



USEF Safe Sport: Competition Quality Control System

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COMPETITION MANAGEMENT: USEF SAFE SPORT PROTOCOL

USEF thanks competition organizers, managers, and secretaries for their continuous efforts to support our shared mission to ensure we provide the safest environment possible for our athletes and other participants. Strategies for safeguarding athletes continue to evolve, and we are fully committed to keeping pace with best practices. As you prepare for your upcoming competition, we are providing the following information, which constitutes USEF's Quality Control System for implementation of SafeSport related requirements aimed to ensure you, your competition, and your participants remain in compliance. The USEF Quality Control System will be provided to all organizers electronically upon issuance of each Competition License Agreement and again 29 days prior to the beginning of each competition.

PRIOR TO THE COMPETITION

1. PARTICIPANT COMMUNICATION REQUIREMENTS

- a. Competition Managers must send a direct communication to all participants within 30 days prior to the start date of each competition to remind them of i-iii below. **Please note that for purposes of this requirement, participants include volunteers, onsite vendors, competition staff, credentialed media personnel, officials, riders, coaches, trainers, owners, and anyone else engaged by or authorized by the competition to perform or provide services or products:**
 - i. That they are bound by the [U.S. Center for SafeSport Code](#), [USEF Safe Sport Policy](#), and [Minor Athlete Abuse Prevention Policies \(MAAPP\)](#),
 - ii. How to report concerns involving alleged violations of the MAAPP or U.S. Center for SafeSport Code or USEF Safe Sport Policy.
 - iii. For concerns that are non-sexual in nature, including physical and emotional misconduct and MAAPP violations, report to USEF by using the [USEF Safe Sport Incident Reporting Form](#) available on the USEF website or sending an anonymous text or WhatsApp to 2USEF. For concerns regarding sexual misconduct, report to the [U.S. Center for SafeSport](#) and the authorities if a minor is involved. All of this information can be found in the [USEF Safe Sport Policy](#).
- b. **Direct Communication Suggested Letter**
 - i. USEF has developed a [USEF suggested letter](#) that can be used to send to participants for meeting this requirement.
- c. **Direct Communication Delivery**
 - i. This direct communication should be sent to all participants (defined above) within 30 days prior to the start date of the competition.
 - ii. The direct communication to all participants must be in the form of a **written letter or email** sent directly to the participants.

- iii. **MAAPP posters should be conspicuously displayed in multiple locations at the venue.** High traffic areas such as the office, restroom facilities, bulletin boards, and stabling areas are ideal places to post them.

***Note: Posting this communication to the competition's website and social media accounts are strongly suggested, but that alone will not comply with this requirement.*

Competitions Not Able to Communicate Directly with Participants as Described Above

We recognize the challenges of our competition environment, including that many competitors do not pre-enter events, the identity of volunteers or onsite vendors may not be known prior to the start of the event, contact information may not be available, or an email platform may not be accessible. **However, these participants must still receive the MAAPP and reporting communication.** Therefore, when a competition cannot notify participants directly by email prior to the start of the event, the following process should be followed to ensure competition organizer and USEF compliance with this notification requirement.

- Print the [USEF MAAPP poster](#) along with the [USEF suggested letter](#) and post them in a conspicuous location for the participants to read when they check-in or register at the competition. Please kindly request that they read it.
- We recommend that you include the content from the [USEF suggested letter](#) along with the MAAPP poster in the prize list, attached to the waiver, in the horse entry packet, as well as on your website, if applicable, or where the show information is made available to participants.
- We recommend that you require all event staff, service providers, volunteers, and onsite vendors to check-in at a central location and provide them with copies of the USEF suggested letter and the Safe Sport Briefing Sheet.

2. ELIGIBILITY TO PARTICIPATE IN ANY ROLE AT THE COMPETITION

- a. **USEF Safe Sport Sanctions List:** All participants must be checked against the [USEF Safe Sport sanctions list](#), which includes all individuals temporarily suspended, or suspended or permanently ineligible to participate for safe sport related misconduct. Such participants must be prohibited from entering the showgrounds from the time that competition related participants are permitted on the grounds until after the last participant leaves.¹ Participants include onsite vendors, competition staff, credentialed media personnel, volunteers, officials, riders, coaches, trainers, owners, and anyone else engaged by or authorized by the competition to perform or provide services or products. If someone on the [USEF Safe Sport sanctions list](#) is on the grounds, they must

¹ This requirement includes the provisions under USEF GR703b.2. A suspended person is forbidden from participating in all Federation affairs and activities, to hold or exercise office in the Federation or in any Competition licensed or endorsed by the Federation, to attend, observe or participate in any event, forum, meeting, program, clinic, task force, or committee of the Federation, sponsored by or conducted by the Federation, or held in connection with the Federation and any of its activities.

be removed by competition management or law enforcement if necessary, for trespassing.

- b. **Ineligibility List:** Any individual who is on the Ineligibility List, but no reason is stated, should be directed to contact USEF concerning their status to participate, or the U.S. Center for SafeSport if indicated.
- c. **SafeSport Training:** All adult members and non-member participants who have regular contact with or authority over minor athletes must be in compliance with the SafeSport Training. All participants who are members must be checked against the SafeSport Training ineligibility list. This can be done by comparing the participant list against the ineligibility list published on the USEF website or automatically by initiating an API data transfer. **Non-member participants, such as volunteers, onsite vendors, competition staff, credentialed media personnel, Show Pass participants, and anyone else engaged by or authorized by the competition to perform or provide services or products,** required to satisfy the SafeSport Training requirements must show proof of completion by either producing a certificate of completion or be verified through the USEF Safe Sport Directory, which includes everyone currently compliant with the training requirement. Any participant on the ineligibility list for failure to take or refresh their training cannot participate in any role other than as a spectator.²

AT THE COMPETITION – IMPORTANT REMINDERS

- a. All of the requirements contained herein must be applied to all individuals wishing to participate in the competition in any capacity, whether they are known prior to the competition or not. USEF recognizes that some entries are accepted throughout the competition and volunteers, for example, may not be known until the competition begins.
- b. Individuals on the [USEF Safe Sport sanctions list](#) are **not** permitted on competition grounds.
- c. If someone enters the grounds who appears on the USEF Safe Sport sanction list, they must be removed.
- d. All participants (see definition above) must be checked against the ineligibility list, which includes individuals who are suspended (temporarily and for a time certain), banned, and those who have not taken the required training. Participants include riders, coaches, trainers, owners, officials, staff, vendors, media personnel, and anyone else engaged by or authorized by the competition to perform or provide services or products.

² This requirement includes the provisions under USEF GR703b.2. A suspended person is forbidden from participating in all Federation affairs and activities, to hold or exercise office in the Federation or in any Competition licensed or endorsed by the Federation, to attend, observe or participate in any event, forum, meeting, program, clinic, task force, or committee of the Federation, sponsored by or conducted by the Federation, or held in connection with the Federation and any of its activities.

- Individuals on the [USEF Safe Sport sanctions list](#) **are neither** permitted to participate or enter competition grounds. They must be removed if they enter.
 - Participants who are on the ineligibility list for failure to take SafeSport Training **are** permitted on the grounds, but they **are not** permitted to participate in competition in any manner whatsoever until they have successfully completed the training.
- e. Confirm that the API from USEF to the competition software includes the USEF Safe Sport Sanction List and SafeSport Training completion. Provide instructions about the requirements in this document to the competition secretary.
 - f. If changing areas are designated as such or provided, Competition Management must cause someone to monitor their use to ensure compliance with the MAAPP.
 - g. Please encourage the competition announcer to remind all attendees about the USEF Safe Sport Policy and Minor Athlete Abuse Prevention Policies, as well as where they can find additional information. Encourage them to look for the posters on site with QR codes linking them to important information.
 - h. Refer to Section 1 above for signage display requirements for the following:
 - [MAAPP poster](#) – English
 - [MAAPP poster](#) - Spanish
 - [USEF Safe Sport Awareness Poster - English](#)
 - [USEF Safe Sport Awareness Poster - Spanish](#)

ADDITIONAL NOTES/RESOURCES

- a. USEF encourages competition organizers to credential participants at the venue so that their role is easily distinguished.
- b. Competitions audited by the USEF Compliance Department will include the requirements contained in this document. The USEF Compliance Department conducts inspections of some competitions each year. This outreach is for the purpose of educating competitions and to provide support where needed. Additionally, Stewards and Technical Delegates are required to report against these requirements.
- c. USEF recommends that competition organizers have vendors and volunteers sign-in at the office and provide them with the direct communication and the MAAPP poster.
- d.
- e. The required **USEF prize-list ad** and can be found [here](#).
- f. The **MAAPP poster** required for display around the venue, including the show office, can be found [here](#) (in English) and [here](#) (in Spanish).
- g. The **Safe Sport Awareness and Resources** poster for display around the venue can be found [here](#) (in English) and [here](#) (in Spanish).
- h. Competition compliance checklist can be found [here](#).

- i. For your convenience, all of these resources and more can be found under the USEF [Competition Management Safe Sport Toolkit](#) on usef.org.

Please take a moment to review the [USEF Safe Sport web pages](#) on USEF's website. You will find comprehensive resources to answer any questions your competition participants may have regarding Safe Sport.

Please contact Sarah Gilbert, USEF Safe Sport Senior Program Manager, at sgilbert@usef.org for any questions or concerns relating to these requirements or the USEF Safe Sport program.

We appreciate your cooperation in maintaining compliance with these requirements and in joining our efforts to maintain a safe competition environment for everyone.

Safe Sport Briefing Sheet: Staff, Volunteers, Vendors, Service Providers

Thank you for participating at our competition. We want a successful and safe event for all trainers, athletes, owners, and participants. If you have any questions about the competition, please contact us at any time.

The USEF Safe Sport program is USEF's comprehensive abuse prevention program dedicated to creating a healthy and positive environment free from abuse for all its participants. Components of the program include, but are not limited to, providing education and training, enforcing policies (such as the [Minor Athlete Abuse Prevention Policies](#) (MAAPP)), rules and best practice guidelines, promoting healthy boundaries, and mandatory reporting of violations.

Please be aware of the following:

1. The MAAPP prohibits you from having a one-on-one interaction with a minor athlete that is not within an observable and interruptible distance from another adult.
2. If you see any suspicious behavior, report it to a competition official or Competition Management.
3. Manual therapy and therapeutic and recovery modalities are not allowed except by a licensed massage therapist or other certified professional. Trainers and Coaches cannot perform manual therapy and therapeutic and recovery modalities – this includes stretching. Any manual therapy and therapeutic and recovery modality performed at the venue by a licensed professional must be conducted in an observable and interruptible distance from another Adult Participant and must never be done with only the athlete and licensed massage therapist in the room.
4. Individuals suspended or permanently ineligible are not permitted on the showgrounds from the time that competition related participants are permitted on the grounds until after the last participant leaves. If you recognize someone not permitted on the grounds, please report it to an official or Competition Management promptly.
5. If you see violations of the USEF Safe Sport Policy, including child abuse, or observe suspected child abuse, you must report this to the appropriate authorities, U.S. Center for SafeSport, and the Federation. Violations of MAAPP should be reported to the Federation.

USEF Rules and Regulations require that, pursuant to federal law, it is every participant's responsibility to immediately (e.g., within 24 hours) report any incident of child abuse, including physical or sexual abuse, to the authorities and the U.S. Center for SafeSport. A report to the U.S. Center for SafeSport may be made via telephone at 720-531-0340 833-5US-SAFE (587-7233) or online at www.uscenterforsafesport.org/report-a-concern. Various state laws may also require reporting to law enforcement or to a designated child protection agency. Use <https://www.childwelfare.gov/> for mandated reporting requirements in your area.

Safe Sport Briefing Sheet: Officials

Thank you for officiating at our competition. We want a successful and safe event for all trainers, athletes, owners, and participants. If you have any questions about the competition, please contact us at any time.

Several reminders to ensure everyone can have a great experience at this competition:

1. The USEF Safe Sport program is USEF's comprehensive abuse prevention program dedicated to creating a healthy and positive environment free from abuse for all its participants. Components of the program include, but are not limited to, providing education and training, enforcing policies (such as the [Minor Athlete Abuse Prevention Policies](#)), rules and best practice guidelines, promoting healthy boundaries, and mandatory reporting of violations.
2. The MAAPP prohibits you from having a one-on-one interaction with a minor athlete that is not within an observable and interruptible distance from another adult.
3. No cameras or other recording devices are allowed in changing areas. If you witness someone recording, ask the individual to stop and report the violation to the Federation.
4. Manual therapy and therapeutic and recovery modalities are not allowed except by a licensed massage therapist or other certified professional. Trainers and Coaches cannot perform manual therapy and therapeutic and recovery modalities – this includes stretching.
5. Individuals suspended or permanently ineligible are not permitted on the showgrounds from the time that competition related participants are permitted on the grounds until after the last participant leaves. If one is in attendance, they must be removed. Violators must be reported to the Federation.
6. If you see violations of the USEF Safe Sport Policy, including child abuse, or observe suspected child abuse, you must report this to the appropriate authorities, U.S. Center for SafeSport, and the Federation. Violations of MAAPP should be reported to the Federation.

USEF Rules and Regulations require that, pursuant to federal law, it is every participant's responsibility to immediately (e.g., within 24 hours) report any incident of child abuse, including physical or sexual abuse, to the authorities and the U.S. Center for SafeSport. A report to the U.S. Center for SafeSport may be made via telephone at 833-5US-SAFE (587-7233) or online at www.uscenterforsafesport.org/report-a-concern. Various state laws may also require reporting to law enforcement or to a designated child protection agency. Use <https://www.childwelfare.gov/> for mandated reporting requirements in your area.