

**USATF SAFE SPORT
HANDBOOK**





Dear Coaches, Athletes and Administrators,

We all have a responsibility for the creation of a safe setting for all athletes, coaches, officials and administrators who participate in our sport.

USATF is committed to setting a clear tone at the top. With our established background screening program and Coaches Registry, USATF is proud to be a leader in the effort to help identify and prevent misconduct in sport, promote an open dialogue, and provide training and resources that are critical to the success of any athlete.

In 2014, the USOC recommended the implementation of the **SafeSport** program, and it has been mandated for national governing bodies since 2015. USATF is a partner in this effort.

Statistically, one in five youth report being bullied, while one in 10 will be victims of sexual abuse. Working collaboratively with the USOC and the U.S. Center for SafeSport, our goal through SafeSport is to ensure every athlete is safe and supported, regardless of age.

Coupled with the USATF Coaches Registry, our goal is to gain awareness and protect the participants at all levels, but particularly those who are age 18-and-under.

Please join us in reviewing the included materials and encouraging awareness through your athletes, coaches and clubs. Equally important in this document is information provided that details how to respond to emotional, sexual, and physical abuse.

We all must work together to strengthen a culture in our sport that promotes respect and prevents abuse. A safe environment in which to compete and train is a successful environment.

Best Regards,

Max Siegel
CEO

TABLE OF CONTENTS

SECTION 1	SAFESPORT POLICIES	1
SECTION 1.1	ANTI-HARASSMENT AND ABUSE POLICY.....	3
SECTION 2	ATHLETE PROTECTION POLICIES AND GUIDELINES	11
SECTION 2.1	ONE-ON-ONE INTERACTION.....	13
SECTION 2.2	CHANGING AREA POLICY.....	16
SECTION 2.3	TRAVEL POLICY.....	19
SECTION 2.4	SOCIAL MEDIA, BLOGGING, AND INTERNET GUIDELINES	22
SECTION 3	CODES OF CONDUCT	25
SECTION 3.1	USATF CODE OF CONDUCT FOR REGISTERED COACHES	27
SECTION 3.2	USATF CODE OF CONDUCT FOR OFFICIALS	35
SECTION 3.3	USATF CODE OF CONDUCT FOR ATHLETE REPRESENTATIVES.....	39
SECTION 3.4	USATF CODE OF CONDUCT FOR ATHLETES	41
SECTION 3.5	USATF CODE OF CONDUCT FOR GENERAL VOLUNTEERS.....	43
SECTION 4	SCREENING AND BACKGROUND CHECK PROGRAM	47
SECTION 4.1	BACKGROUND SCREEN OVERVIEW	49
SECTION 4.2	COACHES, OFFICIALS, VOLUNTEER CRITERION	51
SECTION 4.3	AUTHORIZED ATHLETE REPRESENTATIVE CRITERION	53
SECTION 5	EDUCATION & TRAINING	55
SECTION 5.1	SAFESPORT AWARENESS TRAINING	57
SECTION 6	REPORTING PROCESS	61
SECTION 6.1	REPORTING POLICY	63
SECTION 6.2	REPORTING PROCEDURE.....	65
SECTION 6.3	CONFIDENTIALITY, ANONYMOUS REPORTING AND BAD-FAITH ALLEGATIONS.....	67
SECTION 6.4	HOW REPORTS ARE HANDLED	69
SECTION 6.5	FINDINGS AND SANCTIONS	71
SECTION 6.6	NOTIFICATION	73

About USATF

Based in Indianapolis, USA Track & Field (USATF) is the national governing body for track & field, long-distance running and race walking in the United States. USATF encompasses the world's oldest organized sports, the most-watched events of Olympic broadcasts, the No. 1 high school and junior high school participatory sport and more than 30 million adult runners in the United States.

Mission Statement

USA Track & Field drives competitive excellence and popular engagement in our sport in a safe environment for all.

What We Do

As the national governing body, USATF fulfills a range of critical leadership roles and functions for the sport, including:

- Developing, selecting and leading Team USATF - the World's No. 1 team - at the Olympics, World Championships and scores of other international events each year. Roughly 700 athletes of all ages wear a Team USA uniform in any given year.
- Establishing grassroots programs, such as the Junior Olympics, to help develop the future stars of the sport.
- Promoting programs of training and competition for men and women and boys and girls of all ages.
- Establishing and enforcing the rules and regulations of our sport.
- Sanctioning approximately 8,000 events each year.
- Providing administrative and financial sponsorship support in connection with certain USATF national championships events.
- Providing insurance to sanctioned events, member clubs and member-athletes.
- Certifying race courses for accuracy and validating records.
- Conducting Coaching Education courses to educate coaches of all levels, across the country.

For the safety of our athletes, particularly our youth athletes, as well as all our member participants, USATF adopted the USATF SafeSport Program back in 2014. SafeSport at USATF aims to prevent sexual misconduct and abuse, bullying, hazing, harassment, physical abuse, and emotional abuse, in the sports of track and field, LDR, and race walking. Our goal is to create a clear culture of awareness to protect the participants in our sports at all levels.

USATF's SafeSport Program includes elements of governance, advocacy, education and communication, and compliance and monitoring. Additionally, an important aspect of USATF's SafeSport Program is the requirement that certain individuals within USATF be USATF 3-Step SafeSport Compliant. USATF currently requires members of the following groups to be USATF 3-Step SafeSport Compliant: National Office Staff, Board of Directors, registered coaches, certified officials, authorized agents, National Team staff, National Committee Chairs, Association leadership, Youth Committee members, AAC Committee Members, AAC Event Leaders, all meet volunteers in an official capacity, Youth Camp staff, and vendors with access to athletes. Further, an individual is ineligible to serve in a leadership role with USATF if s/he ever served any period of ineligibility directly

or indirectly related to a SafeSport Code violation as defined by the U.S. Center for SafeSport or a National Governing Body. For the sake of clarity, this does not include a provisional or interim suspension.

In order to be USATF 3-Step SafeSport Compliant, these individuals must: 1) have a USATF membership, 2) successfully complete the appropriate annual USATF background screen (which includes acknowledgement of the USATF SafeSport Handbook and an agreement to abide by the respective code of conduct), and 3) successfully complete SafeSport training before having contact with athletes, and in any event, within sixty (60) days of assuming such position within USATF.

DEFINITIONS

Applicable Adult: Those persons within USATF required to be USATF 3-step SafeSport Compliant. USATF currently requires members of the following groups to be USATF 3-Step SafeSport Compliant: National Office Staff, Board of Directors, registered coaches, certified officials, authorized agents, National Team staff, National Committee Chairs, Association leadership, Youth Committee members, AAC Committee Members, AAC Event Leaders, all meet volunteers in an official capacity, Youth Camp staff, and vendors with access to athletes

Covered Individual: Each person defined as a “Covered Individual” shall be:

1. subject to the jurisdiction of USATF and/or the U.S. Center for Safe Sport with respect to the investigation and resolution of any allegations that such Covered Individual may have violated
 - a. the sexual abuse and misconduct policies as referenced in the USATF SafeSport Handbook and defined by the U.S. Center for Safe Sport, or
 - b. allegations of violations of USATF’s SafeSport Policies that are reasonably related to and accompany a report or allegation of sexual abuse or misconduct, and
2. subject to any action taken by the U.S. Center for Safe Sport as a result of such allegations, including without limitation, suspension, permanent suspension, and/or referral to law enforcement authorities, all as set forth in the U.S. Center for Safe Sport Policies and Procedures. “Covered Individual” shall mean
 - a. those persons who are registered members of USATF, including but not limited to all registered coaches, youth coaches and volunteers, certified officials, and authorized agents,
 - b. all National Office staff of USATF,
 - c. all persons serving as a member of USATF’s Board of Directors,
 - d. all members of any national or international team staff, and
 - e. all contractors engaged on behalf of USATF at an Olympic training center.

Minor or Minor Athlete: An amateur athlete under 18 years of age.

USATF: USA Track & Field, Inc. The United States national governing body for the sports of track and field, cross country running, road running and racewalking.

USATF 3-Step SafeSport Compliance: Comprised of having: 1) a USATF membership, 2) successfully completed the appropriate annual USATF background screen (which includes acknowledgement of the USATF SafeSport Handbook and an agreement to abide by the respective code of conduct), and 3) successfully completed SafeSport training (completing all modules: Sexual Misconduct Awareness Education, Emotional and Physical Misconduct, and Mandatory Reporting, or the appropriate Refresher Course) before having contact with athletes, and in any event, within sixty (60) days of assuming such a position listed above (Applicable Adults) within USATF.

USATF Affiliate: USATF Associations, including their affiliated clubs and other entities.

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, 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 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. Additionally, abovementioned individuals should use common sense when interacting with other staff members, volunteers, athletes, coaches, officials, athlete representatives, volunteers, and other members of USATF Associations, including their affiliated entities.

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.

To enhance safe sport practices and to investigate and resolve safe sport violations, USATF has agreed to comply with the safe sport policies of the U.S. Center for Safe Sport (Center) and has incorporated by reference the provision of the *SafeSport Code for the U.S. Olympic and Paralympic Movement (Code)*, including its appendices, into these policies, the Center may update its policies at any time and the changes are effective when published. For the most current safe sport rules, policies and procedures, go to www.safesport.org. To the extent any USATF policy in this handbook is inconsistent with the rules of the Center, such USATF rule is hereby superseded.

Each person defined as a “Covered Individual” shall be:

1. Subject to the jurisdiction of USATF and/or the U.S. Center for SafeSport with respect to the investigation and resolution of any allegations that such Covered Individual may have violated
 - a. the sexual abuse and misconduct policies as referenced herein and defined by the U.S. Center for SafeSport, or
 - b. Allegations of violations of USATF’s SafeSport Policies that are reasonably related to and accompany a report or allegation of sexual abuse or misconduct, and
2. Subject to any action taken by the U.S. Center for SafeSport as a result of such allegations, including without limitation, suspension, permanent suspension, and/or referral to law enforcement authorities, all as set forth in the U.S. Center for SafeSport Policies and Procedures.

“Covered Individual” shall mean:

- a. Those persons who are registered members of USATF, including but not limited to all registered coaches, youth coaches and volunteers, certified officials, and authorized agents,
- b. All National Office staff of USATF,
- c. All persons serving as a member of USATF’s Board of Directors,
- d. All members of any national or international team staff, and
- e. All contractors engaged on behalf of USATF at an Olympic training center.

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, appropriate discipline or improving athletic performance.

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

1. **Verbal Acts.** A pattern of (a) verbal behaviors that 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 excluding 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 is a reasonable threat to, cause physical harm to an athlete or other sport participant.
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; and
 - 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); and
 - 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.
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; or
 - 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; and (g) 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. A coach requesting or sending a nude or partial-dress photo to an 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); or
 - 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; or
 - 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; or
 - 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.
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 an athlete or participant; or
 - 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; or
 - 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.

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; or
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(s), and/or volunteer(s).

SECTION 2 ATHLETE PROTECTION POLICIES AND GUIDELINES

USATF has adopted the following policies which apply to members of the following groups: National Office Staff, Board of Directors, registered coaches, certified officials, authorized agents, adult athletes who have contact with minors, National Team staff, National Committee Chairs, Association leadership, Youth Committee members, AAC Committee Members, AAC Event Leaders, all meet volunteers in an official capacity, Youth Camp staff, and vendors with access to athletes (“Applicable Adults”). Although the following policies are written with minors in mind, USATF strongly encourages all athletes to be familiar with the policies and to use similar safeguards when and where appropriate.

SECTION 2.1 ONE-ON-ONE INTERACTIONS

The majority of sexual abuse is perpetrated in isolated, one-on-one situations. By reducing such interactions between minors and adults, you reduce the risk of sexual abuse. However, one-on-one time with trusted adults can also be valuable and productive for a minor. Policies specifically concerning one-on-one interactions protect minors while allowing for these beneficial relationships.

One-on-One Interactions

One-on-one interactions between minor athletes and an Applicable Adult (who is not the minor athlete’s legal parent or guardian) at USATF or USATF Affiliate events, practices, and/or competitions are permitted, if they occur where interactions can be easily observed and are at an interruptible distance by another adult. When one-on-one interactions between Applicable Adults and minor athletes occur at USATF or USATF Affiliate events, practices and/or competitions, another Applicable Adult should monitor these interactions. Monitoring includes: knowing that the one-on-one interaction is occurring, the approximate planned duration of the interaction, and randomly dropping in on the one-on-one interaction.

Prohibited conduct:

Isolated, one-on-one interactions between minor athletes and an Applicable Adult (who is not the minor athlete’s legal parent or guardian) at USATF or USATF Affiliate events, practices, and/or competitions are prohibited, except in the circumstance described below in “Meetings with Mental Health Care Professionals”, and under emergency circumstances. USATF nonetheless strongly discourages Applicable Adults who are not the minor athlete’s legal parent or guardian from interacting one-on-one with minor athletes in settings outside of USATF or USATF Affiliate events, practices, and/or competitions (including, but not limited to, one’s home, restaurants, and individual transportation), unless legal parent or guardian consent is provided in advance for such contact.

Meetings

Meetings between Applicable Adults and minor athletes at USATF or USATF Affiliate events, practices, and/or competitions may only occur if another adult is present, except under emergency circumstances. Such meetings must occur where interactions can be easily observed and are at an interruptible distance from another adult. If a one-on-one meeting takes place in an office, the

door to the office must remain unlocked and open. If available, it should occur in an office that has windows, with the windows, blinds, and/or curtains remaining open during the meeting. When meetings between Applicable Adults and minor athletes occur at USATF or USATF Affiliate events, practices, and/or competitions, another Applicable Adult should monitor these meetings. Monitoring includes: knowing that the meeting is occurring, the approximate planned duration of the meeting, and randomly dropping in on the meeting.

Prohibited conduct:

Applicable Adults who are not the minor athlete's legal parent or guardian are prohibited from holding meetings with minor athletes in settings outside of USATF or USATF Affiliate events, practices, and/or competitions that are not easily observed and are at an interruptible distance from another adult (including, but not limited to, one's home, restaurants, and individual transportation), unless legal parent or guardian consent is provided in advance for such contact. USATF nonetheless strongly discourages such arrangements.

Meetings with Mental Health Care Professionals

If a mental health care professional meets with minor athletes at USATF or USATF Affiliate events, practices, and/or competitions, a closed-door meeting may be permitted to protect patient privacy, provided that: (1) the door remains unlocked; (2) another adult is present at the event, practice, and/or competition; (3) the other adult is advised that a closed-door meeting is occurring; and, (4) written legal guardian consent is obtained by the mental health care professional, with a copy provided to USATF.

Prohibited conduct:

Health care professionals who are not the minor athlete's legal parent or guardian are prohibited from interacting one-on-one with minor athletes in settings outside of the course of care (including, but not limited to, one's home, and restaurants), unless legal parent or guardian consent is provided for such contact. USATF nonetheless strongly discourages such arrangements.

Individual Training Sessions

Individual training sessions between Applicable Adults and minor athletes are permitted at USATF or USATF Affiliate events, practices, and/or competitions if the training session can be easily observed and is at an interruptible distance by another adult. It is the responsibility of the Applicable Adult to obtain the written permission of the minor athlete's parent or legal guardian in advance of the individual training session if the individual training session is not easily observed and at an interruptible distance by another adult. Parents, guardians, and other caretakers must be allowed to observe the training session. Permission for individual training sessions must be obtained at least every six months. When individual training sessions between Applicable Adults and minor athletes occur at USATF or USATF Affiliate events, practices, and/or competitions, adults should monitor these meetings. Monitoring includes: knowing that the individual training session is occurring, the approximate planned duration of the individual training session, and randomly dropping in on the individual training session.

Prohibited conduct:

Applicable Adults who are not the minor athlete's legal parent or guardian are prohibited

from conducting individual training sessions with minor athletes in settings outside of the USATF or USATF Affiliate event, practice, and/or competition (including, but not limited to, at one's home), unless, in the case of a minor, legal parent or guardian consent is provided for such contact. USATF nonetheless strongly discourages such arrangements.

Massages and Rubdowns

Any massage or rubdown performed by an Applicable Adult (with or without the use of an apparatus) on a minor athlete at USATF or USATF Affiliate events, practices, and/or competitions is prohibited unless such Applicable Adult is a licensed massage therapist. Any massage or rubdown performed at USATF or USATF Affiliate events, practices, and/or competitions by a licensed professional must be conducted in open and interruptible locations. Any massage of a minor athlete must be done with at least one other adult present, and must never be done with only the minor athlete and the person performing the massage in the room. Even if a coach is a licensed massage therapist, the coach shall not perform a rubdown or massage of a minor athlete under any circumstances. Written consent by a legal parent or guardian shall be provided before providing each massage or rubdown on a minor athlete. Parents or guardians must be permitted to be in the room as an observer. For the sake of clarity, the application of any lotions, balms, ointments upon an athlete would be considered to be included in this policy. Notwithstanding the foregoing, no massages or rubdowns should occur at youth events, practices, and/or competitions.

SECTION 2.2 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 administrators are not in a position to observe – this is especially true in changing areas. 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 Affiliates should provide notice to all athletes, their coaches, and parents of the changing areas at the events operated by USATF or the respective USATF Affiliate. Examples of changing area notice descriptions:

- a) No locker room or changing facilities. Athletes will be expected to come dressed for events, practice(s) and/or competitions 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 event, practice(s), and/or competitions.
- c) A designated changing area, dedicated to our athletes.

Non-Exclusive Facility

If USATF or a USATF Affiliate uses a facility not fully under USATF jurisdiction (for example, training or competition or similar events) and the facility is used by multiple constituents, Applicable Adults are nonetheless required to adhere to the rules set forth herein.

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 Applicable 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, in compliance with these policies. Any individual meetings with a minor athlete and a coach in a changing area shall require an Applicable Adult be with the coach. The Applicable 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. Efforts should be made to ensure that Applicable Adults are not alone with a minor athlete (e.g. if an Applicable Adult is monitoring a bathroom and all the athletes are gone except one, the Applicable Adult should remove him/herself from the bathroom and wait outside).

Applicable Adults should make every effort to recognize when a minor athlete goes to the locker room or changing area during practice and competition and, if they do not return in a timely fashion, will check on the minor athlete's whereabouts. It shall be permissible for USATF or a USATF Affiliate to prohibit parents/guardians from a locker room or changing area. However, in doing so the team shall ensure that properly screened individuals monitor and supervise the changing area as required above. In instances where a USATF or a USATF Affiliate has permitted parents/guardians to enter locker rooms or changing areas, it should only be a same-sex parent/guardian when other minor athletes are changing in the same locker room or changing area. If this is necessary, parents/guardians should let a coach or administrator know about this in advance.

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, practice, or competition 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 appropriately dressed and have been advised that photographs or recordings are being taken. In the case of a victory celebration, team party, etc., where all persons present in the changing area are appropriately dressed and have been advised that photographs or recordings are being taken, an individual should be given the opportunity to opt out of these photos/recordings before such photos/recordings are 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. If USATF or a USATF Affiliate is using a facility that has access to a single locker room or changing area, USATF or the USATF Affiliate will designate separate times for use by Applicable Adults, if any.

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 event, practice, or competition. Once the event, practice, and/or 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 Applicable Adults in the changing area that have been properly screened in compliance with USATF's Screening and Background Check Program.

Prohibited Conduct: Under no circumstances shall an Applicable Adult who is not the athlete's legal parent or guardian at USATF or USATF Affiliate events, practices, or competitions be undressed (disrobed or partial or full nudity where private body parts are exposed) in front of athletes, including intentionally exposing his or her breasts, buttocks, groin, or genitals to an athlete. Except for athletes on the same team or under emergency circumstances, at no time are Applicable Adults who are not the athlete's legal parent or guardian permitted to be alone with an athlete in a locker room, rest room, or changing area when at an event, practice, or competition under USATF jurisdiction.

SECTION 2.3 TRAVEL POLICY

A significant portion of USATF participation involves travel to competitions. Athletes, especially 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 events, 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 Affiliate 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 Affiliate. Some travel involves only local travel to and from local practices, meets 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

Local travel consists of travel to training, practice, and competition that occurs locally and does not include coordinated overnight stay(s).

- The local USATF Affiliate 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.
- Except in the case of an emergency, Applicable Adults, who are not also acting as a legal parent or guardian, should not drive alone with a 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 in advance of each local travel. Agreements in writing are required to be renewed every six (6) months.
- Where an Applicable Adult is involved in the minor athlete's local travel, efforts should be made to ensure that Applicable Adults are not alone with a minor athlete, by, e.g., picking the minor athletes up in groups.
- Applicable Adults 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.
- Parents or legal guardians are strongly encouraged to receive education concerning child abuse prevention before providing consent for their minor athlete to travel alone with an Applicable Adult. SafeSport education can be found on our website at <http://www.usatf.org/About/SafeSport.aspx>.

Organization/Team Travel

- Regardless of gender, a coach or other Applicable Adult shall not share a hotel room or other sleeping arrangement with a minor athlete (unless the coach or Applicable Adult is the parent, guardian, sibling, or is otherwise related to the minor athlete). However, a parent or legal guardian may consent to such an arrangement in advance and in writing. Furthermore, a parent or legal guardian may consent in advance and in writing to the minor athlete sharing a hotel room or other sleeping arrangement with an adult athlete.
- When only one Applicable Adult and one minor athlete travel to a competition, the minor athlete must have his/her parent's/legal guardian's written permission in advance, and for each competition, to travel alone with said Applicable Adult. In any event, parents or legal guardians are strongly encouraged to receive education concerning child abuse prevention before providing consent for their minor athlete to travel alone with an Applicable Adult who is subject to these policies. SafeSport education can be found on our website at <http://www.usatf.org/About/SafeSport.aspx>.
- 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.
- 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 both genders.
- 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 Applicable Adults.
- The team personnel shall ask hotels to block adult pay per view channels, if possible.
- Individual meetings between an athlete and an Applicable Adult in a hotel room is prohibited. Necessary interactions shall be conducted consistent with USATF's policies for one-on-one interactions and meetings.
- 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. Team travel policies must be signed and agreed to by all athletes, parents, and Applicable Adults traveling with the team.
- 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.

- No coach or chaperone shall at any time, leave minor athletes under the age of 14 alone, without appropriate supervision, in a hotel or other housing arrangement.
- 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 in order to take them away from the event venue for sightseeing, etc.
- Parents or legal guardians are strongly encouraged to receive education concerning child abuse prevention before providing consent for their minor athlete to travel alone with an Applicable Adult who is subject to these policies. SafeSport education can be found on our website at <http://www.usatf.org/About/SafeSport.aspx>.

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

SECTION 2.4 SOCIAL MEDIA, BLOGGING, AND INTERNET GUIDELINES

USATF encourages USATF staff, athletes and USATF Affiliates to post comments 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 be respectful 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 Affiliate 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 Affiliates to "link" their blogs, websites or social media platforms to the official site of USATF (www.usatf.org).

Video/Audio

USATF staff, athletes, or a USATF Affiliate 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 Affiliates 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 Applicable Adults and minor athletes must be professional in nature and for the purpose of communicating information about team activities. Applicable Adults and minor athletes should use good judgment regarding the volume and time of day of any allowed electronic communication. Communication should generally only be sent between the hours of 8:00 a.m. and 8:00 p.m., unless emergency circumstances exist, or while traveling internationally or during competition travel. Where possible, an Applicable Adult should be provided and use the organization web site e-mail center (the Applicable Adult'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 Applicable Adults can communicate to the minor athletes through the site.

Absent emergency circumstances, any email, electronic text, social media, or similar communication from an Applicable Adult to a minor athlete will copy or include the athlete’s legal parents or guardians, or another Applicable Adult. If a minor athlete communicates to the Applicable Adult privately first, said Applicable Adult should respond to the minor athlete with a copy to another Applicable Adult or the minor athlete’s legal parent or guardian. When an Applicable Adult communicates electronically to the entire team, said Applicable Adult will copy another adult.

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 Applicable Adults, Applicable Adults shall immediately comply with such request without any repercussions for such request.

Prohibited conduct:

Applicable Adults, who are not the minor athlete’s legal parent or guardian, are not permitted to maintain private social media connections with minor athletes, and such Applicable Adults are not permitted to accept new personal page requests on social media platforms from minor athletes, unless the Applicable Adult has a fan page, or the contact is deemed as celebrity contact vs. regular contact. Existing social media connections on personal pages with minor athletes shall be discontinued. Applicable Adults who are not the minor athlete’s legal parent or guardian are not permitted to “private message,” “instant message,” “direct message”, or send photos via Snapchat or Instagram to a minor athlete privately.

Liability

When USATF staff, athletes and USATF Affiliates 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 platform or on any website, 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 online content to ensure that the integrity of the USATF Code of Conduct is maintained. USATF asks that USATF staff, athletes and USATF Affiliates discovering unauthorized content please report it immediately to the COO. USATF will make reasonable efforts to inform the legal parent or guardian of a minor athlete of any prohibited posts.

Minor Athletes who Become Adult Athletes

With the exception of athletes who are members of the same team, minor athletes who reach the age of majority (i.e. 18 years of age) must adhere to the provisions found in Section 2 of this Handbook when interacting with minor athletes who are 14 years of age or younger. Minor athletes who reach

the age of majority and then obtain a position of authority that presents a power imbalance, such as becoming a coach or official, must also comply with Section 2 of this Handbook regardless of the age of the minor athletes with whom they will interact.

Reporting

For concerns of child sexual abuse, sexual misconduct, non-consensual sexual conduct, sexual harassment, or intimate relationships involving an imbalance of power, all individuals should report concerns to the U.S. Center for SafeSport, as well as notify USATF that a report(s) was made. To report to the U.S. Center for SafeSport, you may use the online reporting form at www.safesport.org/report-a-concern, or call (720) 531-0340. In addition, individuals may, and in many cases must, report any allegation of child physical or sexual abuse to relevant law enforcement authorities. Please note, neither criminal nor civil statutes of limitations apply to reporting a SafeSport complaint.

For concerns of physical or emotional misconduct, bullying, harassment, hazing, or any other violation of USATF's SafeSport Handbook, all individuals should report concerns to USATF. To report a concern to USATF, you may use the online reporting form at <http://www.usatf.org/About/SafeSport/Reporting-a-SafeSport-Complaint.aspx>, or call (317) 713-4688, or email safesport@usatf.org. USATF will withhold the complainant's name, upon request, to the extent permitted by law.

Please see Section 6 of this document for specific reporting requirements.

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 have zero tolerance of prohibited drug use, actively advocate for clean competition and report suspected use of prohibited drugs to the U.S. Anti-Doping Agency;
5. Not have been found by the relevant authorities to have committed an anti-doping rule violation or to have enabled an athlete to commit an anti-doping rule violation;
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; and
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>Zero Tolerance of Prohibited Drugs and Techniques</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 limits</i>	2.8	Recognize the limits of knowledge and capacity in coaching 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 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, and 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"> 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. ii. Engaging in deliberate or repeated sexually oriented comments, gestures or touching.
<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.

<i>Respect for the rules</i>	4.3	Accept and encourage athletes and other participants to uphold both 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.

2013-2016 Certified Official Recertification Form - Revision 1A; Page 2 of 2

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 of 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 staff members, 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 for staff members, board members, Association board members, coaches, officials, authorized Athlete Representatives, committee chairs, and volunteers of clubs.

Background Checks have been implemented by USATF to:

1. Promote a safe, nurturing, and supportive athletic environment in which 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; and
3. Maintain the sport of track and field as an environment that discourages the presence of those who would seek to harm athletes.

The USATF background screen 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.

USATF currently requires the members of the following groups to take a USATF background screen: National Office Staff, Board of Directors, registered coaches, certified officials, authorized agents, National Team staff, National Committee Chairs, Association leadership, Youth Committee members, AAC Committee Members, AAC Event Leaders, all meet volunteers in an official capacity, Youth Camp staff, and vendors with access to athletes,. These individuals must have a USATF membership, have successfully completed the appropriate USATF background screen, and have successfully completed SafeSport training before having contact with athletes, and in any event, within sixty (60) days of assuming such position within USATF. If any such individual does not pass the screen (using the criterion further detailed herein), said individual will NOT be permitted to serve USATF in such capacity. Please note, the USATF background screen does not apply to individuals younger than 18 years of age.

Additionally, an individual is ineligible to serve in a leadership role with USATF if s/he ever served any period of ineligibility directly or indirectly related to a SafeSport Code violation as defined by the U.S. Center for SafeSport or a National Governing Body. For the sake of clarity, this does not include a provisional or interim suspension.

Currently, all USATF association, regional, and national event organizers are required to submit a list of event workers to the SafeSport Administrator at the National Office within seven (7) days after the conclusion of the event, for a compliance review. USATF reserves the right to track and conduct periodic checks for compliance regarding background screens.

SECTION 4.2 VOLUNTEER CRITERION

The criterion for background screens on registered coaches, certified officials, National Team staff, National Committee Chairs, Association leadership, Youth Committee members, AAC Committee Members AAC Event Leaders, all meet volunteers in an official capacity, Youth Camp staff, and vendors with access to athletes, 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).

From the time an individual self-registers for their background check, through the conclusion of their association with USATF in a role that requires a background check, he/she has the affirmative duty to disclose their criminal history to USATF. Failing to disclose or intentionally misrepresenting a conviction is grounds for disciplinary action, regardless of when the offense is discovered or occurred.

Members of the USATF Board of Directors are subject to the same heightened background screen criterion as the USATF National Office staff.

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.

From the time an individual self-registers for their background check, through the conclusion of their association with USATF in a role that requires a background check, he/she has the affirmative duty to disclose their criminal history to USATF. Failing to disclose or intentionally misrepresenting a conviction is grounds for disciplinary action, regardless of when the offense is discovered or occurred.

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 the child’s caregiver or “gatekeeper”), manipulate the victim into sexual activity, and keep the child from disclosing abuse.

Those participants who have direct contact with or supervision over participants (staff members, board members, association board members, committee chairs, coaches, officials, volunteers, and athlete representatives) shall complete appropriate awareness training about child physical and sexual abuse and other types of misconduct before having contact with 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; and
- Identify policies, practices, and procedures to recognize, reduce, and report misconduct.

The extent and content of the training may vary for different types of participants, and USATF’s policy is that the following awareness training must be completed by those participants who have direct contact with or supervision over participants (National Office Staff, Board of Directors, registered coaches, certified officials, authorized agents, National Team staff, National Committee Chairs, Association leadership, Youth Committee members, AAC Committee Members, AAC Event Leaders, all meet volunteers in an official capacity, Youth Camp staff, and vendors with access to athletes) (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 U.S. Center for SafeSport'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, athlete representatives, etc.:

Module 1: Mandatory Reporting

Module 2: Emotional and Physical Misconduct

Module 3: Sexual Misconduct Awareness Education

The training videos in total are approximately 90 minutes long. Each member club is required to have all club administrators and coaches complete the training as required by USATF. Upon successful completion of the training, each person will receive a certificate of completion. USATF currently requires the following individuals to take SafeSport training: National Office Staff, Board of Directors, registered coaches, certified officials, authorized agents, National Team staff, National Committee Chairs, Association leadership, Youth Committee members, AAC Committee Members, AAC Event Leaders, all meet volunteers in an official capacity, Youth Camp staff, and vendors with access to athletes. These individuals must have a USATF membership, have successfully completed the appropriate USATF background screen, and have successfully completed SafeSport training before having contact with athletes, and in any event, within sixty (60) days of assuming such position within 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.

Currently, all USATF association, regional, and national event organizers are required to submit a list of event workers to the SafeSport Administrator at the National Office within seven (7) days after the conclusion of the event for a compliance review. USATF reserves the right to track and conduct periodic checks for compliance regarding SafeSport training.

Minor Athletes Training

USATF annually offers training to members who are minors regarding prevention and reporting of child abuse. USATF will adopt the U.S. Center for SafeSport's SafeSport training materials that will be available for the training of minor athletes with parental consent. USATF will offer this training as soon as it becomes available from the U.S. Center for SafeSport.

Exemptions

Exemptions from this Education & Training Policy may be made on a case-by-case basis for victims/survivors. Requests may be made directly to the U.S. Center for SafeSport, ngbservices@safesport.org, or to USATF at safesport@usatf.org.

SECTION 6 REPORTING PROCESS

SECTION 6.1 REPORTING POLICY

USATF requires the reporting of the following:

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, USATF members should 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. Please note, neither criminal nor civil statutes of limitations apply to reporting a SafeSport complaint.

Reporting Child Physical or Sexual Abuse

Child Physical or Sexual Abuse

USATF requires the reporting of suspicions or allegations of child sexual abuse, sexual misconduct, non-consensual sexual conduct, sexual harassment, and intimate relationships involving an imbalance of power to the U.S. Center for SafeSport, as well as notification to USATF that the report(s) was made.

Contact your local authorities if you have a reasonable suspicion that child sexual abuse or neglect has occurred. All reports of child abuse or sexual assault of a minor must also be reported to local authorities. Reports of abuse not involving a minor may also be reported to local 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 U.S. Center for SafeSport, as well as notification to USATF that the report(s) was made.**

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 U.S. Center for SafeSport immediately, as well as notify USASTF that the report(s) was made.**

Contact your local authorities if you have a reasonable suspicion that child sexual abuse or

neglect has occurred. All reports of child abuse or sexual assault of a minor must also be reported to local authorities. Reports of abuse not involving a minor may also be reported to local authorities.

Reporting Misconduct and Policy Violations

If anyone receives an allegation or observes misconduct or other inappropriate behavior, such as bullying, harassment, hazing, or physical or emotional misconduct, that is not reportable to the appropriate law enforcement authorities, it is the responsibility of each such person to report their observations to USATF. Please note, neither criminal nor civil statutes of limitations apply to reporting a SafeSport complaint.

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 U.S. Center for SafeSport, as well as notify USATF that a report(s) was made. Where applicable, those individuals may also report to the appropriate law enforcement authorities.

SECTION 6.2 REPORTING PROCEDURE

Contact your local authorities if you have a reasonable suspicion that child sexual abuse or neglect has occurred. All reports of child abuse or sexual assault of a minor must also be reported to local authorities. Reports of abuse not involving a minor may also be reported to local authorities. Please note, neither criminal nor civil statutes of limitations apply to reporting a SafeSport complaint.

To Whom to Report

For concerns of child sexual abuse, sexual misconduct, non-consensual sexual conduct, sexual harassment, or intimate relationships involving an imbalance of power, all individuals should report concerns to the U.S. Center for SafeSport, as well as notify USATF that a report(s) was made.

For concerns of physical or emotional misconduct, bullying, harassment, hazing, or any other violation of USATF's SafeSport Handbook, all individuals should report concerns to USATF. **In addition, individuals may, and in many cases must, report any allegation of child physical or sexual abuse to relevant law enforcement authorities.**

How to Report

To report to the U.S. Center for SafeSport, you may use the online reporting form at www.safesport.org/report-a-concern, or call (720) 531-0340.

To report a concern to USATF, you may use the online reporting form at <http://www.usatf.org/About/SafeSport/Reporting-a-SafeSport-Complaint.aspx>, or call (317) 713-4688, or email safesport@usatf.org. USATF will withhold the complainant's name, upon request, to the extent permitted by law.

If reporting a concern by email, it is helpful to USATF for individuals to provide the following information when filing a report:

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; and
20. Any other information that would be helpful to an investigation of the alleged offense you have reported.

What Should I Expect After I've Reported My Concern?

If you've reported a concern to USATF either through the email or online reporting form, you can expect the following:

- Your concern will be directed to the appropriate SafeSport contact who will investigate the complaint.
- Once a determination has been made, USATF will notify the parties accordingly, and USATF will take further action if appropriate and warranted.
- The investigation will be closed for all matters pertaining to the complaint.
- A follow-up will be conducted to ensure bad behaviors are not persisting, retaliation or punishment has not been an issue, and to follow-up on any outstanding questions or issues.

If you've reported a concern to the U.S. Center for SafeSport, a representative will assist you in your case.

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 USATF you may use the online reporting form at <http://www.usatf.org/About/SafeSport/Reporting-a-SafeSport-Complaint.aspx>, or call (317) 713-4688, or email 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. Please note, neither criminal nor civil statutes of limitations apply to reporting a SafeSport complaint.

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

Suspicious or Allegations of Child Physical or Sexual Abuse

Reporting to Law Enforcement and/or Child Protective Services

An independent investigation can harm athletes and/or interfere with the legal investigative process. **As a matter of policy, USATF members should 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.** As necessary, however, USATF may ask a few clarifying questions of the athlete 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 USATF member, USATF 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 USATF member.

Failure to report a concern to USATF is a violation of this policy and grounds for termination and/or dismissal of a such member.

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 USATF.

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; or
- 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 FINDINGS AND SANCTIONS

USATF has the discretion to impose sanctions on the individual if it finds, based on a preponderance of the evidence, that any violations of the USATF SafeSport Handbook have occurred. USATF will communicate its finding to the individual. Its findings shall describe the facts that support any sanctions it concludes are necessary along with a statement of the rule(s) and/or policy(ies) that were found to have been violated by the individual. USATF may impose sanctions on the individual in its findings. Any sanctions imposed by USATF must be proportionate and reasonable, relative to the findings and conclusions of USATF as to what has occurred. The decision regarding the appropriate disciplinary action shall be up to USATF. In imposing discipline, USATF shall consider:

1. The legitimate interest of USATF, the USATF Association, including its related entities, in providing a safe environment for its participants;
2. The seriousness of the offense or act and impact on the victim;
3. The age of the accused individual and alleged victim when the offense or act occurred;
4. Any information produced by the accused individual, or produced on behalf of the individual, in regard to the individual's rehabilitation and good conduct;
5. The effect on the reputation of USATF, the USATF Association, including its related entities;
6. Whether the individual poses an ongoing concern for the safety of participants in USATF, the USATF Association, including its related entities; and
7. Any other information, which in the determination of USATF, bears on the appropriate sanction.

Appropriate disciplines may range from a warning and a reprimand to suspension from involvement in USATF Programs for a period of time, or may in some cases be permanent, and may involve a term of probationary conditions upon completion of an imposed suspension.

SECTION 6.6 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.

