

## **USATF POLICY FOR EVENT VOLUNTEERS**

### **SCOPE**

This policy applies to all individuals who volunteer for USA Track & Field, Inc. (“USATF”) or any of its respective Associations at their respective events and meetings (“USATF Events”), regardless of whether those volunteers are current members of USATF.

### **PURPOSE**

USATF is committed to the safety of athletes as well as their physical, emotional and social development and to ensuring that athletes can participate in sport in an environment free of misconduct. Therefore, USATF is taking reasonable steps to prevent all forms of sexual misconduct (including sexual abuse), emotional misconduct, physical misconduct, bullying, harassment, and hazing from occurring in our sports. USATF strictly prohibits unlawful harassment or abuse of and/or by staff members, volunteers, athletes, coaches, officials, athlete representatives, 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. The purpose of this policy is to establish rules of engagement for all volunteers at any USATF Event, regardless of whether such volunteers are members of USATF, to ensure a safe environment for USATF athletes.

### **STATEMENT OF POLICY**

No individual shall be permitted to volunteer at any USATF Event who is not USATF SafeSport compliant and, therefore, listed on the USATF SafeSport List contained on its website. Currently, any individual can be USATF SafeSport compliant by: (1) being a current USATF member; (2) successfully passing a USATF criminal background screen (including agreeing to any acknowledgments therein); and (3) successfully completing all required U.S. Center for SafeSport training courses, as directed by USATF.

Notwithstanding the foregoing, USATF recognizes that there may be some volunteer roles at USATF Events where the volunteer serves in a position without authority, without frequent contact with USATF athletes, and in an observable and interruptible distance from another adult. Therefore, USATF will allow individuals to serve as restricted volunteers in those cases where the volunteer is not in a position of authority, has infrequent contact with USATF athletes, and serves in an observable and interruptible distance from another adult. In order to serve under these limited circumstances, for up to three (3) USATF Events only, such individuals must: (1) be fifteen (15) years of age or older; (2) have a current, state-issued ID (or current school ID for those without a state-issued ID); (3) live within the geographic region of the Association where the USATF Event is taking place; (4) represent and warrant that they have not been convicted of a felony; and (5) currently be in good standing and eligible to participate with USATF and not be suspended from participating in any capacity by USATF or the U.S. Center for SafeSport. (Should the individual wish to volunteer at additional USATF Events, or if volunteer cannot meet the above conditions, the volunteer is required to be USATF SafeSport compliant, as discussed above.)

All volunteers are subject to any and all USATF bylaws, regulations, and policies, including, but not limited, to USATF’s Volunteer Handbook and SafeSport Handbook. Further, all volunteers at USATF Events shall be subject to the corresponding procedures for such volunteers.

The above policy is in accordance with USATF’s SafeSport Handbook and the U.S. Center for SafeSport’s SafeSport Code. By signing the USATF Restricted Volunteer Application and Acknowledgment of USATF SafeSport Policies, individuals consent to their understanding of USATF’s SafeSport policies and procedures, including mandatory reporting requirements.

Policy Established May 2019.

## USATF PROCEDURE FOR EVENT VOLUNTEERS

It is the responsibility of the event director to effectuate the USATF Policy for Event Volunteers. Event directors shall ensure all volunteers at any and all USA Track & Field (“USATF”), or USATF Association, event or meeting where USATF athletes are present (“USATF Event”) abide by all USATF rules, regulations, and policies, including, but not limited to, USATF’s Volunteer Handbook and SafeSport Handbook. Furthermore, event directors shall ensure all volunteers for such USATF Event are USATF SafeSport compliant. This can be accomplished by checking to make sure all volunteers are on the USATF SafeSport Compliance List. The USATF SafeSport Compliance List can currently be found at: <http://www.usatf.org/Resources-for---/Coaches/Coaches-Registry/Coaches-Registry.aspx?aliaspath=%2fResources-for---%2fCoaches%2fCoaches-Registry%2fCoaches-Registry>.

In the event a volunteer is not found on the USATF SafeSport Compliance List, the following procedures shall be followed:

### Responsibilities

- Event Director shall:
  - Ensure the volunteer is not listed on the USATF SafeSport Disciplinary Records page contained on its website.
  - Oversee the volunteer check-in processes, including the verification of photo identification (the name on which must match the name the volunteer used on the USATF Restricted Volunteer Application and acknowledgment of USATF SafeSport Policies), dissemination and collection of wristbands, as well as behaviors of the volunteers during the USATF Event (or designate this responsibility to another volunteer who is USATF SafeSport compliant). The event director will make available a copy of USATF’s SafeSport Handbook at the volunteer check-in area for viewing by volunteers.
  - Ensure all volunteers who are not on the USATF SafeSport Compliance List complete a USATF Restricted Volunteer Application and Acknowledgement of USATF SafeSport Policies (“Acknowledgement”). The Acknowledgement should be carefully reviewed to ensure the information provided complies with USATF’s Policy for Event Volunteers. After the event, the event director shall retain all acknowledgement originals for his/her files and upload a copy of the acknowledgment to the volunteer management system within seven (7) days following the respective USATF Event.
  - Provide a USATF restricted volunteer wristband (as provided by the USATF National Office) to the volunteer, which must be worn by the volunteer throughout the USATF Event and be **visible at all times**. The event director shall remove and collect all such wristbands prior to the completion of the respective USATF Event.
  - Ensure each such volunteer is closely supervised by a USATF volunteer who is on the USATF SafeSport Compliance List. Because the volunteer is not USATF SafeSport compliant, it is of paramount importance that these individuals be monitored during the entirety of the USATF Event. If misconduct occurs, it is the responsibility of both the event director and the volunteer’s supervisor to report the incident as necessary.
  - Ensure each such volunteer only works in event roles that are in view of the public (i.e. not acting as a locker room monitor, etc.) and do not engage with USATF athletes outside of the view of the public.