Post-Event submission.

TASK	YES / NO / DON'T KNOW	IF "NO" OR "I DONT KNOW", PLEASE EXPLAIN	EXAMPLES
Did all Participants receive direct written communication about the MAAPP and how/where to report concerns within 30 days of the event?	Yes No Don't Know		Racers, volunteers, staff.
Was information about MAAPP posted in highly trafficked areas at the event?	Yes No Don't Know		Registration table, results board, volunteer check-in.
Was information about how to report misconduct posted in highly trafficked areas at the event?	Yes No Don't Know		Registration table, results board, volunteer check-in.
Were all Participants with (a) regular contact or (b) authority over Minor Athletes checked for SafeSport training compliance?	Yes No Don't Know		Coaches, officials.
Were all Participants who registered/ signed up before the event checked against the Disciplinary Records prior to the event?	Yes No Don't Know		Racers, volunteers, staff and medical personnel.
Were all Participants who joined the day of the event checked against the Disciplinary Records?	Yes No Don't Know		Racers, volunteers, staff and medical personnel.
Were restrooms and/or changing rooms identified through signage and monitored regularly and randomly?	Yes No Don't Know		Restrooms, changing areas.
Were all Participants seeking access to a designated area checked against the Disciplinary Records before entering (e.g., was there a credentialing process)?	Yes No Don't Know		CX pit, course preview, track infield.
Were you made aware of any incidences of misconduct or policy violations at the event?	Yes No Don't Know	If "Yes", please describe the nature of the incident(s) and what actions were taken (including if/where it was reported).	

Adult Participants serving in a volunteer capacity, who will not have regular contact or authority over Minor Athletes, are encouraged to take the Center's brief Volunteer Course (or SafeSport Trained Core) before engaging in the event.

All USA Cycling sanctioned events must take steps to ensure the policies within the USA Cycling's Safe Sport Program are implemented and followed.



Please refer to USA Cycling's Safe Sport Event Protocol packet for details on how to ensure you are completing each of these eight steps.