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United States / United Kingdom

# USBC ATHLETE SAFETY & RVP HANDBOOK



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## Overview

The United States Bowling Congress' Athlete Safety Program combines the U.S. Center for SafeSport Minor Athlete Abuse Prevention Policies (MAAPP's) and USBC's Registered Volunteer Program into one program. The program is designed to create awareness about emotional, physical and sexual abuse through education and safety policies. Throughout this document the most commonly used terms are defined in the Terminology section starting on page 2.

The USBC Athlete Safety Program accomplishes four important goals:

1. Requires Adult Participants to:
  - Comply with Minor Athlete Safety Policies when interacting with a Minor Athlete (Part III)
  - Report any child abuse, including sexual abuse, to the U.S. Center for SafeSport and USBC (Part IV)
  - Adhere to the USBC Athlete Safety Code of Conduct (Part V)
  - Adhere to the SafeSport Code (Part VI)
2. Requires those Adult Participants who have authority over USBC Youth members to be Registered Volunteers. A Registered Volunteer must comply with the following requirements:
  - Prior to attending a USBC Youth activity or within 45 days of being in a Registered Volunteer role, whichever occurs first:
    - Be a USBC member in good standing
    - Complete the U.S. Center for SafeSport training on a yearly basis (Part I)
    - Pass a background screen through the National Center for Safety Initiatives (NCSI) every two years (Part II)
3. Requires Adult Participants who have regular contact with Minor Athletes, to:
  - Prior to participation:
    - Be a USBC member in good standing
    - Complete the U.S. Center for SafeSport training on a yearly basis (Part I)
4. Provides Minor Athlete Safety Policies for Registered Volunteers and other Adult Participants to adhere to during any certified competition or USBC activity where USBC Youth members are involved. (Part III)

Individuals can gain access to complete the above requirements by logging into USBC's Community portal and then clicking on Athlete Safety under MY USBC. Athlete Safety Portal Instructions can be found on page 32.

This Athlete Safety & RVP Handbook, which will govern the program, has been developed in compliance with the U.S. Center for SafeSport Policies and Procedures and the National Council of Youth Sports recommendations.



## Terminology

**Adult Participant:** Any adult (18 years of age or older) who is:

- A member of USBC
- An employee or board member of USBC, a local or state association
  - USBC employees and interns
  - Team USA coaches and trainers
  - USBC Board Members
  - Independent contractors
  - Volunteers
  - State and local association managers and staff
- Within the governance or disciplinary jurisdiction of USBC, a local or state association
  - State and local youth committee members and directors
  - State and local association board members
- Authorized, approved, or appointed by USBC, a local or state association to have regular contact with or authority over Minor Athletes.
  - All Team USA and Junior Team USA athletes and alternates, training partners, and guides 18 years of age or older who are selected by USBC to:
    - Participate in national or international team, or Delegation Events.
    - Train at any Olympic & Paralympic Training Center, USOPC High Performance Training Center, or International Training and Research Center.
  - Other individuals, including medical personnel, authorized to work with Team USA and/or Junior Team USA athletes or other sport participants while at a USBC Training Site or competition event to which USBC sends athletes
  - Assistants, or personal care assistants who are funded, have a contractual obligation with, or are credentialed by USBC, have regular contact with USBC athletes, or otherwise meet the definition of Adult Participant Personal Care Assistant.
  - Other individuals who have regular contact with athletes as determined by USBC, in its discretion.
- Individuals in a Registered Volunteer role. This shall include, but is not limited to:
  - League and tournament officials
  - Local and state association board members
  - USBC trained coaches

**Amateur Athlete:** An athlete who meets the eligibility standards established by USBC for bowling.

**Authority:** When one person's position over another person is such that, based on the totality of the circumstances, they have the power or right to direct, control, give orders to, or make decisions for that person. Also see the Power Imbalance definition in the SafeSport Code.

**Close-in-Age Exception:** An exception applicable to certain policies when an Adult Participant does not have authority over a Minor Athlete and is not more than four years older than the Minor Athlete (e.g., a 19-year-old and a 16-year-old). Note: this exception only applies within the prevention policies and not regarding conduct defined in the SafeSport Code.

**Dual Relationships:** An exception applicable to certain policies when an Adult Participant has a dual role or relationship with a Minor Athlete and the Minor Athlete's parent/guardian has provided written consent at least annually authorizing the exception.

**In-Program Contact:** Any contact (including communications, interactions, or activities) between an Adult Participant and any Minor Athlete(s) related to participation in sport.



Examples of In-Program Contact include, but are not limited to: competition, practices, camps/clinics, training/instructional sessions, pre/post game meals or outings, team travel, review of game film, team- or sport-related relationship building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community service, sport education, or competition site visits.

**Local Affiliated Organization (LAO):** A regional, state, or local club or organization that is directly affiliated with USBC or that is affiliated with USBC by its direct affiliation with a regional or state affiliate of USBC. LAO does not include a regional, state, or local club or organization that is only a member of a National Member Organization of an NGB. In USBC, local and state associations and league and tournament competitions are considered Local Affiliated Organizations.

**Minor Athlete:** An Amateur Athlete under 18 years of age who participates in, or participated within the previous 12 months in, an event, program, activity, or competition that is part of, or partially or fully under the jurisdiction of USBC, local or state association.

**Partial or Full Jurisdiction:** Includes any certified event (including all travel and lodging in connection with the event) by USBC, or LAO, or any facility that USBC, or LAO owns, leases, or rents for practice, training or competition.

**National Governing Body (NGB):** A U.S. Olympic National Governing Body, Pan American Sport Organization, or Paralympic Sport Organization recognized by the U.S. Olympic & Paralympic Committee pursuant to the Ted Stevens Olympic and Amateur Sports Act, 36 U.S.C. §§ 220501, et seq. This definition shall also apply to the USOPC, or other sports entity approved by the USOPC, when they have assumed responsibility for the management or governance of a sport included on the program of the Olympic, Paralympic, or Pan-American Games.

**Adult Participant Personal Care Assistant:** An Adult Participant who assists an athlete requiring help with activities of daily living (ADL) and preparation for athletic participation. This support can be provided by a Guide for Blind or visually impaired athletes or can include assistance with transfer, dressing, showering, medication administration, and toileting. Personal Care Assistants are different for every athlete and should be individualized to fit their specific needs. When assisting a Minor Athlete, Adult Participant PCAs must be authorized by the athlete's parent/guardian.

**Paralympic Sport Organization (PSO):** an amateur sports organization recognized and certified as an NGB by the USOPC.

**Regular Contact:** 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). In USBC, this includes Adult Participants in a Registered Volunteer role and adult participants in a USBC adult/youth league.

**U.S. Olympic & Paralympic Committee (USOPC):** A federally chartered nonprofit corporation that serves as the National Olympic Committee and National Paralympic Committee for the United States.

**Registered Volunteer:** Anyone 18 years of age or older who has authority over minor athletes and are in a Registered Volunteer Role.

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**Registered Volunteer Role:** Specific Adult Participant roles or positions within USBC governance structure that have authority over USBC Youth Members. Those roles are:

- USBC headquarters employees
- USBC national board and youth committee members
- USBC Team USA and Junior Team USA members
- State and local youth committee members and directors
- State and local association board members
- State and local association managers
- USBC league officers in leagues with members age 17 or younger
- USBC Youth tournament managers
- USBC trained coaches



## USBC Athlete Safety Policies

The USBC has adopted policies, created by the U.S. Center for SafeSport, designed to create awareness about emotional, physical and sexual abuse.

### Section I – Education and Training Policy

#### A. Adult Participants Required to Complete Training

The following Adult Participants, as defined on page 2, must complete training through the U.S. Center for SafeSport online training:

1. Adult participants who have regular contact with any amateur athlete(s) who is a minor;
2. Adult participants who have authority over any amateur athlete(s) who is a minor (Registered Volunteers)
3. Adult participants who are an employee or board member of USBC or a local or state association.

Adult Participants must complete the training as follows:

- Year one – *SafeSport Trained Core Course* must be taken:
  - Before regular contact with an amateur athlete who is a minor begins; and
  - Within the first 45 days of initial membership, or
  - Upon beginning a new role subjecting the adult to this policy.
- Year two – Refresher 1
- Year three – Refresher 2
- Year four – Refresher 3

In year five and beyond, the above schedule will be repeated.

To be considered current with SafeSport Training, the next training course must be completed within 365 days from completion of the previous training.

To start your training, log into USBC’s Community on BOWL.com and click on Athlete Safety.

It is recommended that Minor Athletes who are in a Registered Volunteer role take the *SafeSport Trained Core Course*, with parental consent, before beginning the role.

#### B. Minor Athlete Training

Free online training is offered annually at [www.athletesafety.org](http://www.athletesafety.org), subject to parental consent, to members who are minors regarding prevention and reporting of child abuse.

#### C. Parent Training

Free online training is offered annually at [www.athletesafety.org](http://www.athletesafety.org) to parents of minor athletes on the prevention and reporting of child abuse.

#### D. Optional Training

1. Adult Participants serving in a volunteer capacity, who will not have regular contact with or authority over Minor Athletes, should take the Center’s brief Volunteer Course (or SafeSport Trained Core) before engaging or interacting with any Minor Athlete(s).
2. USBC, a local or state association may provide training in addition to the SafeSport Trained Core, although they cannot refer to this training as “SafeSport” training. Training other than the SafeSport Trained Core or Refresher does not satisfy this policy.



3. Parents of Minor Athletes are provided free online access to the Center's parent course and are encouraged to take the training.

## **E. Exemptions**

Exemptions from this Education and Training Policy may be made on a case-by-case basis for victims/survivors. Requests may be made directly to the U.S. Center for SafeSport, [exemptions@safesport.org](mailto:exemptions@safesport.org).

The U.S. Center for SafeSport will work with USBC regarding appropriate accommodations for persons with disabilities and individuals with limited English proficiency to satisfy the training requirements herein. USBC will provide reasonable accommodations and track any exemptions for individuals with disabilities and individuals with limited English proficiency.





## Section II – Criminal Background Screen Policy

- A. **Application** – This policy applies to the following groups and individuals 18 years of age or older:
1. Individuals USBC Headquarters authorizes, approves or appoints to serve in a position of authority over or have regular contact with Team USA or Jr. Team USA Athletes and Minor Athletes. This shall include, but is not limited to:
    - a. USBC employees and interns
    - b. Team USA coaches and trainers
    - c. USBC Board Members
    - d. Independent contractors
    - e. Volunteers
    - f. All Team USA and Junior Team USA athletes and alternates, training partners, and guides 18 years of age or older who are selected by USBC to:
      - 1) Participate in national or international team, or Delegation Events.
      - 2) Train at any Olympic & Paralympic Training Center, USOPC High Performance Training Center, or International Training and Research Center.
    - g. Other individuals, including medical personnel, authorized to work with Team USA and/or Junior Team USA athletes or other sport participants while at a USBC Training Site or competition event to which USBC sends athletes
    - h. Assistants, or personal care assistants who are funded, have a contractual obligation with, or are credentialed by USBC, or otherwise have regular contact with USBC athletes
    - i. Other individuals who have regular contact with athletes as determined by USBC, in its discretion.
  2. Individuals in a Registered Volunteer role. This shall include, but is not limited to:
    - a. League and tournament officials
    - b. Local and state association board members
    - c. USBC trained coaches
- B. **Background Check Search Components**
1. Full Background Checks. All full background check screens will include at least the following search components:
    - a. Social Security Number validation
    - b. Name and address history records
    - c. Two independent Multi-Jurisdictional Criminal Database searches covering 50 states plus DC, Guam, and Puerto Rico
    - d. Federal District Courts search for each name used and district where the individual currently lives or has lived during the past seven years, going back the length of time records are available and reportable
    - e. County Criminal Records for each name used and county where the individual currently lives or has lived during the past seven years, going back the length of time records are available and reportable for each county searched
    - f. National Sex Offender Registry database search of all available states, plus DC, Guam, and Puerto Rico
    - g. Multiple National Watch Lists
    - h. SafeSport Disciplinary Records
    - i. Comprehensive International Records search U.S. citizens who have lived outside of the United States for six consecutive months in any one country, during the past seven years
    - j. Motor Vehicle Records of at least a 3-year history in the state of licensure; (if driving is required for position)
  2. Supplemental Background Checks. All supplemental off-year background check screens will be conducted using at least the following search components:
    - a. Multi-Jurisdictional criminal database covering 50 states plus DC, Guam, and Puerto Rico



- b. Sex Offender Registry database searches of all available states, plus DC, Guam, and Puerto Rico; and
- c. SafeSport Disciplinary Records.

## **C. Timeframe**

- 1. Full background checks will be completed prior to the commencement of a new role or competition for all applicable individuals.
- 2. At a minimum, full background checks will be conducted on all applicable individuals every two years using at least the background check search components referenced in Item B.
- 3. A supplemental, partial, background check will be conducted in the off-years using at least the background check search components referenced in Item B of the Background Check Procedures

**D. USBC Training Sites** - USBC requires criminal background checks in compliance with the background search components in Section B, for those individuals formally authorized, approved or appointed to serve in a position of authority over athletes, or to have regular contact with athletes.

**E. Media** – Individuals affiliated with the media, who are authorized or credentialed by USBC to access a Training Site or attend a competition ran by USBC are required to undergo a criminal background.

**F. Third-Party Vendors/Contractors** – Contracts with third-party vendors/contractors that are:

- 1. In a position of authority over or
- 2. In regular contact with athletes include the background check requirements set forth in this policy.

Certification must be provided by the vendor/contractor upon request by USBC, to establish that the mandated background checks were conducted.

**G. Partner Programs** – USBC does not partner with community organizations for events.

## **H. Background Check Report Review**

- 1. USBC Initiated Background Checks: Any USBC-initiated background check that results in a report of a disposition or resolution of a criminal proceeding, other than an adjudication of not guilty, for any of the below criminal offenses will be subject to USBC policies and procedures to determine the individual's level of access and involvement:
  - a. Any felony
  - b. Any misdemeanor involving:
    - 1) All sexual crimes, criminal offenses of a sexual nature to include but not limited to; rape, child molestation, sexual battery, lewd conduct, possession and distribution of child pornography, possession and distribution of obscene material, prostitution, indecent exposure, public indecency, and any sex offender registrant;<sup>10</sup>
    - 2) Any drug related offenses;
    - 3) Harm to a minor and vulnerable person, including, but not limited to, offenses such as child abandonment, child endangerment/neglect/abuse, contributing to the delinquency of a minor, and DUI with a minor;
    - 4) Violence against a person (including crimes involving firearms and domestic violence);
    - 5) Stalking, harassment, blackmail, violation of a protection order and/or threats;
    - 6) Destruction of property, including arson, vandalism, and criminal mischief; and
    - 7) Animal abuse or neglect.
- 2. Secondary Review of USBC Determinations: USBC complies with the USOPC Background Check Policy and Procedures as it relates to situations under which a secondary review of USBC's determination will be conducted by the USOPC.



- I. Authorized Background Check Organization** - USBC uses the National Center for Safety Initiatives (NCSI) as the background check vendor. NCSI, a national leader in the field of background screening and a company specifically dedicated to the protection of children, is a full-service screening organization that works in accordance with the *Recommended Guidelines*® established by the National Council of Youth Sports ("NCYS").

The screening through NCSI is required even if you have submitted to background checks through an employer or another organization. Consistent and uniform implementation of the Criminal Background Screen Policy is critical to its success. All Registered Volunteers must be treated the same and the same background screen criteria must be applied to all.

NCSI uses the most current records and technology available. A background check will be valid for two years and the \$30 fee will cover an initial full screen plus an annual recheck of national criminal and sex offender registry data. Payment is made directly to NCSI by using Visa or MasterCard (a \$1.25 processing fee may apply).

The NCSI background screen program focuses on criminal activities that pose a serious threat to children. It does not include credit checks or motor vehicle violations.

- J Protecting the Rights of the Volunteers** - This policy complies with the Fair Credit Reporting Act (FCRA), which provides specific protections to all USBC volunteers. Under the FCRA, an applicant is entitled to:
- Obtain a copy of their criminal history information
  - Challenge the accuracy and completeness of the criminal history information

The FCRA also clearly establishes how criminal history records used during an appeal process and subsequent determinations must remain confidential.

NCSI will provide the highest possible levels of security to protect the privacy of USBC volunteers and their personal information according to the requirements of the FCRA.

- K. Appeals Process** – USBC will ensure every USBC member who wishes to be a Registered Volunteer has a fair and equitable opportunity to do so. In the event a member wishes to challenge the results of a background screen, he/she will be granted the right to appeal by USBC. Upon appeal, the procedures in Article II of the USBC Bylaws, Disciplinary Procedures Supplement will be followed.



## Section III – Minor Athlete Safety Policies

### A. Required Policies

The following policies apply to USBC, state and local associations and any certified competition or activity where minor athletes are involved. Local and state associations and league and tournament competitions are referred to throughout these policies as Local Affiliated Organizations (LAOs). Unless a policy is identified as recommended, any adult who is an Adult Participant, which includes Registered Volunteers, must adhere to the policy. Even though a Registered Volunteer is also an Adult Participant, we have referred to them separately in these policies since “Registered Volunteer” is a common term within USBC.

### B. Minor athletes who become adult athletes

Minor athletes who reach the age of 18 must always adhere to the provisions found in the following policies when interacting with minor athletes who are 4 years of age younger or more.

Minor athletes who reach the age of 18 and then obtain a Registered Volunteer position, such as becoming a coach or official, must comply with these safety policies regardless of the age of the minor athletes with whom they will interact.

### Policy #1: One-on-One Interactions

Youth-adult relationships can be healthy and valuable for development of a minor athlete. Limiting one-on-one interactions reduce the risk of sexual abuse. These policies are intended to reduce risks to minors while allowing for these beneficial relationships.

- A. Observable and interruptible** – One-on-one In-Program Contact between minor athletes and a Registered Volunteer or other Adult Participant must be observable and interruptible, except in emergencies or:
- B. Exceptions** – These exceptions also apply to all one-on-one In-Program Contact not specifically addressed in other policies:
  - a. A dual relationship (See page 3 for definition)
  - b. When the close-in-age exception applies (See page 3 for definition)
  - c. If a Minor Athlete needs a Personal Care Assistant, and:
    - 1. The Minor Athlete’s parent/guardian has provided written consent to USBC or LAO having jurisdiction for the Adult Participant Personal Care Assistant to work with the Minor Athlete; and
    - 2. The Adult Participant Personal Care Assistant has complied with the Education & Training Policy; and
    - 3. The Adult Participant Personal Care Assistant has complied with USBC’s Criminal Background Screening Policy
  - d. In other circumstances specifically addressed in this policy that allow for certain one-on-one interactions if USBC receives parent/guardian consent.

### Policy #2: Meetings and Individual Training Sessions

Registered Volunteers and other Adult Participants must follow the One-on-One Interactions Policy (Policy 1), exceptions also apply, in all meetings and training sessions where Minor Athlete(s) are present. In addition:

- 1. **Individual Training Sessions**
  - a. One-on-one, In-Program, individual training sessions must be observable and interruptible unless an exception exists.



- b. The Registered Volunteer or other Adult Participant providing the individual training session must receive advance, written consent from the Minor Athlete's parent/guardian at least annually, which can be withdrawn at any time; and
  - c. Parents/guardians must be allowed to observe the individual training sessions.
2. **Meetings** – When a minor athlete is meeting with licensed mental health care professionals and health care providers (other than athletic trainers) at a sanctioned event or a facility, which is partially or fully under USBC or LAO's jurisdiction, the meeting must be observable and interruptible except:
- a. If the door remains unlocked; and
  - b. Another adult is present at the facility and notified that a meeting is occurring, although the Minor Athlete's identity needs not be disclosed; and
  - c. USBC or the LAO overseeing the competition is notified the provider will be meeting with a Minor Athlete; and
  - d. The provider obtains consent consistent with applicable laws and ethical standards, which can be withdrawn at any time.

### **Policy #3: Locker Rooms, Changing Areas and Similar Spaces**

Registered Volunteers and other Adult Participants must follow the One-on-One Interactions Policy (Policy #1), exceptions also apply, in a locker room, changing area, or similar space where Minor Athlete(s) are present. In addition:

#### **A. Conduct**

1. No Adult Participant or Minor Athlete can use the photographic or recording capabilities of any device in locker rooms, changing areas, or any other area designated as a place for changing clothes or undressing. The Registered Volunteer overseeing a competition may permit recording or photography for the purpose of highlighting an athletic accomplishment if:
  - a. Parent/legal guardian consent has been obtained; and
  - b. Two or more Registered Volunteers are present; and
  - c. USBC or the LAO approves the specific instance of recording or photography; and
  - d. Everyone is fully clothed
2. Registered Volunteers and other Adult Participants must not change clothes or behave in a manner that intentionally or recklessly exposes their breasts, buttocks, groin, or genitals to a Minor Athlete.
3. Registered Volunteers and other Adult Participants must not shower with Minor Athletes unless they meet the Close-in-Age Exception or the shower is a part of a pre-or post-activity rinse while wearing swimwear.
4. Parents/guardians may request in writing their Minor Athlete(s) not change or shower with Registered Volunteers and other Adult Participant(s) during In-Program Contact. USBC, LAO, Registered Volunteers, and other Adult Participant(s) must abide by this request.

**C. Personal care assistants** – Adult Participant Personal Care Assistants are permitted to be with and assist Minor Athlete(s) in locker rooms, changing areas, and similar spaces where other Minor Athletes are present, if they meet the requirements in Policy #1, Item B.

**D. Availability and Monitoring** – USBC or the LAO will mandate that The Registered Volunteer overseeing the competition must:

1. Provide a private or semi-private place for Minor Athletes that need to change clothes or undress at events or facilities partially or fully under USBC or the LAO's jurisdiction.
2. Monitor the use of locker rooms, changing areas, and similar spaces to ensure compliance with these policies at events or facilities partially or fully under the USBC or LAO's jurisdiction.



## Policy #4: Electronic Communications

### A. Open and Transparent

1. One-on-one electronic communication between a Registered Volunteer or other Adult Participant and a Minor Athlete must be open and transparent unless an exception exists as indicated in the One-on-One Interactions Policy (Policy #1), Item B.
  - a. Open and transparent means the Registered Volunteer or other Adult Participant copies or includes the Minor Athlete's parent/guardian, another adult family member of the Minor Athlete, or another Registered Volunteer or Adult Participant.
  - b. If a Minor Athlete communicates with the Registered Volunteer or other Adult Participant first, the Registered Volunteer or other Adult Participant must follow this policy for any response.
2. Only platforms that allow for Open and Transparent communication may be used to communicate with Minor Athletes.

**B. Team Communication** – When an Adult Participant communicates electronically to the entire team or any number of Minor Athletes on the team, the Adult Participant must copy or include another Adult Participant or the Minor Athletes' parents/guardians.

**C. Content** – All electronic communication originating from an Adult Participant(s) to a Minor Athlete(s) must be professional in nature unless an exception in Policy #1, item B exists.

**D. Requests to discontinue** – Parents/guardians may request to USBC, Registered Volunteers or other Adult Participants subject to this policy not contact their Minor Athlete through any form of electronic communication. If such request is made, all must abide, absent emergency circumstances.

### E. Recommended Components

1. Hours – Electronic communications should generally be sent only between the hours of 8:00 a.m. and 8:00 p.m. local time for the location of the Minor Athlete.
2. Social Media Connections – Registered Volunteers and other Adult Participants, except those with a Dual Relationship or who meet the Close-in-Age Exception, are not permitted to maintain private social media connections with Minor Athletes and should discontinue existing social media connections with Minor Athletes.

## Policy #5: Transportation

Registered Volunteers and other Adult Participants cannot transport a Minor Athlete one-on-one during In-Program travel unless the Registered Volunteer or other Adult Participant meets the criteria in the One-on-One Interactions Policy (Policy #1), Item B. In addition:

### A. Written Consent

1. Written consent from a Minor Athlete's parent/guardian is required for all transportation organized by an Organization at least annually.
2. The Registered Volunteer or other Adult Participant must have advance, written consent to transport the Minor Athlete one-on-one. Such consent must be obtained at least annually from the Minor Athlete's parent/guardian.
3. Minor Athlete(s) or their parent/guardian can withdraw consent at any time.

**B. In-Program** – A Registered Volunteer or other Adult Participant meets the In-Program transportation requirements if accompanied by another Registered Volunteer or other Adult Participant or at least two minors.

### C. Recommended Components

1. Shared or Carpool Travel Arrangement – USBC encourages parents/guardians to pick up their Minor Athlete first and drop off their Minor Athlete last in any shared or carpool travel arrangement.
2. Parent Training – Parents/guardians receive the U.S. Center for SafeSport education and training on child abuse prevention before providing consent for their Minor Athlete to travel one-on-one with an Adult Participant.



## Policy #6: Lodging

- A. Observable and Interruptible** – All In-Program Contact at a hotel or lodging site between a Registered Volunteer or other Adult Participant and a Minor Athlete must be observable and interruptible.
- B. Hotel Rooms and Other Sleeping Arrangements** –
  1. Written consent from a Minor Athlete’s parent/guardian must be obtained for all In-Program lodging at least annually.
  2. A Registered Volunteer or other Adult Participant cannot share a hotel room or otherwise sleep in the same room with a Minor Athlete unless an exception exists as indicated in the One-on-One Interactions Policy (Policy #1, Item B), provided USBC or LAO has advanced, written consent for the lodging arrangement.
- C. Monitoring or Room Checks** – If USBC, the LAO or team performs room checks during In-Program lodging, the one-on-one interaction policy must be followed and At least two adults must perform room checks.
- D. Lodging authorized or funded by USBC or LAO**
  1. Registered Volunteers or other Adult Participants traveling with USBC or LAO must agree to and sign the Athlete Safety/RVP Lodging Policy at least annually.
  2. Adults traveling overnight with Minor Athlete(s) must be Registered Volunteers (Background Screen and current with SafeSport training)
- E. Recommended Component** - It is recommended parents/guardians receive the U. S. Center for SafeSport’s education and training on child abuse prevention before providing consent for lodging arrangements under this policy.

## Policy #7: Athletic Training Modalities, Massages, and Rubdowns

- A. In Program** – All In-Program athletic training modalities, massages, or rubdowns of a Minor Athlete must:
  1. Be observable and interruptible; and
  2. Have another Registered Volunteer or other Adult Participant physically present for the athletic training modality, massage, or rubdown; and
  3. Have documented consent as explained in section B below; and
  4. Be performed with the Minor Athlete fully or partially clothed, ensuring the breasts, buttocks, groin or genitals are always covered; and
  5. Allow parent/guardians in the room as an observer, except for competition or training venues that limit credentialing.
- B. Consent**
  1. Providers of athletic training modalities, massages, and rubdowns or USBC/LAO, when applicable, must obtain consent at least annually from Minor Athletes’ parents/guardians before providing any athletic training modalities, massages, or rubdowns.
  2. Minor Athletes or their parents/guardians can withdraw consent at any time.
- C. Recommended components**
  1. Parent Training - Parents/guardians receive the U.S. Center for SafeSport education and training on child abuse prevention before providing consent for their Minor Athlete to receive an athletic training modality, massage, or rubdown.
  2. The provider should narrate the steps in the massage, rubdown, or athletic training modality before taking them, seeking assent of the Minor Athlete throughout the process.
  3. When possible, techniques should be used to reduce physical touch of Minor Athletes.
  4. Only licensed providers should administer a massage, rubdown, or athletic training modality.
  5. Coaches, regardless of whether they are licensed massage therapists, should not massage Minor Athletes.



## Policy #8: Best Practices

- A. Out-of-Program Contact** – Registered Volunteers and other Adult Participants, who do not meet the close-in-age exception nor have a dual relationship with a Minor Athlete, should not have out-of-program contact with Minor Athlete(s) without parent/legal guardian consent, even if the out-of-program contact is not one-on-one.
- B. Gifting**
1. Registered Volunteers or Adult Participants, who do not meet the close-in-age exception nor have a dual relationship with a Minor Athlete, should not give personal gifts to Minor Athlete(s).
  2. Gifts that are equally distributed to all athletes and serve a motivational or education purpose are permitted.
- C. Photography/Video**
1. Photographs or videos of athletes may only be taken in public view and must observe generally accepted standards of decency.
  2. Registered Volunteers or other Adult Participants should not publicly share or post photos or videos of Minor Athlete(s) if consent has not been obtained from the parent/guardian and Minor Athlete.





## Section IV – Reporting Policy

**Note:** Nothing in this policy shall be construed to require a victim of child abuse or other misconduct to self-report.

No one should investigate suspicions or allegations of child abuse or other Prohibited Conduct or attempt to evaluate the credibility or validity of allegations as a condition of reporting to the Center or to appropriate authorities.

### A. Reporting Requirements related to:

- 1. Child Abuse** - An Adult Participant who learns of information and reasonably suspects that a child has suffered an incident of child abuse, including sexual abuse, shall immediately make a report of the suspected abuse to both Law Enforcement and the U.S. Center for SafeSport (USCSS):
  - a. Law Enforcement
    - 1) The agency designated by the Attorney General, consistent with federal requirements set forth in section 226 of the Victims of Child Abuse Act of 1990 (34 U.S.C. § 20341).
    - 2) Applicable State Law Enforcement agency; learn more about this requirement by visiting <https://www.childwelfare.gov/topics/responding/reporting>.
  - b. U.S. Center for SafeSport
    - 1) Through the U.S. Center for SafeSport’s online reporting form, [www.safesport.org](http://www.safesport.org).
    - 2) By Phone at 720-531-0340, during regular business hours (Monday-Friday, 9:00 AM MT – 5:00 PM MT.)Reporting such conduct to the USCSS does not satisfy an Adult Participant’s obligation to report to law enforcement or other appropriate authorities consistent with section 226 of the Victims of Child Abuse Act of 1990 (34 U.S.C. § 20341).
- 2. Sexual Misconduct**
  - a. Anyone who experiences or becomes aware of an incident of Sexual Misconduct involving a Participant is encouraged to immediately report the incident to USCSS (and/or to law enforcement if the matter involves possible criminal conduct).
  - b. Adult Participants must promptly report possible Sexual Misconduct directly to USCSS whenever such Participants become aware of conduct that could constitute Sexual Misconduct.
- 3. Emotional and Physical Misconduct** - Adult Participants are required to report to USBC emotional and physical misconduct (including bullying, stalking, hazing, and harassment) prohibited under the Code, and violations of proactive policies. To report to USBC, visit [BOWL.com/RVP](http://BOWL.com/RVP).
- 4. Criminal Dispositions**
  - a. Adult Participants are required to report to USCSS Criminal Charge(s) and Disposition(s) involving sexual misconduct or misconduct involving Minors.
  - b. Adult Participants are required to report Criminal Charge(s) and Disposition(s) involving any other form of misconduct to USBC. To report to USBC, visit [BOWL.com/RVP](http://BOWL.com/RVP)
- 5. Misconduct Related to the Center’s Process** – Adult Participants are required to report to the USCSS any suspected incident(s) of:
  - a. Aiding and Abetting
  - b. Abuse of Process
  - c. Retaliation
- 6. Violations of USBC’s Prevention Policies or USCSS’s MAAPs** – Adult Participants are required to report violations of USBC’s Prevention Policies or USCSS’s MAAPs to USCSS when the violation meets the criteria in items 1 and 2 above and to USBC when the criteria meets item 3 above.



## **B. Anonymous Reports**

1. Reports may be made anonymously to USCSS or USBC. Anonymity means USCSS or USBC will not know the personally identifying information of the reporter. It does not mean that the underlying information will be protected.
2. An anonymous report may limit the ability to investigate and respond to a report, and if an Adult Participant reports anonymously, it may not be possible to verify that mandatory reporting obligations have been satisfied.
3. Adult Participants are encouraged to provide their name and contact information when reporting.

## **C. Whistleblower Protection**

1. Regardless of outcome, it is the policy of USBC to support the claimant(s) and his or her right to express concerns in good faith. USBC will not encourage, allow or tolerate attempts from any individual, group or organization to retaliate, punish, allow or in any way harm any individual(s) who reports a concern in good faith. Such actions against a claimant will be considered a violation of the USBC's Athlete Safety Program and grounds for disciplinary action. However, this "Whistleblower" protection is not intended to shield claimants from discipline for engaging in other misconduct.
2. For more information on USBC's Whistleblower Policy, see Article VI in the USBC Bylaws Disciplinary Supplement



## Section V – USBC Athlete Safety Code of Conduct

Part of USBC’s commitment is a mandatory agreement for all Registered Volunteers and Adult Participants to abide by the USBC Registered Volunteer Program Code of Conduct. Exceptions may apply to those in a Dual Relationship with a Minor Athlete.

A Registered Volunteer or Adult Participant can be charged with the following code of conduct violation(s):

1. Consumption or being under the influence of alcohol or illegal drugs while working with youth.
2. Providing alcohol or drugs to youth or allowing consumption of same while under your supervision.
3. Physical, verbal, or sexual abuse of any child.
4. Failing to respect the privacy of youth in situations where privacy is required, for example changing clothes or taking showers (the only exception is when health or safety issues dictate specific action).
5. Disciplining by use of physical punishment or failure to provide necessities such as water, food, or shelter.
6. Inappropriately touching a youth’s body. As a rule, this includes any area of the body that would be covered by a bathing suit. It is normally acceptable to touch a youth on the shoulders, arm or upper back.
7. Tickling, wrestling, or teasing a youth.
8. In the presence of a youth or parents or the use of social media where a youth or parents can view:
  - a. Inappropriate jokes or pictures
  - b. Intimate details of one’s personal life
  - c. Any kind of sexual reference
9. Using profanity or any kind of harassment in the presence of a youth or parents.
10. Releasing a youth to anyone other than the authorized parent or guardian, or to a person designated by the parent/guardian.

The grievance should be in writing and detail the charge(s) against the Registered Volunteer or Adult Participant and the Athlete Safety Code of Conduct involved. The grievance should be signed by the person(s) make the charge(s) and filed with USBC Headquarters. Anonymous and/or unsigned complaints concerning sexual misconduct will be forwarded to the U.S. Center for SafeSport for processing.

A violation of the Code of Conduct may result in disciplinary action, including suspension of USBC membership or termination of one’s Registered Volunteer Status.



## Section VI – SafeSport Code

The SafeSport Code, created by the U.S. Center for SafeSport, requires participants to abide by a set of procedures and prohibited conduct while participating in a sporting event.

The USBC has adopted the SafeSport Code in its entirety and all members of USBC are expected to abide by the Code. To view the code, please go to [safesport.org/policies-procedures](https://safesport.org/policies-procedures) or click [here](#).



## Frequently Asked Questions

### Athlete Safety Program

#### What is the Athlete Safety Program?

The United States Bowling Congress' Athlete Safety Program combines the U.S. Center for SafeSport Policies and USBC's Registered Volunteer Program into one comprehensive program. This program is designed to create awareness about emotional, physical and sexual abuse through education and safety policies.

#### Who is required to follow the policies of the Athlete Safety Program?

USBC members age 18 and older who compete in a league with members age 17 or younger are considered Adult Participants and must adhere to the entire handbook with the exception of the Criminal Background Screen Policy. Registered Volunteers are required to follow all policies.

#### Why does the Athlete Safety Program require all individuals to be USBC members?

USBC must have jurisdiction over those who are either Adult Participants or Registered Volunteers and having membership allows that. Having jurisdiction gives USBC and the U.S. Center for SafeSport the ability to investigate any conduct in violation of these policies.

#### How will I know it when it's time to complete a requirement to remain in the program?

Each individual will receive an email from USBC prior to expiration of a requirement informing them a requirement is due and to log into their Athlete Safety Portal to complete the process.

#### How do I log into my Athlete Safety Portal?

Your Athlete Safety Portal can be found by using your community login on BOWL.com. After logging in, click MY USBC and select Athlete Safety.

### Adult Participants

#### Who is considered an Adult Participant?

Any adult (18 years of age or older) who is:

- A member of USBC;
- An employee or board member of USBC, a local or state association;
- Within the governance or disciplinary jurisdiction of USBC, a local or state association,
- Authorized, approved, or appointed by USBC, a local or state association, to have regular contact with or authority over Minor Athletes.
- Individuals in a Registered Volunteer role.

For a complete list of positions within the above roles, please see the Terminology section on page 2.

#### What is required of an Adult Participant?

Prior to competing in a league with Minor Athletes, Adult Participants must current with USBC's Education and Training Policy which requires *SafeSport Trained* Core Course and subsequent Refresher Courses every year after Adult Participants must also adhere to USBC's Safety Policies, Reporting Policy, Code of Conduct and the SafeSport Code.

#### What is required of the adults who compete in an adult/youth league?

Any individual age 18 and older is considered an Adult Participant and must adhere to USBC's Education and Training Policy which requires *SafeSport Trained* Core Course and subsequent Refresher Courses every year after.



## U.S. Center for SafeSport Training

### How do I register for the training?

A link to the training is on BOWL.com in your Athlete Safety Portal. You can access the portal by using your community login. After logging in, click MY USBC and select Athlete Safety.

### Why do we need to take the SafeSport Training?

In February 2018, the United States passed a law authorizing the U. S. Center for SafeSport to create awareness about emotional, physical and sexual abuse through education and safety policies.. The law also requires USBC, as the National Governing Body for the sport of bowling, to offer and give consistent training related to the prevention of child abuse to adult members who are in regular contact with minors. This training from the center allows USBC to comply with the law.

To view the law, click [here](#).

### Can the SafeSport training be conducted in a group setting?

No. Training is only available through the SafeSport website. This online training is the only training program recognized by the U.S. Center for SafeSport for compliance with the requirement.

### How do we verify if an individual has completed SafeSport training?

A SafeSport icon has been added to each member's profile in the Find-a-Member feature. Anyone who has completed the training will show a SafeSport icon.

### How often do I have to complete SafeSport Training?

After the initial *SafeSport Trained* Core Course, a refresher course will need to be completed within one year from your completion date.

### Is this training required if an 18-year-old only bowls in tournaments with Minor Athletes?

No. The training is required for those who have regular contact with Minor Athletes. Since tournaments are not a competition with regular matches, adults are not under the same requirements in tournaments as they are in leagues. USBC does recommend anyone 18 years of age and older who competes with Minor Athletes to take SafeSport Training on a yearly basis. However, Adult Participants must follow the policies under Section 3 of this manual anytime they are competing with Minor Athletes

### If members turn 18 during the bowling season and competes in a USBC Youth certified league, do they need to take *SafeSport Trained* Core Course ?

Yes. Once a member turns 18, they are considered an Adult Participant and must complete the training prior to the next scheduled league session. Anyone under age 18 can take the training with parental consent, or once they turn 18 without consent.

### Why do I need a USBC National ID number to register for the SafeSport Training?

U.S. Center for SafeSport transmits your national ID number back to USBC so the training can be attached to your bowler profile. This way, USBC is able to determine when a member completes the required training.



## Registered Volunteers

### Who must enroll to become a Registered Volunteer?

Anyone age 18 or older who holds a position of authority or supervision over USBC Youth programs, has an opportunity to establish a position of trust, and/or has an opportunity to build a one-on-one relationship through USBC Youth programs with USBC Youth bowlers must become a USBC Registered Volunteer.

Specific roles or positions within the USBC governance that require one to be a Registered Volunteer include:

- USBC headquarters employees
- USBC national board and youth committee members
- USBC Team USA and Junior Team USA members
- State and local youth committee members and directors
- State and local association board members
- State and local association managers
- USBC Youth league officers
- USBC Youth tournament managers
- USBC trained coaches

### What is required of the league officers in an adult/youth league?

Any officer of the league must be a Registered Volunteer, which requires the U.S. Center for SafeSport training and a background screen through NCSI.

### We don't have any youth bowlers in our association. Do we need to do this?

Yes. Although the program was created with youth in mind, the concepts involved also are appropriate when dealing with adults and senior citizens in our associations. Keeping our members safe from abuse and inappropriate behavior of any kind is always a positive thing for our sport.

### Do coaches who do not coach youth have to be a Registered Volunteer?

Yes. USBC takes pride in our coaching program and the individuals who have decided to earn the accreditation. USBC believes this additional training will not only make the coaches more marketable, but it will also give USBC more individuals in bowling centers who are trained to recognize and report abuse to help keep our youth safe.

### Is there a way to become a Registered Volunteer and not use the Internet?

In rare cases, the NCSI can perform the background screen; however, there will be an additional fee from NCSI.

The training through the SafeSport Center is only available online.

### I submitted the information for my background screen several months ago and haven't heard anything. What can I do?

Usually, the screening process only takes a few days to complete. If you haven't heard anything, please check your email as NCSI may have tried to contact you for more information in order for them to complete the screening.



## **NCSI Background Screen**

### **How do I register?**

A link to the background screen is on BOWL.com in your Athlete Safety Portal. You can access the portal by using your community login. After logging in, click MY USBC and select Athlete Safety.

A Registered Volunteer must be a member of USBC and up to date with their SafeSport training. If your status is green under those logos, you can click on the button below the NCSI logo which will take you to the NCSI website where you can begin your background screen.

Note, if you just completed your SafeSport training you will need to wait 24 hours for the NCSI button to appear.

### **What is the cost for the background screen?**

The cost is \$30 (a \$1.25 processing fee may apply) regardless of where one lives. The entire fee is paid directly to the National Center for Safety Initiatives (NCSI), who will continue to perform the background screenings.

### **Who is responsible for the payment?**

Each individual who enrolls and/or renews will be responsible for the payment, by credit card. If the center or association has determined to pay for a screening(s), it will be up to them to reimburse the individual.

### **Why do I need a USBC National ID number to register for the background screening through NCSI?**

NCSI transmits your national ID number back to USBC so the background screen can be attached to your bowler profile. This way, USBC is able to determine when a member passes the requirement.

### **How do we verify the NCIS background screen has been completed?**

Every member who has completed SafeSport training and a background screen can be found on USBC's Find-a-Volunteer function on BOWL.com. In addition, each Registered Volunteer does have an RVP icon in their profile on the Find-a-Member function.

### **Who will be notified of an applicant's red light?**

NCSI will send a formal letter to the individual and notify USBC Headquarters. USBC then will follow up with the individual informing them of their ineligibility and right to appeal the designation.

### **How will the association know who is given a green light and a red light?**

Individuals will know who has a green light determination in two ways. First, they are wearing an RVP badge; second, by searching "Find a Volunteer" on BOWL.com.

Any individual who does not show on the "Find a Volunteer" feature of BOWL.com is not permitted to work with USBC Youth members either because they have not gone through the process or has received a red light determination.

### **Can we still access Find-a-Volunteer to determine who is a Green Light?**

Yes, that will be the easiest way to find a Registered Volunteer.

### **How often will the Find A Registered Volunteer database be updated?**

Daily. USBC receives the information once a day from both SafeSport and NCSI. The database is then updated each time we receive the information.





**I have had a background screening for my job. Why do I need another one?**

The screening that is done for the RVP program is dedicated to the protection of children. Screenings you may have had done for your job or other organizations may not screen for the same items as is done for RVP. Also, it is important that all individuals applying for RVP certification be treated the same way and the same background screening criteria must be used for everyone.

## Association Board Requirement

**We have board members that have not completed the RVP process. Are they still eligible to serve on our Board?**

No. To be eligible to serve on a USBC board, you must complete both the SafeSport training and go through the background screen conducted by NCSI for USBC.

**We have board members that do not wish to participate. What do we do?**

You should ask them to resign. If they do not want to resign, your board should proceed using the board removal procedures found in the USBC Association Policy Manual, Chapter Sixteen, Section E.

**When do new board members have to be Registered Volunteers before they can serve on the board?**

Newly elected or appointed board members have 45 days from the date they take office or before contact with a USBC Youth member, whichever occurs first, to become a Registered Volunteer.

## RVP ID cards

**Will USBC still supply RVP lanyards/ID cards?**

Yes, for those who complete the U.S. Center for SafeSport training and a background screen through NCSI for USBC.

**I use a nickname or my middle name. Can I have that on my badge instead of my full name?**

RVP badges are printed using the information that comes to us from NCSI, which is your full, given name found on your government issued IDs and documents. Nicknames are not allowed.

## Reporting

**Who do I contact to report abuse?**

The U.S. Center for SafeSport (USCSS) has exclusive jurisdiction to handle ALL reports of sexual abuse within the U.S. Olympic and Paralympic Movements. Make a report to USCSS if you have a reasonable suspicion of sexual misconduct such as child sex abuse, non-consensual sexual conduct, sexual harassment or intimate relationships involving an imbalance of power. Reports to the USCSS can be done online at [uscenterforsafesport.org/report-a-concern/](https://uscenterforsafesport.org/report-a-concern/)

Contact your local law enforcement authorities if you have a reasonable suspicion that child sexual abuse or neglect has occurred. All reports of child abuse or sexual assault of a minor must also be reported to local law enforcement authorities. Reports of abuse not involving a minor may also be reported to local law enforcement authorities.

Other forms of misconduct such as emotional or physical misconduct, bullying, hazing or harassment can be reported to USCSS or USBC. You can report forms of misconduct to USBC at [BOWL.com/RVP](https://BOWL.com/RVP).

# USBC ATHLETE SAFETY & RVP HANDBOOK

GET BEHIND  
SCREENING.  
EDUCATION.  
PREVENTION.  
REPORTING.



## **How do I report a violation of a policy within USBC's Athlete Safety Program or USCSS MAAPP's?**

A violation of any policy within USBC's Athlete Safety Program (MAAPP's) can be reported in the same manner as any report of abuse. Any violation which involves sexual conduct must be reported to USCSS and can be done online at [uscenterforsafesport.org/report-a-concern/](https://uscenterforsafesport.org/report-a-concern/). Other violations can be reported to the Center or USBC at [BOWL.com/RVP](https://BOWL.com/RVP).



## Minor Athlete Safety Policy Scenarios

The following scenarios have been adapted to bowling from scenarios provided by the U.S. Center for SafeSport's (USCSS) MAAPP Manual. These scenarios are based on how USCSS interprets the policy discussed in each scenario.

### In-Program Contact

#### Scenario 1

Leon bowled when he was younger, and his daughter, Carly, followed in his footsteps. Carly is being coached by Leon's former coach, Rebecca, who has become a family friend over the years. Now that Rebecca is Carly's coach, is it okay for Rebecca to come over for a picnic at Leon's that he is hosting for family and friends?

**Yes.**

If Leon invites Rebecca over for a picnic that is for family and friends, there is no relation to sport and, therefore, no In-Program Contact. Rebecca can attend the picnic, even though Carly will be present. If the picnic was related to sport (e.g., team gathering/celebration) instead of a family and friends gathering, then it would be considered In-Program and the Athlete Safety Program Policies would apply.

---

#### Scenario 2

Natasha is a youth league officer at the local bowling center. Several youth league members, all minors, who bowl in Natasha's league are also members of Natasha's church. This weekend, the church is having a volunteer event after the service. If Natasha and the Minor Athletes attend, will this interaction be considered In-Program Contact?

**No.**

While the Registered Volunteer, Natasha, and Minor Athletes are present, the volunteer event is not related to participation in sport since it is organized by the church. Therefore, the interaction is not considered In-Program Contact, and the Athlete Safety Program Policies do not apply.

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#### Scenario 3

Sabrina is a coach and a Registered Volunteer who has a new student, Devante (17). Devante is considering competing in a Junior Gold Qualifier in December but is not a current USBC Youth member this season but was last season. Sabrina is coaching Devante at the local bowling center. While he is training with Sabrina, is it In-Program Contact?

**Yes, this training session is In-Program contact.**

Sabrina is a Registered Volunteer and Devante is a Minor Athlete. They are engaging in an activity related to participation in sport. Devante's status as a Minor Athlete is confirmed because he was a USBC Youth member last season. While he has not purchased membership this season, the Athlete Safety Program Policies applies for 12 months from his last membership with USBC; therefore, Sabrina needs to follow the policies while training Devante. If Devante does not become a USBC member this season, the policies will cease to apply until he again becomes a USBC Youth member.



## Regular Contact

### Scenario 4

Anne, an avid bowler, decides to volunteer twice per month the local association youth tournament as a way of giving back to her favorite sport. At this weekend's event (her fourth volunteer event), Anne is assigned changing scores on the automatic scoring machines in the bowler's area. Does Anne have Regular Contact with Minor Athletes?

**Yes.**

Anne is considered to have Regular Contact and must complete the SafeSport Trained Core because her volunteer role means she engages with Minor Athletes multiple times throughout the year. Additionally, Anne chose to work events that only cater to Minor Athletes. Also, Anne already worked four youth events, which aligns with the "ongoing interaction" portion of the Regular Contact definition.

---

### Scenario 5

A local association hosts an end of season banquet to celebrate youth bowler's accomplishments this past season. In addition to inviting youth members, coaches, and staff, parents have been invited as well. Will parents who attend the event fall under the Regular Contact definition?

**No.**

This banquet would constitute one instance of interaction and would not qualify the parents as Adult Participants. Even if parents chose to intentionally engage with Minor Athletes (not including their own children), it would still be considered only a singular instance and not ongoing.

---

## Close in Age

### Scenario 6

Alysia (19) recently started working as a coach on a Saturday morning USBC Youth league she used to bowl on with Nia (16). Would Alysia meet the Close-in-Age Exception?

**No.**

While Alysia is not more than 4 years older than Nia, she now has authority over Minor Athletes on the league and no longer meets the requirements for the Close-in-Age Exception. Alysia must complete the requirements to be a Registered Volunteer once she is in a role that has authority over Minor Athletes.



## Dual Relationship

### Scenario 7

Georgia's (15, Minor Athlete) coach Nichole (Registered Volunteer) and her mother June competed on the same team when they were younger. Over the years, Nichole and June maintained a close friendship. When Nichole became Georgia's coach, she had known Georgia for many years, as she was often at Georgia's home visiting. Would the relationship between Georgia and Nichole qualify as a Dual Relationship?

**Yes.**

The previously established relationship between Georgia and Nichole would qualify as a Dual Relationship because the relationship between Nichole and June is outside of the sport program. For Nichole to receive a Dual Relationship Exception to any of the policies, June would need to provide written consent to the Organization on an annual basis authorizing what exceptions Nichole is allowed.

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### Scenario 8

Jasmine is the director of a local association, and her daughter Aurora (10) is on a youth league. Aurora's coach is Tiana, who has been coaching in the league for 5 years. Tiana and Jasmine met through the local association while being on the board together. They have developed a strong friendship. Aurora's nickname for Tiana is Auntie Tia. Would the relationship between Tiana and Aurora qualify as a Dual Relationship since Jasmine and Tiana met because of their work at the local association?

**Yes.**

Often, adults develop friendships with their fellow volunteers. Jasmine would need to complete the Dual Relationship consent form.

---

### Scenario 9

In addition to being a USBC Trained Bronze coach, Samir is also an NCAA coach. Currently, Samir is working in her capacity as an NCAA coach and actively recruiting one of the Minor Athletes at the bowling center she coaches at. Can Samir send one-on-one communication to the Minor Athlete or is she required to copy a Registered Volunteer, Adult Participant and/or the Minor Athlete's parent/guardian in compliance with Minor Athlete Safety Policy #1?

Samir is working in her capacity as an NCAA recruiter and this contact would fall under the dual relationship exception. Samir needs to obtain a Dual Relationship consent form from the Minor Athlete's parent prior to sending any one-on-one communications.



## Electronic Communications

### Scenario 10

Sarah, a High School coach, sends a text in a group chat to the team, all 16 or 17 years old. Sarah does not copy anyone else on this text. Is this permissible under the Electronic Communication Policy?

**No.**

This communication does not follow the Electronic Communications Policy. Sarah must copy another Registered Volunteer or Adult Participant or each of the Minor Athletes' parents/guardians for her communication to be in compliance.

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### Scenario 11

Stacey, a 22-year-old adult athlete on an NGB national team, messages her teammate, Olivia, a 17-year-old Minor Athlete, to tell her that she will not be at the competition this weekend. Stacey also lets Olivia know that it was not an emergency. Is this acceptable under the Electronic Communication Policy?

**No.**

Because Stacey is more than four years older than Olivia, she does not fall into the Close-in-Age Exception and must follow the Electronic Communications Policy by making sure the communication is Open and Transparent.

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### Scenario 12

Olivia, a 17-year-old Minor Athlete, sends a text to her coach, Sarah (Adult Participant), to see what time practice starts tomorrow. How should Sarah respond?

Sarah should reply and copy either Olivia's parent/guardian, another adult family member, or another Adult Participant on the text to ensure she is following the Electronic Communications Policy.

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### Scenario 13

Sarah, an LAO head coach, invites her team to use a team communication app as their primary form of communication for all updates, announcements, and questions. All parents are invited to be a part of the team group so they can also see the communication. Is this app considered Open and Transparent?

**Yes.**

As long as Sarah only posts to the team group channel that includes another Adult Participant or each of the Minor Athletes' Parent/Guardian, this form of communication would be considered Open and Transparent. Sarah must not communicate one-on-one with Minor Athletes through this app without copying another Adult Participant, the Minor Athlete's Parent/Guardian, or another adult family member.

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## Transportation

### Scenario 14

Cade has known and coached Ben, a 10-year-old Minor Athlete, for years. This year, Ben's parents mention to Cade that both of their work schedules would prevent them from getting Ben to his PSO-organized training sessions on time. Cade offers to drive Ben to the training sessions. Ben's parents agree and sign a written consent form for this arrangement. Is Cade following the Transportation Policy?

**Yes.**

With advance, written consent from Ben's parents, Cade can transport Ben one-on-one during In-Program travel. Cade should ensure that written consent is obtained annually.

---

## Lodging

### Scenario 15

Liv's youth bowling team consisting of 16 and 17-year-olds traveled out of state for a weekend tournament along with other teams from the league. All travel and lodging were organized by the league officers. There were 12 Minor Athletes, two coaches, and two parents who agreed to come along as chaperones. The entire league is staying on the third floor of a local hotel near where the tournament is taking place. The Minor Athletes are sharing rooms (four to a room) and each adult gets their own room. Are the two parents who came on the trip now considered Adult Participants and required to complete the SafeSport Trained Core?

**Yes.**

The parents have been authorized by the league to have authority over the Minor Athletes and now qualify as Adult Participants. Additionally, any Adult Participant who travels overnight with Minor Athletes has Authority over minors, triggering the requirement to take the SafeSport Trained Core.

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### Scenario 16

Can the coach perform room checks each night to confirm the Minor Athletes are in their room by their designated curfew?

**Yes.**

A coach can perform room checks, BUT they must follow the One-on-One Interaction Policy

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### Scenario 17

For this lodging arrangement, are there any consent forms that need to be signed?

**Yes.**

Since this arrangement was made by the league, there are consent forms that need to be signed. The league officers must have written consent at least annually for all lodging organized by the league from all parents of Minor Athletes. Adult Participants traveling on the trip need to agree to and sign the lodging policy annually.



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### Scenario 18

Amara, a 17-year-old Minor Athlete, is traveling with her team out of state for a tournament this weekend. The local association made all arrangements for lodging. Amara and Sheila, a 20-year-old athlete and an Adult Participant on Amara's team, will be sharing a room during the tournament. The local association obtained written consent for this lodging arrangement prior to departure for the event, and Sheila signed off on the lodging policy at the beginning of the season when she renewed her membership. Is this lodging arrangement acceptable under the Lodging Policy?

**Yes.**

Sheila meets the Close-in-Age Exception and signed the NGB's lodging policy. The NGB also obtained consent prior to lodging arrangement. All policy requirements were met for Amara and Sheila to share a hotel room.

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### Scenario 19

In addition to being Jenna's (14-year-old Minor Athlete) head coach, Carol, is also considered Jenna's aunt due to her longtime friendship with Jenna's mom. Carol and Jenna's team has a tournament out of town and Jenna's parents cannot attend, so Carol agreed to take Jenna. Carol has a Dual Relationship consent form on file with the league that gives her an exemption as permitted in the Minor Athlete Safety Policies. Since Carol and Jenna are sharing a hotel room, Carol also obtained consent for this specific lodging arrangement. Based on the policy, can Carol and Jenna share a hotel room?

**Yes.**

Carol followed all the appropriate requirements and can share a room with Jenna due to the Dual Relationship exception.

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### Scenario 20

Kol, a local association board member, volunteered to take his son and four of his son's teammates to an event out of state because the teammates' parents could not travel to the event. Kol found a shared lodging arrangement near the event with three bedrooms and three bathrooms. Kol and his son will share one room and the four other Minor Athletes will share the other two rooms. Is this lodging arrangement allowed under the policy?

**Yes.**

Shared lodging arrangements may be allowed under the policy if no Registered Volunteer or Adult Participant is sleeping in the same room as a Minor Athlete. Remember that the One-on-One Interaction Policy still applies for In-Program Contact at the lodging site. Since Kol is an Registered Volunteer because of his role as an local association board member, all his interaction with the Minor Athletes must be observable and interruptible.





## Scenario 21

Is Kol considered a Registered Volunteer who needs to take the SafeSport Trained Core?

### Yes.

Kol is a local association board member and in a Registered Volunteer role. Therefore, he is required to take the training and have a current background screen. If Kol was not a local association board member, he would not need be in a Registered Volunteer role or an Adult Participant so he would not need to take the SafeSport Trained Core.

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## Scenario 22

For this lodging arrangement are there any consent forms that need to be signed?

### Yes.

Kol must obtain written consent for all Minor Athletes because this lodging arrangement is considered In-Program.

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## Scenario 23

Tripp, Georgie's parent, volunteered to take Georgie, a Minor Athlete, and three of her teammates to an event out of state because the teammates' parents could not travel to the event. Tripp found a shared lodging arrangement near the event, and he had his own room while Georgie and her teammates shared the other rooms. Is Tripp considered an Adult Participant who needs to take the SafeSport Trained Core because he is a parent who will be traveling with other Minor Athletes?

### No.

Tripp would not be considered an Adult Participant due to this event alone because, as a parent, he is working with other parents to arrange travel. If Tripp has other roles or meets the definition of a Registered Volunteer or Adult Participant, then he would need to take the SafeSport Trained Core, but being a parent who arranges travel with other parents or traveling to a certified event with his child and his child's teammates does not qualify him as an Adult Participant.

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## Scenario 24

Is this lodging arrangement allowed under the policy?

This lodging arrangement was made by a parent who is not an Adult Participant and other parents of the team. This arrangement would not be covered by the policy because it does not involve In-Program Contact by a Minor Athlete and an Adult Participant.

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## Scenario 25

For this lodging arrangement, are there any consent forms that need to be signed?

### No.

This lodging arrangement was made by parents on the team and not by the league or the local association. It is not covered by the policy, and therefore, no consent forms would need to be obtained.



## Athlete Safety Portal Instructions

Requirements to complete USBC’s Education and Training Policy and Criminal Background Screen Policy to be a Registered Volunteer or Adult Participant can be accessed through USBC’s Community Login.

### To Access the Requirements

1. Create a USBC Community login on BOWL.com – Skip to step 2 if already have a login
  - a. Click on LOGIN (top right)
  - b. Select Sign up for a USBC Community Account
  - c. Login to Community by clicking on LOGIN (top right)
2. Click on MY USBC (top right)
3. Click on ATHLETE SAFETY

This portal is personalized for the individual who is logged in.

Once logged in you will see logos for USBC, U.S. Center for SafeSport and NCSI.



### First Time Users

For those who are new to the program, the portal will show:

No membership found	<p><b>SafeSport Training</b> has not been completed</p> <p>Current Season Membership Required</p>	<p><b>Background Screening</b> has not been completed</p> <p>Current Season Membership Required</p>
<p><b>JOIN NOW</b></p>	<p><b>SafeSport Training</b></p>	

**NOTE:** JOIN NOW under USBC will only show for those who are not current members.



For those who are in a Registered Volunteer Role and need a background screen, once SafeSport Training is complete, the portal will show:

<b>2020 – 2021 Membership</b>	<b>SafeSport Trained on 12/1/2020</b> Next training due on or before 12/1/2021	<b>Background Screening</b> has not been completed
		<a href="#">Background Screen</a>

## Current Registered Volunteers or Adult Participants

For those who have taken the requirements before, the portal will show what requirements have been met and when the requirement will expire:

<b>2020 – 2021 Membership</b>	<b>SafeSport Trained on 7/26/2020</b> Next training due on or before 7/26/2021	<b>Background Screening</b> good through 7/31/2022
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USBC sends emails to all individuals 60 and 30 days prior to ones SafeSport Training or Background Screen needing to be renewed. The email will include a link to the portal. When one logs into their portal to renew, prior to expiring the following button will show under the requirement which needs to be renewed:



31 – 60 days



1-30 days

After the requirement has been expired, the button will change to this:



## SafeSport Training

After clicking on the SafeSport Training button, for first time users and when terms and conditions have been updated, you will be asked to accept terms and conditions for the training. Once accepted, and for those who have previously accepted, a video will play showing you what to do to properly complete the training and where to access your SafeSport certificates.

Shortly before the video is done playing, a button will appear below the video. This button will take you to [SafeSporttrained.org](http://SafeSporttrained.org) and the required training video will play.

Once the training is complete and properly closed out, your record will be immediately updated, and a certificate will be available to you to print by clicking on Print SafeSport Certificates on the right hand side of the screen.



## Background Screening

After clicking on the Background Screen button, you will be redirected to the NCSI site. You will need to enter your USBC ID# here too. This is also very important in order to link your background screen to your USBC profile to show you have completed your background screen.

NCSI will be charging you for your background screen through the process. The entire fee goes to NCSI.

When completing the background screening through the community login on BOWL.com, it will not require any pins, codes, or an applicant ID. If it does, then it means you took too long to complete it and the system timed you out which happens when one uses a device other than a desktop or laptop computer. To correct this, close out of the program and begin the process over.

If you are on a computer and you are receiving the message screenshot below, you only need to answer the top part; your name, social security number, and date of birth.

### APPLICANT LOOKUP

Please choose one of the two methods below to search for your information in our system.

Last Name

Social Security Number  -  -

Date of Birth  YYYY  MM - Mon  DD

-- Or Enter --

Enter Applicant ID  -  -  -

\*\*\* Note the Applicant ID uses numeric values \*\*\*

Date of Birth  YYYY  MM - Mon  DD



## **Appendix A – U. S. Center for SafeSport Requirements for Education & Training and Prevention Policies for USBC and its LAOs**

The U. S. Center for SafeSport requires USBC and LAOs implement proactive policies designed to prevent abuse. These organizational requirements are described below.

### **A. Organizational Requirements for Education & Training**

1. USBC must track whether Adult Participants under the organization’s jurisdiction complete the required training listed in Part I.
2. USBC and LAOs must, on an annual basis, offer and, subject to parental consent, give training to Minor Athletes on the prevention and reporting of child abuse.
  - a. For training to Minor Athletes, USBC must track a description of the training and how the training was offered and provided to Minor Athletes.
  - b. USBC is not required to track individual course completions of Minor Athletes.
3. USBC and LAOs must, on an annual basis, offer training to parents on the prevention and reporting of child abuse.

### **B. Required Prevention Policies and Implementation**

1. USBC must develop minor athlete abuse prevention policies that contain the mandatory components of the Center’s model policies in Part III. These model policies cover:
  - a. One-on-one interactions
  - b. Meetings and training sessions
  - c. Athletic training modalities, massages, and rubdowns
  - d. Locker rooms and changing areas
  - e. Electronic communications
  - f. Transportation
  - g. Lodging
2. The policies must be approved by the Center as described in subsection (C) below. The policies may include the recommended components in Part III and the recommended policies in Part IV. Given the uniqueness of each sport, however, some recommended components or policies may not be feasible or appropriate. An Organization may choose to implement stricter standards than the model policies.
3. USBC must also require that its LAOs implement these policies within each LAO. USBC local and state associations and league and tournament competitions are considered LAOs.
4. Each Organization must implement these policies for all In-Program Contact.
  - a. At sanctioned events and facilities partially or fully under the Organization’s jurisdiction, the organization must take steps to ensure the policies are implemented and followed.
  - b. For In-Program Contact that occurs outside an Organization’s sanctioned event or facilities, implementing these policies means:
    - i. Communicating the policies to individuals under the Organization’s jurisdiction;
    - ii. Establishing a reporting mechanism for violations of the policies;
    - iii. Investigating and enforcing violations of the policies.
5. USBC must have a reporting mechanism to accept reports that an Adult Participant is violating the Organization’s minor athlete abuse prevention policies. The Organization must appropriately investigate and resolve any reports received, unless the violation is reported to the Center and it exercises jurisdiction over the report. This requirement is in addition to requirements to report abuse under the SafeSport Code.

### **C. Policy Approval and Submission Process**

1. USBC may adopt the MAAPP as-is or adapt it to fit their needs. Regardless, each Organization must submit their policies to the Center at [compliance@safesport.org](mailto:compliance@safesport.org) for review and approval by January 31, 2021. The Center will approve, approve with modifications, or deny the policies. If the Center denies the proposed policy, the mandatory components of Part III become the default policy until the Center approves the policy.

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2. USBC must require their LAOs to incorporate the mandatory components of Part III. NGBs may require that their LAOs implement the NGB's policies, which may be more stringent than the policies in Part III.
3. An NGB may, in its discretion, require its National Member Organizations (NMO) to implement these policies.\*
4. The mandatory components of Part III will serve as the default policy for any organization that fails to develop its own policy as required by this section.

\*An NGB that chooses to require its NMOs to implement the Education & Training Policy must obtain advanced, written approval from the Center to expand the training access to additional persons. Requests must be submitted to [ngbservices@safesport.com](mailto:ngbservices@safesport.com).