

***USATF SAFE SPORT HANDBOOK***



**WE ARE USATF**



Dear coaches, athletes and administrators:

We are very excited to announce that USA Track & Field is instituting a new program called "Safe Sport." Providing a safe environment in which our athletes compete and train is paramount to the success of all our programs.

Athletes will perform better in a safe environment. The USOC has recommended USATF implement the program in 2014 and it will be required of all Olympic NGBs by 2015. Coupled with our Coaches Registry, our goal is to gain awareness and protect the participants in our sport at all levels, but particularly those athletes who are 18-and-under.

Please join us in reviewing the included materials and encouraging awareness through your athletes, coaches and clubs. A safe environment in which to compete and train is a successful environment.

Warm Regards,

A handwritten signature in black ink, appearing to read "Stephanie Hightower". The signature is fluid and cursive, with a prominent initial "S".

Stephanie Hightower, Board Chair/President

A handwritten signature in black ink, appearing to read "Max Siegel". The signature is cursive and stylized, with a large "M" and "S".

Max Siegel, Chief Executive Officer



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**SECTION 1**

**SAFESPORT POLICIES**





## SECTION 1.1 ANTI-HARASSMENT AND ABUSE POLICY

### Commitment to Safety

USA Track & Field (USATF) is committed to taking all reasonable steps to prevent harassment or abuse from occurring. Therefore, in accordance with applicable law, USATF prohibits harassment or abuse because of race, color, religion, sex and/or gender, pregnancy, national origin, ancestry, religion, creed, physical or mental disability, medical condition, marital status, sexual orientation, age, veteran status, gender identity or any other classification protected by applicable local, state or federal laws. USATF also prohibits harassment or abuse based upon the perception that a person has, or is associated with a person who has, any of these characteristics.

USATF strictly prohibits unlawful harassment or abuse of volunteers, athletes, coaches', and members of USATF Associations, including their affiliated entities, whether the harassment or abuse occurs at any events controlled by USATF or a USATF Association, including its affiliated entities, or outside those events.

**Individuals should not attempt to evaluate the credibility or validity of any harassment or abuse allegations as a condition for reporting to appropriate law enforcement authorities.** Instead, it is the responsibility of each staff member and volunteer to immediately report suspicions or allegations of harassment or abuse to the appropriate person, outlined in the Reporting Process. It is especially important to report any case of harassment or abuse involving a minor.

USATF recognizes that the process for training and motivating athletes will vary with each coach and athlete, but it is nevertheless important for everyone involved in sport to support the use of motivational and training methods that avoid misconduct. Below are examples of specific types of prohibited conduct, as well as any applicable exceptions.

### Prohibited Conduct

#### Sexual Abuse

1. Any sexual activity where consent is not or cannot be given. This includes sexual contact that is accomplished by deception, manipulation, force or threat of force, regardless of the age of the participants, and all sexual interactions between an adult and a minor, regardless of whether there is a deception or the minor understands the sexual nature of the activity.

**Note concerning peer-to-peer sexual abuse:** Sexual contact between minors also can be abusive. Whether or not a sexual interaction between children constitutes sexual abuse turns on the existence of an aggressor, the age difference between the children, and/or whether there is an imbalance of power and/or intellectual capabilities.

2. Any act or conduct described as sexual abuse under federal or state law.

Exception: None

Examples: Sexually abusive acts may include sexual penetration, sexual touching or non-contact sexual acts such as verbal acts, sexually suggestive electronic or written communications, exposure or voyeurism.

### **Emotional Misconduct**

1. A pattern of deliberate, non-contact behavior that has the potential to cause emotional or psychological harm to an athlete. Non-contact behaviors include: (1) verbal acts; (2) physical acts; and (3) acts that deny attention or support.
2. Any act or conduct described as emotional abuse or misconduct under federal or state law (e.g. child abuse, child neglect).

Exception: Emotional misconduct does not include professionally-accepted coaching methods of skill enhancement, physical conditioning, team building, discipline or improving athletic performance.

Examples: Examples of emotional misconduct prohibited by this Policy include, without limitation:

1. **Verbal Acts.** A pattern of verbal behaviors that (a) attack an athlete personally (e.g., calling them worthless, fat or disgusting) or (b) repeatedly and excessively yelling at a particular participant or participants in a manner that services no productive training or motivational purpose.
2. **Physical Acts.** A pattern of physically aggressive behaviors, such as: (a) throwing sport equipment, water bottles or chairs at, or in the presence of, participants; or (b) punching walls, windows or other objects.
3. **Acts that Deny Attention and Support.** A pattern of (a) ignoring an athlete for extended periods of time or (b) routinely or arbitrarily exclude participants from practice.

*Note: Bullying, harassment, and hazing, defined below, often involve some form of emotional misconduct.*

### **Physical Misconduct**

1. Contact or non-contact conduct that results in, or reasonable threaten to, cause physical harm to an athlete or other sport participant; or
2. Any act or conduct described as physical abuse or misconduct under federal or state law (e.g. child abuse, child neglect, assault).

Exception: Physical misconduct does not include professionally-accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline or improving

athlete performance. For example, hitting, punching, and kicking are well-regulated forms of contact in combat sports, but have no place in track & field.

Examples: Examples of physical misconduct prohibited by this Policy include, without limitation:

1. **Contact offenses.** Behaviors that include:
  - a. Punching, beating, biting, striking, choking, or slapping an athlete;
  - b. Intentionally hitting an athlete with objects or sporting equipment;
  - c. Providing alcohol to an athlete under the legal drinking age (under U.S. law);
  - d. Providing illegal drugs or non-prescribed medications to any athlete;
  - e. Encouraging or permitting an athlete to return to competition pre-maturely following a serious injury (e.g., a concussion) and without the clearance of a medical professional;
  - f. Prescribing dieting or other weight-control methods (e.g., weigh-ins, caliper tests) without regard for the nutritional well-being and health of the athlete.
  
2. **Non-contact offenses.** Behaviors that include:
  - a. Isolating an athlete in a confined space (e.g., locking an athlete in a small space);
  - b. Forcing an athlete to assume a painful stance or position for no athletic purpose (e.g., requiring an athlete to kneel on a harmful surface);
  - c. Withholding, recommending against or denying adequate hydration, nutrition, medical attention, or sleep.

*Note: Bullying, harassment and hazing, defined below, often involve some form of physical misconduct.*

### Sexual Misconduct

1. Any touching or non-touching sexual interaction that is: (1) nonconsensual or forced; (2) coerced or manipulated; or (3) perpetrated in an aggressive, harassing, exploitative or threatening manner;
  
2. Any sexual interaction between an athlete and an individual with evaluative, director or indirect authority. Such relationships involve an imbalance of power and are likely to impair judgment or be exploitative; or
  
3. Any act or conduct described as sexual abuse or misconduct under federal or state law (e.g. sexual abuse, sexual exploitation, rape).

*Note: An imbalance of power is always assumed between a coach and an athlete.*

### Types of Sexual Misconduct:

1. Sexual assault;
2. Sexual harassment;
3. Sexual abuse; or

4. Any other sexual intimacies that exploit an athlete. **Minors cannot consent to sexual activity with an adult**, and all sexual interactions between an adult and a minor are strictly prohibited.

Exceptions: None

Examples: Examples of sexual misconduct prohibited under this Policy include, without limitation:

1. **Touching offenses.** Behaviors that include:
  - a. Fondling an athlete's breasts or buttocks
  - b. Exchange of reward in sport (e.g., team placement, scores, feedback) for sexual favors
  - c. Genital contact
  - d. Sexual relations or intimacies between persons in a position of trust, authority and/or evaluative and supervisory control over athletes or other sport participants.

**Comment**

- (1) **Authority and Trust.** Once the unique coach-athlete relationship is established, the authority and trust on the part of the coach over the athlete shall be assumed, regardless of age. Accordingly, sexual interaction or intimacies between a coach and an athlete or other participant are prohibited, regardless of age, both during coaching and during that period following coaching if an imbalance in power could jeopardize effective decision-making.
- (2) **Imbalance of Power.** Factors relevant to determining whether there is an imbalance of power include, but are not limited to: (a) the nature and extent of the coach's supervisory, evaluative or other authority over the athlete being coached; (b) the actual relationship between the parties; (c) the parties' respective roles; (d) the nature and duration of the sexual relations or intimacies; (e) the age of the coach; (f) the age of the athlete or participant; (g) and whether the coach has engaged in a pattern of sexual interaction with other athletes or participants.

Exceptions: This section does not apply to a pre-existing relationship between two spouses or life partners.

2. **Non-touching offenses.** Behaviors that include:
  - a. A coach discussing his or her sexual activities with an athlete
  - b. A coach asking an athlete about his or her sexual activities
  - c. Coach requesting or sending a nude or partial-dress photo to athlete
  - d. Exposing athletes to pornographic material
  - e. Sending athletes sexually explicit or suggestive electronic or written messages or photos (e.g. "sexting")
  - f. Deliberately exposing an athlete to sexual acts
  - g. Deliberately exposing an athlete to nudity (except in situations where locker rooms and changing areas are shared)
  - h. Sexual harassment; specifically, the sexual solicitation, physical advances, or

- verbal or nonverbal conduct that is sexual in nature, and
- i. Is unwelcome, offensive or creates a hostile environment, and the offending individual knows or is told this
  - ii. Is sufficiently severe or intense to be harassing to a reasonable person in the context.

### **Bullying**

1. An intentional, persistent and repeated pattern of committing or willfully tolerating physical and non-physical behaviors that are intended, or have the reasonable potential, to cause fear, humiliation or physical harm in an attempt to socially exclude, diminish or isolate the targeted athlete(s), as a condition of membership
2. Any act or conduct described as bullying under federal or state law.

Exceptions: Bullying does not include group or team behaviors that (a) are meant to establish normative team behaviors, or (b) promote team cohesion. For example, bullying does not include verbal admonitions to encourage team members to train harder and to push through a difficult training regimen.

Examples: Examples of bullying prohibited by this Policy include, without limitation:

1. **Physical behaviors.** Behaviors that include:
  - a. hitting, pushing, punching, beating, biting, striking, kicking, choking, or slapping an athlete;
  - b. throwing at, or hitting an athlete with, objects such as sporting equipment.
2. **Verbal and emotional behaviors.** Behaviors that include:
  - a. teasing, ridiculing, intimidating;
  - b. spreading rumors or making false statements; or
  - c. using electronic communications, social media, or other technology to harass, frighten, intimidate or humiliate (“cyber bullying”).

### **Harassment**

1. A repeated pattern of physical and/or non-physical behaviors that (a) are intended to cause fear, humiliation or annoyance, (b) offend or degrade, (c) create a hostile environment or (d) reflect discriminatory bias in an attempt to establish dominance, superiority or power over an individual athlete or group based on gender, race, ethnicity, culture, religion, sexual orientation, gender expression or mental or physical disability; or
2. Any act or conduct described as harassment under federal or state law.

Exceptions: None

Examples: Examples of harassment prohibited by this Policy include, without limitation:

1. **Physical offenses.** Behaviors that include:
  - a. hitting, pushing, punching, beating, biting, striking, kicking, choking or slapping

- b. an athlete or participant;
  - b. throwing at or hitting an athlete with objects including sporting equipment.
2. **Non-physical offenses.** Behaviors that include:
- a. making negative or disparaging comments about an athlete's sexual orientation, gender expression, disability, religion, skin color, or ethnic traits;
  - b. displaying offensive materials, gestures, or symbols;
  - c. withholding or reducing playing time to an athlete based on his or her sexual orientation.

### **Hazing**

1. Coercing, requiring, forcing or willfully tolerating any humiliating, unwelcome or dangerous activity that serves as a condition for:
  - a. joining a group or
  - b. being socially accepted by a group's members; or
2. Any act or conduct described as hazing under federal or state law.

**Exception:** Hazing does not include group or team activities that (a) are meant to establish normative team behaviors or (b) promote team cohesion.

**Examples:** Examples of hazing prohibited by this Policy include, without limitation:

1. Requiring, forcing or otherwise requiring the consumption of alcohol or illegal drugs
2. Tying, taping or otherwise physically restraining an athlete
3. Sexual simulations or sexual acts of any nature
4. Sleep deprivation, otherwise unnecessary schedule disruption or the withholding of water and/or food
5. Social actions (e.g. grossly inappropriate or provocative clothing) or public displays (e.g. public nudity) that are illegal or meant to draw ridicule
6. Beating, paddling or other forms of physical assault
7. Excessive training requirements focused on individuals on a team

**Comment:** Activities that fit the definition of hazing are considered to be hazing regardless of an athlete's willingness to cooperate or participate.

### **Willfully Tolerating Misconduct**

It is a violation of this Anti-Harassment & Abuse Policy if a staff member and/or volunteer knows of misconduct, but takes no action to intervene on behalf of the athlete(s), participant(s), staff member, and/or volunteer.

# **SECTION 2      ATHLETE PROTECTION POLICIES AND GUIDELINES**





## **SECTION 2.1      CHANGING AREA POLICY**

Minor athletes are particularly vulnerable in changing areas, locker rooms, and restrooms due to various stages of dress/undress and because they are less supervised than at many other times. Athlete-to-athlete problems, such as sexual abuse and bullying, harassment, and hazing, often occur when coaches or employees are not in a position to observe – this is especially true in changing areas. USA Track & Field (USATF) does not condone sexual or physical harassment of any kind. Adherence to a changing area policy enhances privacy and reduces the likelihood of misconduct. Proper supervision of the changing areas also helps ensure that athletes that may have suffered an injury during a competition or practice have an adult present to confer with regarding such injury.

USATF and USATF Associations, including their affiliated clubs and other entities, (USATF Affiliate) should provide notice to all minor athletes, their coaches, and parents of the changing areas at the events operated by USATF or the respective USATF Affiliate. Examples of changing area descriptions:

- a) No locker room or changing facilities. Athletes will be expected to come dressed for competition and to change and shower at home.
- b) A changing area that is shared with the general public (i.e., a public restroom). As such, there are likely to be people who are not associated with USATF or the USATF Affiliate in the changing area around the time of the competition.
- c) A designated changing area, dedicated to our athletes.

### **Changing Area Supervision**

USATF is especially concerned with changing area activities between minor athletes; minor athletes and adult athletes; adults being alone with individual minor athletes in changing areas; and with non-official or non-related adults having unsupervised access to minor athletes at events operated by USATF or a USATF Affiliate.

It is the policy of USATF that during all events operated by USATF or a USATF Affiliate, where a changing area dedicated to our athletes is available, there is at least one responsible adult present directly monitoring the changing area during all team events to assure that only athletes, coaches, approved team personnel and family members are permitted in the changing area and to supervise the conduct in the changing area. Any individual meetings with a minor athlete and a coach in a changing area shall require a responsible adult be with the coach. The responsible adult that monitors and supervises the changing area shall have been screened in compliance with USATF's Screening and Background Check Program.

Further, responsible adults must personally monitor the changing area environment at all times while athletes are present and also make sure, if applicable, the changing area is appropriately secured during times when minor athletes are away from the changing area.

It shall be permissible for USATF or a USATF Affiliate, to prohibit parents from a changing area. However, in doing so the team shall ensure that properly screened individuals monitor and supervise the changing area as required above.

### **Use of Recording Devices**

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras, and video cameras increase the risk for different forms of abuse or misconduct. As a result, there will be no use of a mobile device's recording capabilities in the changing areas of any event operated by USATF or a USATF Affiliate, provided that it may be acceptable to take photographs or recordings in a changing area in such unique circumstances as a victory celebration, team party, etc., where all persons present in the changing area are either appropriately dressed and have been advised that photographs or recordings are being taken.

### **Policy Management**

USATF and USATF Affiliates, shall publish changing area policies to the parents/guardians of all minor athletes that are specific to the facilities they regularly use. The local program's policies shall include the program's (a) practices for supervising and monitoring changing areas; (b) permission or lack of permission for parents to be in the changing areas; (c) prohibited conduct, including at least all forms of abuse and misconduct prohibited by USATF; and (d) specific policies regarding the use of mobile electronic devices and phones and prohibiting the use of a device's recording capabilities, including voice recording, still cameras, and video cameras in a changing area.

The coach and team administrators shall be responsible for compliance with the changing area supervision requirements of this Policy. A coach that fails to comply with ensuring this Policy is adhered to, and any USATF athlete or parent of an athlete who otherwise violates this Policy is subject to appropriate disciplinary action.

### **Co-Ed Changing Areas**

As a sport in which teams include both male and female athletes, special circumstances may exist that can increase the chance of abuse or misconduct. Both female and male privacy rights must be given consideration and appropriate arrangements made. It is not acceptable under USATF policies for members to be observing the opposite gender while they dress or undress (e.g. from their uniform to street clothes or vice versa). Where possible, the male and female athletes should undress/dress in separate changing areas and then convene in a single area prior to the competition or team meeting. Once the competition is finished, the athletes may come to one area and then the male and female athletes proceed to their separate changing areas to undress and shower (separately), if available. If separate changing areas are not available, then the genders may take turns using the changing area to change and then leave while the other gender changes. Where possible, when both male and female athletes are together in the changing area, there should be at least two adults in the changing area that have been properly screened in compliance with USATF's Screening and Background Check Program.

## SECTION 2.2 TRAVEL POLICY

A significant portion of USA Track & Field (USATF) participation involves travel to competitions. Minor athletes are most vulnerable to abuse or misconduct during travel, particularly overnight stays. This includes a high risk of athlete to athlete misconduct. During travel, minor athletes may be away from their families and support networks, and the setting – new changing areas, automobiles, and hotel rooms – is less structured and less familiar. A travel policy provides guidelines so that care is taken to minimize one-on-one interactions between minors and adults while traveling. Further, the policy directs how minor athletes will be supervised between and during travel to and from practice and competitions. Adherence to travel policies helps to reduce the opportunities for misconduct.

USATF agrees to abide by the following travel policies. In addition, each USATF Association, and their affiliated entities, shall have a team travel policy for minors that is published and provided to all minor athletes, parents, coaches and other adults that are travelling with the team. It is strongly recommended that a signature by each adult acknowledging receipt of and agreeing to the travel policy be obtained by the applicable USATF Association. Some travel involves only local travel to and from local practices, games and events, while other travel involves overnight stays. Different policies should apply to these two types of travel.

Elements of all travel policies must include:

### **Local Travel**

- The local USATF Association, including its affiliated entities, should avoid sponsoring, coordinating, or arranging for local travel, and the parents/guardians of a minor athlete should be responsible for making all local travel arrangements.
- The employees, coaches, and/or volunteers of a local USATF Association, including its affiliated entities, who are not also acting as a parent, should not drive alone with an unrelated minor athlete and should only drive with at least two minor athletes or another adult at all times, unless otherwise agreed to in writing by the minor athlete's parent or guardian.
- Where an employee and/or volunteer is involved in the minor athlete's local travel, efforts should be made to ensure that staff and/or volunteers are not alone with an unrelated minor athlete, by, e.g., picking the minor athletes up in groups.
- Coaches, employees, and volunteers who are also a minor athlete's parent or guardian may provide shared transportation for any minor athlete(s) if they pick up their athlete first and drop off their athlete last in any shared or carpool travel arrangement.

### **Organization/Team Travel**

- Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with a minor athlete (unless the coach is the parent, guardian or sibling of the athlete).
- In the case of greater distances traveled, coaches, staff, volunteers, and chaperones will often travel with the minor athletes. No coach, employee, or volunteer will engage in team travel without the proper safety requirements in place and on record, including valid

drivers' licenses, proper insurance, well maintained vehicles, and compliance with all state and federal laws. All coaches, staff, volunteers, and chaperones who come in contact with minor athletes during a USATF event must submit a background check in compliance with USATF's Screening and Background Check Program.

- The local program or team shall provide adequate supervision through coaches and other adult chaperones (e.g., a recommended number would include at least one coach or adult chaperone for each five to eight minor athletes). If a team is composed of both male and female minor athletes, then if at all possible, chaperones shall be arranged of the same gender.
- Minor athletes should share rooms with other minor athletes of the same gender, with 2-4 athletes assigned per room depending on accommodations. Regular monitoring and curfew checks should be made of each room by at least two properly screened adults.
- The team personnel shall ask hotels to block adult pay per view channels, if possible.
- Individual meetings between a minor athlete and coach may not occur in hotel rooms.
- All minor athletes shall be permitted to make regular check-in phone calls to parents. Team personnel shall allow for any unscheduled check-in phone calls initiated by either the athlete or parents/guardians.
- Family members who wish to stay in the team hotel shall be permitted and encouraged to do so.
- The team shall comply with reasonable parental requests when a minor athlete is away from home without a parent/guardian.
- Specific travel itineraries will be distributed to parents when they are available and will include a detailed itinerary as well as contact information for all team personnel and chaperones.
- If disciplinary action against a minor athlete is required while the athlete is traveling without his/her parents, parents will be notified before taking any action.
- No coach or chaperone shall at any time be under the influence of alcohol or drugs while performing their coaching and/or chaperoning duties.
- In all cases involving travel, parents have the right to transport their minor athlete and have the minor athlete stay in their hotel room.
- After a minor athlete has completed their participation at a USATF event their parent may sign out their child with USATF in order to take them away from the event venue for sightseeing, etc.

All minor athletes, and their parents/guardians, should be made aware of USATF's Anti-Harassment & Abuse Policy and its accompanying Reporting Process.

## **SECTION 2.3 SOCIAL MEDIA, BLOGGING, AND INTERNET GUIDELINES**

USATF encourages USATF staff, athletes and USATF Associations, including their affiliated entities, to post comments and/or on social media platforms or websites and tweet, and it is entirely acceptable for staff, athletes or any other accredited person to do a personal posting, blog or tweet. Such activity must respect USATF and must comply with the following. Postings, blogs and tweets should at all times conform to USATF's Code of Conduct, Anti-Harassment and Abuse Policy, and other policies, be dignified and in good taste, and not contain vulgar or obscene words or images.

As a general rule, USATF encourages all social media and blogging activity at the events operated by USATF or a USATF Association, including its affiliated entities, provided that it is not for commercial and/or advertising purposes and that it does not create or imply an unauthorized association of a third party with USATF. USATF encourages USATF staff, athletes, and USATF Associations, including their affiliated entities, to "link" their blogs, websites or social media platforms to the official site of USATF ([www.usatf.org](http://www.usatf.org)).

### **Video/Audio**

USATF staff, athletes, or a USATF Association, including its affiliated entities, can only post video and/or audio on USATF controlled events for personal use and must not be uploaded and/or shared to a posting, blog or tweet for commercial use, unless approved by USATF.

### **Media**

Accredited media may freely utilize social media platforms for *bona fide* reporting purposes. Photos taken by accredited photographers may be published for editorial purposes on social media platforms. All other provisions of these Guidelines apply.

### **USATF Marks**

USATF staff, athletes and USATF Associations, including their affiliated entities, must not use any of USATF's marks, which are the property of USATF – on their postings, blogs or tweets on any social media platforms or on any websites without prior approval by USATF. The name "USA Track & Field" or "USATF" may be used as a factual reference, provided that the name is not associated with any third party or any third party's products or services. No other USATF identifications may be used, unless USATF provided prior written approval.

### **Communication between Minor Athletes and Coaches**

All electronic communication between coach and minor athletes must be professional in nature and for the purpose of communicating information about team activities. Coaches and minor athletes must follow common sense guidelines regarding the volume and time of day of any allowed electronic communication. Where possible, a coach should be provided and use the organization web site e-mail center (the coach's return e-mail address will contain

“@organization.com”) for all communications with the team and athletes. To facilitate communication, an official organization or team page may be set up and minor athletes and parents may join (i.e., “friend”) the official organization or team page and coaches can communicate to the minor athletes through the site.

At the request of a minor athlete’s parent or guardian, any email, electronic text, social media, or similar communication will copy or include the athlete’s parents or guardians. Following any written request by the parents or legal guardians of a minor athlete that their child not be contacted by any form of electronic communication by coaches or other adults, the USATF Association, its affiliated entities, and coaches shall immediately comply with such request without any repercussions for such request.

### **Liability**

When USATF staff, athletes and USATF Associations, including their affiliated entities, choose to go public with any comments, opinions and any other material in any way, including on a posting, blog or tweet on any social media platforms or on any websites, they are solely responsible. They can be held personally liable for any commentary and/or material deemed to be defamatory, obscene or proprietary. In essence, athletes and other accredited persons post their opinions and any other materials at their own risk and they should make it clear that the views expressed are their own.

### **Monitoring**

USATF will monitor USATF related on-line content to ensure that the integrity of the USATF Code of Conduct is maintained. USATF asks that USATF staff, athletes and USATF Associations, including their affiliated entities, discovering unauthorized content please report it immediately to the Chief Public Affairs Officer.

**SECTION 3**

**CODES OF CONDUCT**





## SECTION 3.1 USATF CODE OF CONDUCT FOR REGISTERED COACHES

USATF Coaches are committed to providing a safe sport that maintains only the highest ethical and honorable standards. The Code of Conduct (“Code”) presented in the pages that follow was developed by the Coaches Advisory Committee and is pending approval by the Board of Directors of USATF. The Coaching Code of Ethics is organized around four principles: Respect for Participants, Responsible Coaching, Integrity in Relationships and Honoring Sport.

Although coaching techniques vary widely, the professional and ethical standards to which coaches adhere should not. As the national governing body for track and field, long distance running and race walking, USATF must develop, enforce and keep current these standards for the benefit of athletes, their families, coaches themselves, and the greater good of the sport.

The Code of Conduct specifies professional and ethical standards for coaches who, like physicians, must “first, do no harm.”

Among other standards, the USATF Code of Conduct requires that USATF Registered Coaches must:

1. Be knowledgeable and abide by USATF Bylaws and Regulations, Code of Ethics, Competition Rules, and other USATF policies, procedures and guidelines.
2. Be competent in their knowledge and professional in their conduct;
3. Not discriminate against anyone in the sport on the basis of gender, race, place of origin, color, sexual orientation, religion, political beliefs, socioeconomic status, marital status, age or any other illegal or inappropriate considerations;
4. Be committed to a sport free of prohibited drugs [and techniques]. Registered coaches must actively advocate for clean competition and report suspected use of prohibited drugs to the U.S. Anti-Doping Agency;
5. Be in good standing with the U.S. Anti-Doping Agency as an individual fully eligible to participate in the sport of track & field;
6. Strictly avoid sexual intimacy with athletes of any age;
7. Not exploit any relationship established as a coach to further their own personal, political or business interests at the expense of athletes or other participants;
8. Not abuse any relationship with athletes, assistants, officials, administrators, board members or others and must avoid situations that present a conflict of interest or impair a coach from acting in the best interest of athletes.

USA Track & Field has established an application process for applications, complaints, enforcement and sanctions as part of the Registered Coach Program and reserves the right to deny entry into the program to any coach who USATF has reason to believe (a) has committed an anti-doping rule violation or materially contributed to the commission of an anti-doping rule violation; or (b) is under investigation by the United States Anti-Doping Agency (“USADA”) or other authorities with respect to a potential anti-doping rules violation. USATF also may deny a credential or other services to any individual whose actions are deemed by USATF to reflect a

pattern of unethical behavior. Complaints against coaches shall be investigated and, where appropriate, sanctions applied.

## **USA TRACK & FIELD CODE OF CONDUCT FOR REGISTERED COACHES**

### **MISSION**

USATF is committed to providing a safe sporting environment characterized by the highest ethical standards. This Code of Conduct (“Code”), which articulates the ethical standards that will guide the actions of all members of the Registered Coach Program, is based on four principles:

1. Respect for Participants
2. Responsible Coaching
3. Integrity in Relationships
4. Honoring Sport

#### **I. Respect for Participants**

The principle of *respect for participants* requires coaches to act in a manner respectful of the dignity of all participants in sport. Fundamental to this principle is the assumption that each person has value and is worthy of respect.

Acting with *respect for participants* means that coaches:

- i. Do not discriminate on the basis of gender, race, place of origin, color, sexual orientation, religion, political beliefs, socioeconomic status, marital status, age or any other illegal or inappropriate consideration;
- ii. Interact with others in a manner that enables all participants in sport to maintain their dignity.

In being faithful to the principle of *respect for participants*, coaches must:

#### **Key Words**

#### **Ethical Standards**

<i>Respect</i>	1.1	Treat all participants in sport fairly and with respect at all times.
	1.2	Provide feedback to athletes and other participants in a caring manner.
	1.3	Respect the expertise, experience and insights of others in sport.
	1.4	Refrain from demeaning comments about others in sport.

<i>Rights</i>	1.5	Recognize athletes' right to consult with other coaches and advisors.
	1.6	Respect athletes as autonomous individuals and refrain from inappropriate intervention in the athletes' personal affairs.
<i>Equity</i>	1.7	Refuse to practice, condone, ignore, facilitate or collaborate with any form of unjust discrimination in sport.
	1.8	Act to prevent or correct practices that are unjustly discriminatory.
<i>Empowerment</i>	1.9	Encourage and facilitate participants' ability to be responsible for their own behavior, performance and decisions.
	1.10	Respect the opinions and wishes of participants when making decisions that affect them, including with respect to training regimens and performance standards.
<i>Informed</i>	1.11	Communicate and cooperate with family members (with the athlete's <i>Participation</i> consent), involving them as appropriate in decisions pertaining to the athlete's development.
	1.12	Clarify the nature of coaching services to participants, i.e., athletes, parents, family members or significant others.
<i>Confidentiality</i>	1.13	Keep confidential any information about athletes or others gained through coaching activities and believed to be confidential by those persons.
<i>Mutual support</i>	1.14	Encourage a climate of mutual support among all participants in sport.
<i>Extended</i>	1.15	Encourage participants to respect one another and to expect respect for <i>responsibility</i> their worth as individuals.
	1.16	Keep informed on current issues related to respect for participants, e.g. gender equity.

## II. Responsible Coaching

The principle of *responsible coaching* carries the basic ethical expectation that the activities of coaches will benefit society in general and participants in particular, and will do no harm. Fundamental to this principle is competence – responsible coaching (maximizing benefits and minimizing risks to participants) is performed by coaches who are “well prepared and current” in their discipline. Responsible coaching also requires that a coach advocate against any use of prohibited drugs.

In addition, *responsible coaching* means that coaches:

- i. Act in the best interests of the athlete's development as a whole person;
- ii. Recognize the power inherent in the position of coach;
- iii. Are aware of their personal values and how these affect their practice as coaches;
- iv. Acknowledge the limitations of their discipline; and
- v. Accept the responsibility to work with other coaches and professionals in sport.

In being faithful to the principle of *responsible coaching*, coaches must:

**Key Words**

**Ethical Standards**

<i>Professional training</i>	2.1	Be responsible for achieving a high level of professional competence through appropriate training, personal learning projects, discussions with colleagues, workshops, courses, conferences, etc., to ensure that coaching services benefit and do not harm others.
<i>Anti-Doping</i>	2.2	Actively advocate for clean competition and support athletes' efforts to be drug-free.
	2.3	Report suspected use of prohibited drugs and techniques to the U.S. Anti-Doping Agency.
	2.4	Be in good standing with the U.S. Anti-Doping Agency as an individual fully eligible to participate in the sport of track & field.
<i>Self knowledge</i>	2.5	Evaluate how personal experiences, attitudes, beliefs, values, socio-economic status, sexual orientation, individual differences and stresses influence actions, and integrate this awareness into efforts to benefit and not harm others.
	2.6	Engage in self-care activities that help to avoid conditions (e.g., burnout, addictions) that could result in impaired judgment and interfere with the ability to benefit and not harm others.
	2.7	Coach in a way that benefits athletes, removes harm and acts consistently for the good of the athlete, keeping in mind that some of the same training, skills and powers that coaches use to produce benefits for athletes are also capable of producing harm.
<i>Coaching</i>	2.8	Recognize the limits of knowledge and capacity in coaching

<i>limits</i>		practice; in particular, do not assume responsibilities if insufficiently prepared for them.
	2.9	Recognize and accept when it is appropriate to refer athletes to other coaches or sport specialists.
	2.10	Refrain from working in unsafe or inappropriate situations that compromise the quality of coaching services or the health and safety of athletes.
<i>Athlete's and interest</i>	2.11	Ensure that activities are suitable for the age, experience, ability physical and psychological conditions of athletes.
	2.12	Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments.
	2.13	Refrain from using training methods or techniques that may harm athletes; monitor innovative approaches with care.
	2.14	Be aware of significant pressures in athletes' lives, e.g., school, family and financial pressures, and coach in a manner that fosters positive life experiences
	2.15	Consider the athlete's future health and well-being as foremost when making decisions about an injured athlete's ability to participate.
	2.16	Strive to be fully present, physically and mentally, in the performance of coaching duties.
<i>Safety</i>	2.17	Make athletes aware of their responsibilities for ensuring safety.
<i>Sexual Relationships</i>	2.18	Be acutely aware of power in coaching relationships and, therefore, <i>strictly</i> avoid sexual intimacy with athletes, both during coaching and during that period following coaching when imbalance in power could jeopardize effective decision-making.
	2.19	Abstain from and refuse to tolerate in others sexual harassment which includes either of the following: <ul style="list-style-type: none"> <li>i. The use of power or authority in an attempt to coerce another person to engage in or tolerate sexual activity. Such uses include explicit or implicit threats of reprisals for noncompliance or promises of reward for compliance.</li> <li>ii. Engaging in deliberate or repeated sexually oriented comments, gestures or touching.</li> </ul>

<i>Colleagues</i>	2.20	Act toward other coaches in a manner characterized by courtesy, good faith and respect.
	2.21	Collaborate with other coaches and colleagues from related disciplines.
	2.22	Communicate and cooperate with health practitioners in the diagnosis, treatment and management of athletes' health-related needs.
	2.23	Use discretion in resolving disputes with colleagues, e.g., deal with differences of opinion constructively on a personal basis and refer more serious disputes to appropriate bodies.
<i>Extended responsibility</i>	2.24	Encourage others to coach responsibly.
	2.25	Recognize and address harmful personal practices of others in sport, e.g., drug and alcohol addiction, physical and mental abuse, misuse of power.
	2.26	Assume responsibility for the actions of athletes and other supervised individuals with regard to the principle of <i>responsible coaching</i> .

### III. Integrity in Relationships

Integrity means that coaches are honest, sincere and honorable in their relationships with others. In being faithful to the principle of *integrity in relationships*, coaches must:

#### Key Words

#### Ethical Standards

<i>Honesty</i>	3.1	Explore mutual expectations with athletes in an honest and open manner, giving due consideration to the age and experience of the affected individuals.
	3.2	Accurately represent personal coaching qualifications, experience, competence and affiliations, being careful not to convey misleading descriptions or information.
	3.3	Notify other coaches when working with those coaches' athletes.
<i>Sincerity</i>	3.4	Honor all promises and commitments.
	3.5	Act with an enthusiastic and genuine appreciation for sport.

<i>Honor</i>	3.6	Know the sport and abide by the sport's rules, regulations and standards.
	3.7	Take credit only for the work and ideas actually done or generated, giving due credit for work done or ideas contributed by others.
<i>Conflict of Interest</i>	3.8	Do not exploit any relationship established as a coach to further personal, political or business interests at the expense of the best interests of athletes or other participants.
	3.9	Avoid abusing relationships with athletes and other participants and avoid situations that might present a conflict of interest or reduce the ability to be objective and unbiased in the determination of what might be in the best interests of athletes.
	3.10	Declare conflicts of interest when they arise and manage them in a manner that respects the best interests of all those involved.
<i>Extended responsibility</i>	3.11	Encourage athletes and other participants to develop and maintain integrity in their relationships with others.

#### **IV. Honoring Sport**

The principle of *honoring sport* challenges coaches to recognize, act on and promote the value of sport for individuals, teams and society in general. *Honoring sport* means that coaches:

- i. Act on and promote clearly articulated values related to coaching and sport;
- ii. Encourage and model honorable intentions and actions in their coaching practice; and
- iii. Show high regard for and promote the value of sport in American society and around the world.

In being faithful to the principle of *honoring sport*, coaches must:

#### **Key Words**

#### **Ethical Standards**

<i>Spirit of sport</i>	4.1	Advocate and model the fundamentally positive aspects of sport, e.g. sporting and human excellence, fair play, honest competition and effort, self-discipline, integrity, personal growth and development, respect for the body, challenge and achievement, the joy of movement, and other positive aspects identified by participants.
	4.2	Actively seek ways to reduce potentially negative aspects of sport, e.g., winning at all costs, playing to the letter of the rules at the expense of the spirit of the rules, exploiting unfairly competitors'

weaknesses, focusing on sport to the harmful exclusion of other aspects of athletes' lives, initiating and supporting potentially harmful training regimens, and other negative aspects identified by participants.

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|--------------------------------------|-----|---|
| <i>Respect for both the rules</i>    | 4.3 | Accept and encourage athletes and other participants to uphold the letter and the spirit of the rules that define and govern sport.   |
| <i>Respect for officials/coaches</i> | 4.4 | Accept the role of officials in ensuring that competitions are conducted fairly and according to established rules.   |
|                                      | 4.5 | Refrain from abusive personal attacks on officials and other coaches, especially when talking with the media.   |
| <i>Positive role model</i>           | 4.6 | Maintain the highest standards of personal conduct and project a favorable image of the sport and of coaching to athletes, other coaches, officials, spectators, families, the media and the general public.          |
|                                      | 4.7 | Project an image of health, cleanliness and functional efficiency in personal habits and appearance, e.g., refrain from smoking while coaching, refrain from drinking alcoholic beverages when working with athletes. |
|                                      | 4.8 | Refrain from encouraging the use of alcohol and tobacco in conjunction with athletic events or victory celebrations at playing sites.   |

## **APPLICATION**

As a legal entity, USATF has the authority to establish policies to govern its own affairs and to prescribe, monitor and enforce the conduct of its members. USATF accepts that this Code's application depends primarily on the understanding and voluntary compliance of its members, plus the reinforcement by the public, including but not limited to athletes, parents, officials and other members of USATF.

USATF reserves the right to deny entry into the Registered Coach Program to any coach who USATF has reason to believe (a) has committed an anti-doping rule violation or materially contributed to the commission of an anti-doping rule violation; or (b) is involved in proceedings with the United States Anti-Doping Agency ("USADA") or other authorities after a threshold finding by the pertinent entity that sufficient evidence exists to support such a proceeding with respect to a potential anti-doping rules violation. Further, USATF may deny a credential to any individual whose actions are deemed by USATF to reflect a pattern of unethical behavior.



## SECTION 3.2 USATF CODE OF CONDUCT FOR OFFICIALS

USATF Officials are committed to providing a safe sport that maintains only the highest ethical and honorable standards. As the national governing body for track and field, long distance running and race walking, USATF has developed the following Code of Conduct to hold Officials to those standards. USATF hereby adopts the following Code of Conduct to govern Officials. A USATF Official agrees to abide by this Code of Conduct, and shall not evade, violate, or circumvent, whether directly or indirectly, this Code of Conduct.

### *USATF OFFICIALS' CODE OF ETHICS*

#### **USATF Officials Shall:**

- I. Be knowledgeable and abide by USATF Bylaws and Regulations, Code of Ethics, Competition Rules, and other USATF policies, procedures and guidelines.
- II. Be fair, consistent, and impartial to ensure equitable treatment for all competitors.
- III. Have a thorough knowledge of the rules and procedures for the particular event or position assigned and review them prior to a competition.
- IV. Cooperate with fellow officials to conduct competition in a safe and professional manner. Be courteous and avoid confrontations or making derogatory comments to athletes, coaches, spectators, or other officials.
- V. Demonstrate respect and courtesy for other officials. Avoid interfering with duties assigned to other officials or publicly questioning the performance of other officials. Assist in correctly applying rules and support final decisions rendered by chief officials. Provide and accept performance feedback in a positive manner.
- VI. Honor all assignments and agreements made for performance of officiating and support duties.
- VII. Not discriminate against any individual or group on the basis of race, color, religion, gender, national origin, age, or other protected characteristic.
- VIII. Not engage in harassment by making unwelcome advances, remarks, or display of materials where such would create an intimidating, hostile, or offensive environment.
- IX. Not fraternize with athletes or coaches, provide tips or comments which could be construed as coaching for any athlete, nor cheer for or provide encouragement to particular athletes or teams during a competition.
- X. Not use tobacco products while in the field of competition, nor consume alcoholic products before or during a competition.

- XI. Not seek recognition or attention during a competition.
- XII. Conduct an honest self-evaluation after each competition, to identify errors made and areas for improvement; and be receptive to suggestions for conducting events in the best possible manner in the future.

### ***USATF OFFICIALS' PERFORMANCE GUIDELINES***

The USA Track & Field Officials Committee expects all officials to be prepared and to conduct themselves in a professional manner. These Performance Guidelines outline several characteristics which should be demonstrated by all certified officials.

#### **USATF Officials Shall:**

- I. Comply with the USA Track & Field Officials' Code of Ethics.
- II. Be punctual in reporting for assigned officiating duties, including allowing adequate time for venue inspection and set-up prior to the warm-up period and competition.
- III. Possess the appropriate rule book(s) for the competition.
- IV. Possess and maintain appropriate uniform items and wear the national uniform or other dress prescribed by meet management, and be prepared to continue duties in all types of weather.
- V. Inspect assigned venues to ensure the safety of athletes, officials, and spectators. Correct or report apparent or suspected dangers to meet management before beginning a competition.
- VI. Be calm, positive, and polite. Refrain from dialog with athletes and coaches regarding disputed calls or decisions, and instead refer them to the referee, protest table, or games committee for resolution. Report abusive behavior toward officials to meet management.
- VII. Not use any electronic or photographic devices, including cell phones, while officiating.
- VIII. Assist in submitting competition results, cleaning the event area, and returning equipment. Before departing the site, determine if any other venues need officiating assistance.
- IX. Attend periodic training sessions or clinics to maintain or update officiating skills. Assist, as appropriate, in developing and presenting training materials.
- X. Keep physically fit, and advise their association or coordinator of officials of physical limitations on their ability to perform any assigned duty.

- XI. Mentor less experienced officials by sharing information and techniques, demonstrating use of equipment, identifying potential problems or issues and recommending solutions, and encouraging questions.
- XII. Assist in recruiting new officials.
- XIII. Consider active involvement with the officials' committees of the local association and USATF.
- XIV. Make recommendations for rules changes as appropriate.

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## SECTION 3.3 USATF CODE OF CONDUCT FOR ATHLETE REPRESENTATIVES

USA Track & Field (USATF) is committed to providing a safe sport that maintains only the highest ethical and honorable standards. As the national governing body for track and field, long distance running, and race walking, USATF has developed the following Code of Conduct to hold USATF- authorized Athletes' Representatives to those standards.

USATF hereby adopts the following Code of Conduct to govern the representation of athletes in contract negotiations with the promoters, corporations, endorsers, meet organizers, National Federations, the IAAF, and any other entity, as necessary. An applicant for USATF authorization must agree to abide by this Code of Conduct, and shall not evade, violate, or circumvent, either directly or indirectly, this Code of Conduct.

USATF- authorized Athlete Representatives must:

1. Be knowledgeable and abide by USATF Bylaws and Regulations, Code of Ethics, Competition Rules, and other policies;
2. Be competent in their knowledge and professional in their conduct;
3. Treat others fairly and with respect in accordance with the USATF Code of Ethics, Policy on Code of Conduct;
4. Create and maintain an atmosphere free from physical, emotional, and sexual abuse and harassment as stated in USATF Code of Ethics, Policy on Code of Conduct;
5. Respect confidential information in accordance with the USATF Code of Ethics, Policy on Conflicts of Interest;
6. Not commit, or aid or abet any individual in committing any doping offense;
7. Not engage in unlawful conduct and/or conduct involving material dishonesty, fraud, deceit, misrepresentation, or other conduct which reflects adversely on the sport or jeopardizes his/her effective representation of athletes;
8. Not exploit any relationship established as a representative to further their own personal, political, or business interests at the expense of athletes or other participants;
9. Not engage in improper practices to solicit athletes. These improper practices include but are not limited to:
  - a. Providing or offering to provide anything of significant value to an athlete in order to become the athlete's representative;
  - b. Providing or offering to provide anything of significant value to any other person in return for that other person recommending that the athlete select a particular

representative;

- c. Providing materially false or misleading information to any person related to the solicitation of any athlete for representation; and
  - d. Making any direct or indirect contact with any athlete under contract with any other representative to solicit that athlete.
10. Not abuse any relationship with athletes, coaches, assistants, officials, administrators, board members, or others;
  11. Avoid conflicts of interest under the USATF Code of Ethics or otherwise that impair the representative from acting in the best interest of athletes;
  12. Fully comply with applicable state, federal, international laws, USOC and IAAF regulations, including state statutes regulating agents.

USATF-authorized Athletes' Representatives are expected to act in an appropriate manner at all times according to this Code and other USATF policies. Violations of this Code or other USATF policies may result in a revocation of authorization or other disciplinary actions under USATF Operating Regulation 25.

## SECTION 3.4 USATF CODE OF CONDUCT FOR ATHLETES

USA Track & Field (USATF) is committed to providing a safe sport that maintains only the highest ethical and honorable standards. As the national governing body for track and field, long distance running, and race walking, USATF has developed the following Code of Conduct to hold Athletes to those standards. USATF hereby adopts the following Code of Conduct to govern Athletes. A member athlete agrees to abide by this Code of Conduct, and shall not evade, violate, or circumvent, whether directly or indirectly, this Code of Conduct.

USATF drives competitive excellence and popular engagement in our sport. USATF grants the privilege of membership to athletes committed to this mission. This membership is a privilege, not a right. Therefore, membership may be withdrawn by USATF at any time if USATF determines that a member's conduct is inconsistent with the mission of the organization or the best interest of the sport and those who participate in it.

USATF maintains a position of high visibility in the Olympic family and athletics community. Athletes who compete in USATF events may be seen by the public as representatives of the organization. Athletes and members are representatives of the organization and should act accordingly.

### **All Athletes are expected to...**

1. Be knowledgeable and abide by USATF Bylaws and Regulations, Code of Ethics, Competition Rules, and other USATF policies, procedures and guidelines. Also, if applicable, athletes shall adhere to the terms contained in the USATF National Team Athlete Statement of Conditions and the USATF Athlete Agreement.
2. Be subject to the jurisdiction of the International Association of Athletics Federations (IAAF), United States Olympic Committee (USOC), and the United States Anti-Doping Agency (USADA), as applicable.
3. Treat others fairly and with respect in accordance with all applicable USATF policies and procedures.
4. Create and maintain an atmosphere free from physical, emotional, and sexual abuse and harassment in accordance with all applicable USATF policies and procedures.
5. Respect confidential information in accordance with all applicable USATF policies and procedures.
6. Never use an affiliation with USATF in connection with the promotion of political party, religious matter, or other issue not conforming to the position of USATF that may fall within prohibited conduct under the USATF Code of Ethics, Policy on Conflicts of Interest (C).
7. Act in a sportsmanlike manner consistent with the spirit of fair play and responsible conduct toward coaches, officials, fellow competitors, volunteers, and the public.
8. Maintain a level of fitness and competitive readiness that will permit performance to be at the maximum of the Athlete's ability.
9. Refrain from possession or use of alcohol, tobacco products, or controlled substances while participating in competition.

10. Not commit, or aid or abet any individual in committing any doping offense as defined by the World Anti-Doping Agency (WADA), United States Anti-Doping Agency (USADA), International Association of Athletics Federations (IAAF), International Olympic Committee (IOC), United States Olympic Committee (USOC), or USATF rules and regulations.
11. Refrain from and prevent others from altering, distorting, removing, or covering up the sponsor logo or supplier on the Athlete's USATF national team uniform items in any photograph, video, or image.
12. Be aware that USATF sponsors and suppliers provide critical support, and recognize this support.
13. Grant to USATF at or during any USATF events or related activities the right to use the Athlete's name, likeness, image, photograph, video, biographical information and/or any other identifying characteristics for any uses or purposes that publicize and promote USATF, or any of its events, activities or businesses throughout the world in any media platform.
14. Provide advance notice to USATF regarding cancellation of travel or inability to adhere to any USATF planned travel arrangements.
15. Act respectfully toward the property of others, members of any USATF team, members of other teams, spectators, officials, volunteers, staff, etc.
16. Avoid profane or abusive language and disruptive behavior.
17. Abide by and adhere to all applicable state, federal, and international laws.

Athletes are expected to act in an appropriate manner at all times according to this Code of Conduct and other USATF policies. USATF will deal with situations when athletes do not follow the guidelines for conduct on an individual basis, according to its view of the circumstances involved. In the event an Athlete violates this Code of Conduct, the Athlete may be subject to a disciplinary hearing as specified in Regulation 21 of the USATF Operating Regulations.



## SECTION 3.5 USATF CODE OF CONDUCT FOR GENERAL VOLUNTEERS

USATF maintains a position of high visibility in the Olympic family and athletics community. Members and volunteers who provide support, assistance, and services to the programs and events may be seen by the public as representatives of the organization. Members and volunteers are entrusted to represent the organization and should act accordingly.

Volunteers fall into one of two (2) categories: long-term (generally committee, council, or other governance group members) and short-term (generally occasional volunteers at events or in short-term programs). Volunteers can sign up for short-term volunteering according to the program or event criteria. Regardless of the level of volunteer commitment, each volunteer is required to abide by all of the rules, regulations, policies and procedures of USATF.

**As a long-term or short-term volunteer, you are expected to...**

***...fulfill the responsibility of your assignment:***

- Carry out all aspects of your assignment.
- Attend all required meetings or training sessions.
- Know your appropriate USATF supervisor, staff liaison, or volunteer leader.
- Notify your supervisor or volunteer leader if you cannot complete an assignment.
- Perform duties in a safe, competent, and business-like manner.
- Be open and honest regarding intent, goals, and skills.
- Accept only realistic assignments and have a clear understanding of the job expectations.
- Carry out duties promptly and reliably under accepted procedures.

***...display a professional and respectful attitude:***

- Be considerate, honest and respectful toward employees of USATF, other volunteers, sponsors, potential sponsors, vendors, and any other person with whom you come in contact with over the course of your actions as a USATF volunteer.
- Treat others fairly and with respect in accordance with all USATF rules, regulations, policies and procedures.
- Create and maintain an atmosphere free from physical, emotional, and sexual abuse and harassment as stated in [USATF Code of Ethics](#).
- Respect confidential information in accordance with all USATF rules, regulations, policies and procedures.
- Avoid any inappropriate contact or conflicting personal relationships with USATF representatives, including, but not limited to, athletes, staff, employees, and other volunteers that may affect your role as a volunteer.

***....maintain a healthy and safe environment:***

- Refrain from using profanity or illegal substances. Volunteers may not consume alcohol prior to or during USATF athletic events while they are volunteering. Volunteers may consume alcohol in moderation at appropriate venues, and are expected to behave in a way that brings credit to USATF and the event. In summary, if you drink, drink

responsibly. If you are going to smoke, please do not do so at or during USATF events while you are volunteering.

- Cell phone use should be limited when volunteering at USATF events. Refrain from using video and photographic technology on any cell phone unless such action is part of your volunteer duty.
- Abstain from possession of fireworks, ammunition, firearms, or other weapons or any material considered hazardous or harmful to others while participating in any USATF activity.

***...be loyal to their commitment and to our sport:***

- Look for constructive ways to overcome any obstacles.
- Never use an affiliation with USATF, through volunteering, in connection with the promotion of a political party, religious matter, or other issue not conforming to the position of USATF that may fall within prohibited conduct under the [USATF Code of Ethics](#), Policy on Conflicts of Interest or any other USATF rule, regulation, policy or procedure.
- Avoid acting in a manner that creates personal, business, or financial conflicts of interest with USATF defined in the [Code of Ethics](#).

***...take advantage of the opportunities our sport offers them:***

- Be open to new ideas and new ways of doing things.
- Become an active participant by extending your involvement to other roles of leadership and training.
- Delight in the change that your involvement makes in the life of someone you know and in the lives of those you never meet.

**In addition to the above guidelines for conduct of all volunteers, short-term volunteers are expected to:**

***...demonstrate commitment and loyalty to their volunteer status:***

- Arrive on time at all scheduled volunteer times.
- Accept the guidance and direction of the USATF Staff, Division Director, volunteer leader and other volunteers.
- Wear the proper attire or uniform while involved with any USATF sanctioned event, including during transit to and from the event, if using public transit.
- Wear volunteer credentials and refrain from copying or reproducing such credentials, as they are non-transferable.
- Refrain from soliciting or selling goods, merchandise, or other property during the operation of the USATF-sanctioned event in accordance with USATF rules, regulations, policies and procedures, unless such action is part of your volunteer duty.
- Respect and use all equipment appropriately and only as required to properly perform your task.
- Never remove any USATF or event-sanctioned property from the event premises unless specifically authorized by USATF staff, your supervisor, or volunteer leader.

***...demonstrate good sportsmanship:***

- Support the decisions of referees, officials, and games committees, and use proper dissent processes.
- Be respectful during ceremonies, and help your athletes do the same.
- Praise all athletes for their efforts, and encourage them to accept the success of other athletes.

***...be continually vigilant and cognizant of the safety of the athlete:***

- Never leave a competition area unsupervised.
- Report anything you observe in the physical environment or a competitive situation which you feel may cause potential infractions or harm to the athletes or other volunteers or participants. Report any suspicious or potentially harmful activities, including but not limited to injuries and bad weather, to your appropriate USATF supervisor, staff liaison, or volunteer leader.



# **SECTION 4 SCREENING AND BACKGROUND CHECK PROGRAM**



## **SECTION 4.1      BACKGROUND SCREEN OVERVIEW**

USA Track & Field has implemented a background screening program on coaches, officials, authorized Athlete Representatives, and volunteers of youth clubs.

Background Checks have been implemented by USATF to:

1. Promote a safe, nurturing, and supportive athletic environment in which youth athletes can pursue their athletic goals;
2. Provide an environment where parents can feel good about allowing their child to participate in the sport of track and field.
3. Maintain the sport of track and field as an environment that discourages the presence of those who would seek to harm youth athletes.

Please note that this screening is not intended to serve as a pre-employment background-screening program, nor can screening guarantee that incidents of abuse by coaches/volunteers will not occur. Background screening is designed as a preventative risk management tool, but does not ensure inappropriate behavior will not occur.

Any coach, official, authorized Athlete Representative, or volunteer of youth clubs must take the required background screen. If any such individual does not pass the screen (using the criterion further detailed in the sections below), said individual will NOT be permitted to serve USATF in such capacity.





## SECTION 4.2 COACHES, OFFICIALS, YOUTH VOLUNTEER CRITERION

The criterion for background screens on coaches, officials and youth club volunteers is detailed below:

Convictions for, disclosures of convictions for, and pending dispositions for any of the following crimes, and registrations or sanctions, or disclosures for any listed registrations or sanctions, will prompt a determination that an applicant 'does not meet' the background screening criteria:

1. Any felony including an element of violence or of a sexual nature regardless of the amount of time since the offense, and any non-violent felony within the past five (5) years (felony defined as any crime punishable by confinement greater than one year).
  - Defined on the basis of exposure to the offense for which the defendant was convicted, pled guilty or pled nolo contendere. If pled down, then the crime to which the defendant ultimately pled.
  - Defined by all crimes punishable by greater than one year in jail or prison, regardless of how characterized by jurisdiction. If range, alternate sentencing, or indeterminate sentencing, outer range greater than one year.
2. Any lesser crime involving force or threat of force against a person within the last ten (10) years.
3. Any lesser crime in which sexual relations is an element, including "victimless" crimes of a sexual nature (including but not limited to pornography, lewd conduct, and indecent exposure) regardless of the time since the offense.
4. Any lesser crime involving controlled substances (not paraphernalia or alcohol) within the last five (5) years.
5. Any lesser crime involving cruelty to animals within the last ten (10) years.
6. Any criminal offense which causes harm to a child regardless of the amount of time since the offense.
7. Any sex offender registrant.
8. Any individual that is not in good standing (sanctioned) with the United States Anti-Doping Agency (USADA) (As monitored by USATF).



## SECTION 4.3 AUTHORIZED ATHLETE REPRESENTATIVE CRITERION

The criterion for background screens on Authorized Athlete Representatives is detailed below:

Convictions for, disclosures of convictions for, and pending dispositions for any of the following crimes, and disclosures for any listed sanctions will prompt a determination that an applicant does not meet the background screening criteria and a red light determination will be issued:

1. Any felony including an element of violence or of a sexual nature regardless of the amount of time since the offense, and any non-violent felony within the past five (5) years
  - a. Defined on the basis of exposure for the offense for which the defendant was convicted, pled guilty or pled nolo contendere. If pled down, then the crime to which the defendant ultimately pled.
  - b. Defined as all crimes punishable by greater than one year in jail or prison, regardless of how characterized by jurisdiction. If range, alternate sentencing, or indeterminate sentencing, outer range >one year.
2. Any lesser crime involving force or threat of force against a person within the last ten (10) years.
3. Any crime in which sexual relations is an element, including “victimless” crimes of a sexual nature (including but not limited to pornography, lewd conduct, and indecent exposure) within the last ten (10) years.
4. Any lesser crime involving controlled substances (not paraphernalia or alcohol) within the last five (5) years.
5. Any lesser crime involving cruelty to animals within the last ten (10) years.
6. Any sex offender registrant.
7. Any crime involving financial misappropriation including but not limited to embezzlement, fraud, extortion, and theft within the last ten (10) years.
8. Any individual that is currently not in good standing (sanctioned) with the United States Anti-Doping Agency (USADA) or who has received a sanction by USADA within the last ten (10) years.



# SECTION 5 EDUCATION & TRAINING



## SECTION 5.1 SAFESPORT AWARENESS TRAINING

Education is a key component of any abuse and misconduct prevention strategy. Awareness training provides relevant participants with information necessary to more effectively monitor their organization, minimize the opportunities for physical and sexual abuse and other types of misconduct, and respond to concerns. It is also a strong public statement that the organization places a priority on the safety of its participants.

USATF requires that members have a basic understanding of sexual abusers and the strategies that offenders use to seduce their victims. Using a combination of attention, affection and gifts, offenders select a victim, win their trust (and the trust of child's caregiver or "gatekeeper"), manipulate the victim into sexual activity, and keep the child from disclosing abuse.

It is strongly encouraged that those participants who have direct contact with or supervision over minor participants (coaches, officials, and youth volunteers) shall complete appropriate awareness training about child physical and sexual abuse and other types of misconduct before having contact with youth participants.

To prevent child physical and sexual abuse and other types of abuse and misconduct, the awareness training shall:

- Provide definitions for and effects of child physical and sexual abuse;
- Provide definitions for and effects of all forms of abuse and misconduct (emotional, physical, and sexual; bullying, harassment, and hazing);
- Identify risk opportunities for physical and sexual abuse;
- Address common myths about offenders;
- Outline patterns, behaviors, and methods of operation of sexual predators;
- Identify risk opportunities for abuse and misconduct in sport;
- Identify policies, practices, and procedures to recognize, reduce, and report misconduct.

The extent and content of the recommended training may vary for different types of participants, and USATF's policy is that the following awareness training is strongly encouraged (note that USATF may modify these requirements from time to time as it deems appropriate).

Each member club and program that is primarily and directly responsible for administering and supervising USATF programs must be fully versed in USATF's SafeSport Program and possess the information necessary to more effectively monitor their organization, minimize the opportunities for physical and sexual abuse and other types of misconduct, and respond to concerns.

USATF has adopted the United States Olympic Committee's SafeSport training materials, which include a series of online training videos, free of charge, in the following subjects that are available for the training of administrators, coaches, officials, volunteers, board members, etc .:

- Lesson 1: The Coach-Athlete Relationship
- Lesson 2: Bullying & Harassment
- Lesson 3: Hazing
- Lesson 4: Emotional Misconduct
- Lesson 5: Physical Misconduct
- Lesson 6: Sexual Misconduct
- Lesson 7: Sexual Abuse
- Lesson 8: Grooming
- Lesson 9: Minimizing High-Risk Opportunities
- Lesson 10: Local Travel
- Lesson 11: Overnight Travel
- Lesson 12: Signs & Symptoms of Abuse
- Lesson 13: The Barriers to Reporting Abuse
- Lesson 14: Reporting and Responding to Misconduct & Abuse

The training videos in total are approximately 90 minutes long. Each member club is highly encouraged to have all club administrators and coaches complete the online training each year. Upon successful completion of the online training, passing the section quizzes and final exam, each person will receive a certificate of completion. Please note, this training will be required of all coaches, officials, and youth club volunteers as of the 2015 membership year.

Each USATF member club shall designate a club board member to hold the title of Club SafeSport Compliance Chair beginning with the 2015 membership year. The specific duties of the Club SafeSport Compliance Chair will include monitoring the SafeSport policies and procedures of the club, verifying coach compliance and being the initial contact for persons reporting suspected abuse, misconduct or other violations, compiling information and when appropriate reporting such information to USATF.

Certain jurisdictions in the United States have mandatory training and testing that may apply to those that work or volunteer with youth athletes. If state-mandated training and testing are in place, then the training and testing shall be consistent with relevant standards of care and state legislation.



# SECTION 6 REPORTING PROCESS



## SECTION 6.1 REPORTING POLICY

Every USATF staff member, coach, official, Athlete Representative, athlete and/or volunteer must report:

1. violations of the USATF SafeSport Handbook,
2. misconduct as defined in USATF's Anti-Harassment & Abuse Policy, and
3. suspicions or allegations of child physical or sexual abuse.

**As a matter of policy, each USATF staff member, coach, official, Athlete Representative, athlete and/or volunteer does not investigate suspicions or allegations of child physical or sexual abuse or attempt to evaluate the credibility or validity of such allegations as a condition for reporting to the appropriate law enforcement authorities.**

### Reporting Child Physical or Sexual Abuse

#### *Child Physical or Sexual Abuse*

USATF staff members, coaches, officials, Athlete Representatives, athlete and/or volunteers are required to report suspicions or allegations of child sexual abuse by a colleague or co-worker, to:

1. the USATF SafeSport Committee, and
2. where applicable, **appropriate law enforcement authorities.**

#### *Grooming*

Because sexual abusers “groom” children for abuse – the process used by offenders to select a child, to win the child’s trust (and the trust of the child’s parent or guardian), to manipulate the child into sexual activity and to keep the child from disclosing abuse – it is possible that a staff member, coach, official, Athlete Representative, athlete and/or volunteer may witness behavior intended to groom a child for sexual abuse. All questions or concerns related to inappropriate, suspicious or suspected grooming behavior should be directed to the USATF SafeSport Committee.

#### *Peer-to-Peer Sexual Abuse*

Approximately 1/3 of all child sexual abuse occurs at the hands of other children and the obligation to report extends to peer-to-peer child sexual abuse. Whether or not a sexual interaction between children constitutes child sexual abuse turns on the existence of an aggressor, the age difference between the children, and/or whether there is an imbalance of power or intellectual capabilities. **If you have any concerns that an interaction between children may constitute sexual abuse, report it to the appropriate law enforcement authorities and the USATF SafeSport Committee immediately.**

### Reporting Misconduct and Policy Violations

If any staff member, coach, official, Athlete Representative, athlete and/or volunteer receives an allegation or observes misconduct or other inappropriate behavior, such as grooming, that is not reportable to the appropriate law enforcement authorities, it is the responsibility of each such person to report their observations to the USATF SafeSport Committee.

USATF also encourages member parents, athletes and other sport participants to communicate violations of USATF's SafeSport Handbook and/or allegations and suspicions of child physical and sexual abuse to the USATF SafeSport Committee. Where applicable, parents may also report to the appropriate law enforcement authorities.

## SECTION 6.2 REPORTING PROCEDURE

### To Whom to Report

USATF staff members, coaches, officials, Athlete Representatives, athlete and/or volunteers should report concerns to the USATF SafeSport Committee.

USATF staff members, coaches, officials, Athlete Representatives, athlete and/or volunteers may, and in many cases must, report any allegation of child physical or sexual abuse to relevant law enforcement authorities.

### How to Report

The USATF SafeSport Committee will take a report via an email sent to [SafeSport@USATF.org](mailto:SafeSport@USATF.org). It is helpful to USATF for individuals to provide the following information:

1. Name of individual you are reporting;
2. Age or approximate age of individual you are reporting;
3. Gender of individual you are reporting;
4. Address of individual you are reporting;
5. Position(s) this individual holds/held;
6. Club/Association where individual works and/or volunteers or worked/volunteered previously;
7. Type of offense (what happened? Please be as detailed as possible);
8. Where did the incident(s) take place;
9. Victim name (if you are the victim and want to remain anonymous, you may do so);
10. Age or approximate age of victim;
11. Club/Association affiliation of victim;
12. Contact phone number of victim (or guardian if victim is under 18);
13. Contact email address of victim (or guardian if victim is under 18);
14. Victim gender;
15. Complainant's name (you may remain anonymous if you wish; however, providing your information is vastly helpful to a swift and effective investigation. A person reporting alleged misconduct should not fear any retribution and/or consequence when filing a report he or she believes to be true);
16. Complainant's phone number;
17. Complainant's email address;
18. Complainant's club/Association affiliation;
19. Complainant's relationship to the victim or the incident;
20. Any other information that would be helpful to an investigation of the alleged offense you have reported.

USATF will withhold the complainant's name on request, to the extent permitted by law.



## **SECTION 6.3      CONFIDENTIALITY, ANONYMOUS REPORTING AND BAD-FAITH ALLEGATIONS**

### **Confidentiality**

To the extent permitted by law, and as appropriate, USATF will keep confidential the complainant's name on request, not make public the names of potential victims, the accused perpetrator or the people who made a report of child physical and sexual abuse to the authorities.

### **Anonymous Reporting**

USATF recognizes it can be difficult for an athlete, teammate, friend or family member to report an allegation of misconduct and strives to remove as many barriers to reporting as possible. **Anonymous reports may be made to the USATF SafeSport Committee by sending an email to [SafeSport@usatf.org](mailto:SafeSport@usatf.org) with any and all information the complainant is willing to share.**

**However, anonymous reporting may make it difficult for USATF to investigate or properly address allegations.**

All suspicions of child physical or sexual abuse will be reported to the appropriate law enforcement authorities.

### **“Whistleblower” Protection**

Regardless of outcome, USATF will support the complainant(s) and his or her right to express concerns in good faith. USATF will not encourage, allow or tolerate attempts from any individual to retaliate, punish, allow or in any way harm any individual(s) who reports a concern in good faith. Such actions against a complainant will be considered detrimental to the purposes of USATF or athletics and will be a violation of the USATF Code of Ethics and their related Codes of Conduct and grounds for disciplinary action.

### **Bad-Faith Allegations**

A report of abuse, misconduct or policy violations that is malicious, frivolous or made in bad faith is prohibited. Such reports will be considered detrimental to the purposes of USATF or athletics and will be a violation of the USATF Code of Ethics and their related Codes of Conduct and grounds for disciplinary action. Depending on the nature of the allegation, a person making a malicious, frivolous or bad-faith report may also be subject to civil or criminal proceedings.





## SECTION 6.4 HOW REPORTS ARE HANDLED

### Suspicions or Allegations of Child Physical or Sexual Abuse

#### *Reporting to Law Enforcement and/or Child Protective Services*

An independent investigation can harm youth and/or interfere with the legal investigative process. **USATF staff members, coaches, officials, Athlete Representatives, athlete and/or volunteers do not investigate suspicions or allegations of child physical or sexual abuse or attempt to evaluate the credibility or validity of child physical or sexual abuse as a condition for reporting to appropriate law enforcement authorities.** As necessary, however, USATF may ask a few clarifying questions of the minor or person making the report to adequately report the suspicion or allegation to law enforcement authorities.

#### *Immediate Suspension or Termination*

When an allegation of child physical or sexual abuse is made against a staff member, coach, official, Athlete Representative, athlete and/or volunteer, CLUB may immediately remove that individual from contact with any children in the program until the allegation has been investigated by an official agency. As necessary, USATF may suspend or change the assignment of a staff member, coach, official, Athlete Representative, and/or volunteer.

A staff member, coach, official, Athlete Representative, athlete or volunteer's failure to report a concern to the USATF SafeSport Committee is a violation of this policy and grounds for termination of a staff member and/or dismissal of a coach, official, Athlete Representative, athlete or volunteer.

### Misconduct and Policy Violations

USATF addresses internally alleged policy violations and misconduct – bullying, harassment, hazing, emotional, physical and sexual – that are not reportable under relevant state or federal law. Staff members, coaches, officials, Athlete Representatives, athletes and/or volunteers must report policy violations and misconduct to the USATF SafeSport Committee.

USATF may also investigate allegations of child physical or sexual abuse that are reportable, if such investigation does not interfere with any ongoing criminal investigation or prosecution for abuse. Such allegations may include:

- Emotional abuse
- Abuse reported outside the relevant statutes of limitation
- Allegations of abuse that were reported to authorities, but: (a) legal authorities did not press criminal charges; (b) criminal charges were filed, but not pursued to trial; or (c) the alleged offender was acquitted at trial.



## **SECTION 6.5      NOTIFICATION**

Following USATF's notice of a credible allegation that results in the removal of an employee, coach, official, Athlete Representative or other volunteer, USATF may consider the circumstances in which it will notify other parents of athletes with whom the accused individual may have had contact. In USATF's discretion, as appropriate, and after consultation with counsel, USATF may notify its staff members, contractors, volunteers, parents, and/or athletes of any allegation of child physical or sexual abuse or other criminal behavior that (1) law enforcement authorities are actively investigating; or (2) that USATF is investigating internally.