



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.

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.



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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.



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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: **One-on-One Interactions; Meeting & Training Sessions; Athletic Training Modalities; Locker Rooms; Transportation; Lodging; Electronic Communications.**

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.



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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>

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. This direct communication to all participants must be in the form of a written letter or email sent directly to the individual participants.
- 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 communication about the 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 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 if available using the QR code provided here".

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



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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 License holders, Team Managers and Officials 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 share the following link with them and have them complete **"SafeSport Trained"**

- b. USA Cycling Disciplinary Records: All Adult 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 Adult Participants should 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 a USA Cycling license in good standing it denotes they are not currently in the Disciplinary Records*

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

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



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FOR EVENTS WITH DESIGNATED TEAM SPACE

The first person to arrive on-site to check-in to the team space must possess a Team Manager license or equivalent (USA Cycling Coach, Official or UCI Technical license).

Anyone involved with a team utilizing a designated team space that meets the description of Team Manager should possess the license (or equivalent). Each team space must indicate a minimum of one person serving in the role of Team Manager 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.
- 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)



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- Adults with access to these areas must be checked against the Disciplinary Records
- If Adults hold a Coach, Official, Team Manager or UCI Technical 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

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, Officials 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.

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.



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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.

The Event Organizer must also submit the post-event sanction report forms, which include the Safe Sport Event Checklist, within 72 hours from the conclusion of the event. Failure to submit this within the designated timeframe may result in and/or be considered a violation of the sanctioned event.

Please take a moment to review the entirety of USA Cycling's Safe Sport Program via our WEBPAGE. 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.