

## Procedure Document

### PROJECT DETAILS

REPORT DATE	PROJECT NAME	PREPARED BY
8/9/2021 Updated 1/25/2022	USBC Event Quality Control System	Mike Spridco

### PURPOSE

Procedures to ensure:

- All adult participants at USBC events or certified competitions where minor athletes are participating have completed the mandatory SafeSport Training prior to participating in the event.
- No participants at the event or competition are suspended from USBC or through the U. S. Center for SafeSport (USCSS).
- All event participants receive USBC's Athlete Safety and RVP Handbook (MAAPP's) no more than 30 days prior to the event.

### REQUIREMENTS FOR PARTICIPANTS

The following adult participants are required to have completed SafeSport training no more than one year from the end date of the event, have a valid background screen and not be on USBC's or USCSS's exclusion list:

- Event Management
- Event volunteers
- Event Staff (Includes Ball Manufacture Reps and any Media)

**League Competition only** - The following adult participants are required to have completed SafeSport training no more than one year from the end date of the event and not be on USBC's or USCSS's exclusion list:

- Athletes 18 years of age or older
- Coaches of Minor Athletes

The following are considered event participants and cannot be on USBC's or USCSS's exclusion list:

- Athletes 17 years of age or younger
- Center personnel working during event
- Coaches of Adult Athletes

### VERIFICATION PROCESS

Event Management is responsible to verify each participant has met the above requirements prior to their participation.

Upon receipt of participant's name in the registration process, Event Management must validate the person's name on BOWL.com in the Find-a-Member feature. The following chart

indicates how each requirement can be determined by searching for the individual on BOWL.com.

Requirement	Determined by
Current USBC member	Valid membership records are shown on the Memberships tab the individuals
Not on USBC’s exclusion list	Individuals suspended from USBC membership are not show on Find-a-member and cannot purchase membership through BOWL.com
Not on USCSS exclusion list	Go to uscenterforsafesport.org and check the Centralized Disciplinary Database, found under “Response and Resolution” tab.
Completed SafeSport Training	A SafeSport Icon, as shown below, is next to the member’s name
Valid Background Screen	A RVP Icon, as show below, is next to the member’s name.



This same process shall be done for any onsite registrants.

**DISPURSEMENT OF MAAPP’S**

Event management will be responsible to notify all participants of USBC’s Athlete Safety and RVP Handbook, which includes the MAAPP’s and how to report a concern. A link to the handbook should be included in emails that are sent out within 30 days of the event to all event participants.

For those registering on site, including center personnel, a sign should be on site with a QR Code which takes participants to the handbook online, [www.bowl.com/RVP](http://www.bowl.com/RVP). Event management instructs any day-of registrants to scan the QR Code and review USBC’s policies.

Event management should also have a hard copy of USBC’s Athlete Safety and RVP Handbook available to any participant on site.

