



AUDIT AND COMPLIANCE MANUAL

JANUARY 1, 2025

VERSION 4.0

CHAMPION RESPECT.
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INTRODUCTION

This U.S. Center for SafeSport Audit and Compliance Manual (“the Manual”), updated annually, outlines audit standards, requirements, policies, and procedures that sport National Governing Bodies (NGBs) under the auspices of the U.S. Olympic & Paralympic Committee (USOPC) must adhere to and be audited against. Collectively, the USOPC and NGBs are referenced throughout this Manual as “Organization” or “Organizations”.

In accordance with 36 U.S.C. § 220542(a)(2)(H), the U.S. Center for SafeSport (“the Center”) has been granted authority to complete regular and random audits of NGBs recognized by the USOPC. The Center will objectively evaluate adherence and level of compliance to the requirements and standards set forth in this Manual. This Manual is intended to be used as a guide for event directors who conduct events, programs, activities or competitions, at various levels, authorized by, organized by, or under the auspices of the Organization.

The Center conducts two types of audits: Administrative Audits (primarily conducted for new NGBs and NGBs that do not hold sanctioned events) and Event Audits. The Center intends for these audits to generate feedback that will help Organizations reinforce an operational structure and sport environments that support athlete safety and well-being.

The Manual is easily navigated through Table of Contents headings hyperlinked to their respective sections.



There are certain areas within the document displaying this icon to the left; these are items of particular note or are new for this 2025 version.

Questions related to this Manual can be directed to audit@safesport.org.



I. CENTER AUDITS AND CYCLES

The Center reinforces accountability through two types of regular and random audits of Organizations:



EVENT AUDITS

assess how policies and procedures protecting Minor Athletes are applied in event settings



ADMINISTRATIVE AUDITS

assess whether an Organization's athlete safety policies and procedures meet Center-sanctioned standards and practices

The Center will conduct at least one audit of the USOPC and all Organizations under USOPC jurisdiction every calendar year. All Audit Reports can be found at uscenterforsafesport.org/audit-reports/.

EVENT TYPES

The Center's Audit and Compliance Office has jurisdiction over all NGB-sanctioned events including any event that is authorized by, organized by, or under the auspices of the NGBs. This jurisdiction aligns with the Center's Response and Resolution process when an individual has been added to the Centralized Disciplinary Database (CDD), as any imposed restrictions apply to any event that is authorized by, organized by, or under the auspices of an NGB.

The Center understands there are vastly different approaches to event management among the sports within the Olympic and Paralympic Movement. To assist NGBs and their affiliates with compliance, accountability, and the audit process, the Center has categorized events into a three-tier system below:

TIER 1

This event level is for National-level events, including both competitions and training camps. For some Organizations this tier could take the form of national championships, "premier" events, national team camps/tryouts or similar. There are no domestic competitions above this category sanctioned by the NGB. These events are likely to be operated by the respective sport NGB. Examples that currently exist in the Movement include but are not limited to: National Championships, Olympic Trials, and Junior National Championships.

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TIER 2

This event level is a lower tier of competition compared to Tier 1. Events in Tier 2 may include regional or state championship competitions and regional or state training camps, and other similar events. Events may or may not function as a qualifying event for Tier 1 events. Events at this level may not be managed by an NGB and instead are likely managed by Local Affiliated Organizations (LAOs), third parties, regional associations, state associations or others.

TIER 3

This event level may include local competitions, camps and leagues, and other similar events. For most Organizations, these events will not qualify for any further competitions, points or rankings. Events in this category do not limit participation based on skill level and frequently have categories for new or beginner participants. Events at this level are often not managed by an NGB, and are instead likely managed by LAOs, third parties, regional associations, state associations or others. Examples that currently exist in the Movement include but are not limited to: league play, locally organized competitions, and day camps.

OTHER

Other events or activities under the auspices of an NGB will include any activity, event, program, or competition outside of the tiers listed above. NGBs are encouraged to work with the Center's Compliance Development and Audit teams to work through the unique dynamics of their sport structure to determine classifications. Examples of these other events or activities include practices, banquets, fundraising activities, clinics, and In-Program travel. For more examples, reference 'In-Program Contact' in the Minor Athlete Abuse Prevention Policies (MAAPP) Manual. The Center does not intend to audit activities within this category but reserves the right to do so in accordance with 36 U.S.C. § 220542(a)(2)(H).

Note: NGBs may have additional levels of competition that exist within the Tiers described above. NGBs may use different terminology when referring to their levels of competitions.

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ORGANIZATION AUDITS IN 2025

YEAR	AUDITS TO EXPECT
● 2025	Event Audit at Tier 2 event for all Organizations (unless the Organization does not have Tier 2 events at which point the audit will be conducted at an event categorized within another Tier)

For Organizations newly under USOPC authority (and Center jurisdiction): The Center will conduct a nonpublic Administrative Audit within 12 months (but no sooner than nine months) of the Organization's new status under USOPC authority.

POLICY REVIEWS (OR POLICY APPROVALS)

Please note that any changes or updates to an Organization's MAAPP Policy or Response & Resolution Policy must be approved by the Center before distribution to membership or posting to Organization website.



EVENT SCHEDULE

It is highly recommended, and considered a best practice, for NGBs to inform the Center's Audit Project Manager (audit@safesport.org) of any updates or changes to their event schedule.



SUPPLEMENTAL AUDITS

As stated in 36 U.S.C. § 220542, the Center - when an Organization's athlete-safety standards are egregiously non-compliant and/or when athlete safety is at high, imminent risk - reserves the right to impose an additional/supplemental audit within the same audit cycle as part of an NGB's Corrective Actions.

MULTIPLE SPORTS

If an NGB has multiple sports under its purview, the Center will - at its discretion - audit more than one of those sports within an audit cycle. (This is different than an NGB that has multiple disciplines within the same sport - the Center will not audit multiple disciplines unless circumstances arise as explained above.)

THIRD PARTY

If an NGB chooses a third-party to represent the NGB as the point-person for the event audit, NGB must assign an NGB staff member(s) to attend all pre and post-audit meetings called by the auditor.



II. AUDIT TIMELINE SUMMARY



This graphic summarizes key audit process milestones Organizations should be aware of.

TIMING	EVENT AUDITS 
3 weeks prior	Center notifies Organization of projected audit date, requests documents relevant to audit
2 weeks prior	Documents due from Organization
10 days prior	Center previews audit standards and logistics with Organization
	AUDIT IS CONDUCTED: Plan for 2 days (unless event is only one day)
6 weeks after	Organization receives Draft Audit Report and Draft Risk Assessment Report
(within 2 weeks of receipt of Draft Report(s))	Management Response due from Organization
(within 2 weeks of receipt of Response)	Organization receives Final Report
Ongoing until Corrective Actions are complete	Center tracks Organization's execution of Corrective Actions
No earlier than 7 calendar days after Final Report	Final Report and Corrective Action Update Form posted publicly on Center website

The Management Response submitted by each NGB will be reviewed and must be approved by the Center. The Center may not approve a Management Response that does not directly address how an Organization will remediate Corrective Actions.

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TIMING 	ADMINISTRATIVE AUDITS 
8 weeks prior	Center notifies Organization of projected audit date
(within one week of notification)	Organization confirms audit date with Center
7 weeks prior	Center sends Organization official notification and requests documents relevant to audit
6 weeks prior	Center previews audit standards and logistics with Organization
4 weeks prior	Documents due from Organization
	AUDIT IS CONDUCTED: Plan for 1 full business day
6 weeks after	Organization receives Draft Audit Report
(within 2 weeks of receipt of Draft Report(s))	Management Response due from Organization
(within 2 weeks of receipt of Response)	Organization receives Final Report
Ongoing until Corrective Actions are complete	Center tracks Organization's execution of Corrective Actions
No earlier than 7 calendar days after Final Report	Final Report and Corrective Action Update Form posted publicly on Center website

The Management Response submitted by each NGB will be reviewed and must be approved by the Center. The Center may not approve a Management Response that does not directly address how an Organization will remediate Corrective Actions.



III. EVENT AUDITS

Event Audits take place at a randomly selected Organization event (e.g, competition, camp, showcase) at which Minor Athletes are participating. In 2025, the Center will conduct Event Audits at Tier 2 events (as described on page 4).

The Event Audit is intended to evaluate the Organization's in-the-field execution of the policies and procedures reviewed during the Administrative Audit. Unless the event is only one day, the Organization should prepare for the Center auditor to be on site for multiple days.

Following the Event Audit, the Center will send the Organization two reports:

- 1) **An Event Audit Report**, which details audit results and scores for the first four standards listed below. The Center will publish the Event Audit Report no earlier than seven (7) calendar days after sending the final report to the Organization.
- 2) **A Risk Assessment Report**, which details observations and recommendations based on the Organization's implementation of Required Prevention Policies at the event.

COMPLIANCE DEVELOPMENT

Site-Visits—the Center's Compliance Development Team will periodically conduct a Site Visit at a separate event. During a Site Visit, the Organization can receive feedback and ask questions about elements to be covered and assessed during the Event Audit. The Compliance Development Team does not conduct scoring during a Site Visit. Note: A Site Visit may not occur each year an Event Audit is conducted.



Please see Appendix for instructions on how to access valuable audit resources for event directors

STANDARDS AND REQUIREMENTS

STANDARD #1:

EDUCATION & TRAINING

REQUIREMENTS:

- 1) Organization representative or Event Director must provide to the Center a list of all individuals who will be at the event and are in a role that would require them to complete SafeSport training; these roles include (but are not limited to) event staff, adult athletes, adults having regular contact with or authority over amateur athletes who are minors, coaches, referees/officials, volunteers, medical staff, contractors, or others.

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STANDARD #1:

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**EDUCATION
& TRAINING**

The list must also include all NGB board and staff members, **regardless of whether they were at the event.** Organization must ensure that:

- a. Those at the event required to be SafeSport® Trained are current in their training within the previous 12 months
 - b. The list provided is inclusive of all individuals at the event who should be SafeSport® Trained
 - c. Training is current for NGB board and staff
- 2) Organization must provide copy of a direct communication (email or newsletter), sent to all Adult Participants annually (within 12 months of last time such communication was sent), that offers training for parents and minor athletes regarding prevention and reporting of child abuse.

STANDARD #2:

—
**COMMUNICATION
& REPORTING**

REQUIREMENTS:

- 1) Organization or Event Director must provide copy of a direct communication (either by email, newsletter, hard copy, or other electronic medium) made available to all event participants, including day-of registrants. Communication must include:
 - a. MAAPP requirements (full policy or summary), and
 - b. Detailed reporting protocols or summary and explicitly state how to report each of the following: suspected sexual misconduct, emotional misconduct, physical misconduct and violations of the MAAPP
- 2) Provide Organization's written protocol for communicating—to all participants within the Organization's events, programs, activities or competitions authorized by, organized by, or under the auspices of the Organization—the Center-approved MAAPP and reporting protocols for all concerns involving suspected sexual misconduct, physical misconduct, emotional misconduct or violations of the MAAPP.
- 3) Provide direct communication of the Organization's Center-approved 2025 MAAPP to all members and Adult Participants within current membership cycle.
- 4) Organization must have Center-approved 2025 MAAPP posted to its web site by Organization's effective date.

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STANDARD #2:
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**COMMUNICATION
& REPORTING**



- 5) Provide proof of a direct communication (either by email, newsletter, hard copy or other electronic medium) of the Center's most recent Code, sent within current membership cycle to all members and Adult Participants. The communication must include: "The USOPC, all NGBs and all LAOs must comply with the policies and procedures within the Code."
- 6) Provide proof of communication of Quality Control System sent within current membership cycle to all event directors of all of Organization's events, programs, activities or competitions authorized by, organized by or under the auspices of the Organization.

STANDARD #3:
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**QUALITY CONTROL
SYSTEM**

REQUIREMENTS:

- 1) Organization or Event Director must implement a Quality Control System to ensure that individuals on the Organizational Exclusion List (OEL)—to include all sanctions and temporary measures—are unable to participate in any event, program, activity, or competition authorized by, organized by, or under the auspices of the Organization.
- 2) Organization or Event Director must implement a Quality Control System to ensure that individuals who are required to be but are not SafeSport® Trained are either unable to participate in any event, program, activity, or competition authorized by, organized by, or under the auspices of the Organization or placed in a role that does not have regular contact with or authority over amateur athletes who are minors.
- 3) The Quality Control System must include the Organization's written implementation protocol—clear action steps to effectuate policies—pertaining to all participant registration and onsite check-in. This written protocol must include and address the following:
 - a Day-of participant registration/substitutions (athletes, staff, volunteers, vendors, coaches, officials etc.) and short-term memberships.
 - b. Oversight procedures by the Organization when the staff is not on site at events, programs, activities or competitions authorized by, organized by, or under the auspices of the Organization.



STANDARD #4:

RESPONSE & RESOLUTION

REQUIREMENTS:

- 1) Organization's Response & Resolution standards must be posted on Organization's website.
- 2) Organization's Internal Response & Resolution Policies and Process:
 - a. Reporting Mechanism: The Organization must have a mechanism on its public website (such as a form or contact info for an athlete safety liaison) enabling individuals to report—and clearly stating how to report each of—all concerns involving suspected sexual misconduct, physical misconduct, emotional misconduct, or violations of the MAAPP. The Mechanism must:
 - i. Have no associated costs, fees, or other financial barriers attached to submitting a report
 - ii. Provide the option to report anonymously
 - iii. Clearly define for end users and provide online reporting mechanisms for the respective jurisdictional authority of the Center and the Organization (i.e., The Center has exclusive jurisdiction over allegations of sexual misconduct) and include a link to the Center's reporting portal (at uscenterforsafesport.org/report-a-concern) and information on how to report to the Organization.
 - b. Referral of Report to the Center: Any report received by the Organization of an allegation that falls within the Center's exclusive jurisdiction must be referred by the Organization directly to the Center immediately and no later than within 24 hours.
 - c. Jurisdiction Notification: The Organization must promptly inform an identified reporting party of its jurisdictional determination regarding their report to the Organization, communicating that the matter either is being referred to the Center, is being addressed by the Organization or is being referred to a LAO.
 - d. Mandatory Reporting: The Organization must have a mandatory reporting policy that comports with the mandatory reporting of child abuse provisions in the SafeSport Code, including mandatory reports to law enforcement, compliance with any other applicable reporting requirements under state law, and mandatory reports to the Center.
 - e. Prohibition of Retaliation: The Organization must have a policy expressly prohibiting retaliation before, during, and after the process (whether led by the Organization or the Center) of resolving an abuse or misconduct allegation.

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STANDARD #4:

**RESPONSE &
RESOLUTION**

- f.** Response and Resolution of Reported Allegations: The Organization must establish a policy that clearly states how the Organization and its LAOs will respond to and resolve reported allegations of abuse and misconduct that fall within its jurisdiction, as well as those over which the Center declines jurisdiction. It should include:

 - i.** A mechanism/system for tracking reported allegations within the Organization's (or its LAO's) jurisdiction, reflecting how allegations were responded to, and their respective outcome
 - ii.** The designation of a representative at the Organization who ensures the Response & Resolution policy is being followed
- g.** No Interference: The Organization shall not interfere in, attempt to interfere in, or attempt to influence the outcome of, any Center investigation.
- 3)** Responsiveness to Requests from the Center: The Organization must have a designated representative(s) and an established policy to respond to requests from the Center within three (3) business days for:

 - a.** The eligibility status of a Participant
 - b.** The existence of Organization-imposed temporary measures or safety plans
- 4)** Policy to submit to the Center "Data of Matters Addressed by the Organization": The organization must annually submit to the Center data regarding:

 - a.** Reports of emotional or physical misconduct made to the Organization or its LAOs.
 - i.** Total reported incidents of alleged emotional misconduct
 - ii.** Total reported incidents of alleged physical misconduct
 - iii.** Total number of investigations of alleged emotional misconduct
 - iv.** Total number or investigations of alleged physical misconduct
 - v.** Total number of violations for emotional misconduct adjudicated by the Organization, separated by cases adjudicated by NGB and cases adjudicated by its LAOs
 - vi.** Total number of violations for physical misconduct adjudicated by the Organization, separated by cases adjudicated by NGB and cases adjudicated by its LAOs

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STANDARD #4:

**RESPONSE &
RESOLUTION**

- b. Reports to the Organization or its LAOs that a Participant violated the MAAPP.
 - i. Total reported incidents of alleged violations of the MAAPP, by policy type
 - ii. Total number of investigations of alleged violations of the MAAPP
 - iii. Total number of violations of the MAAPP, separated by cases adjudicated by NGB and cases adjudicated by its LAOs

STANDARD #5
RISK ASSESSMENT

This section details areas observed during the audit related to the MAAPP's Required Prevention Policies. Based on on-site observations, interviews of select individuals at the event, and a review of policies, items in this section of the report will reflect areas of increased risk to athlete safety and well-being.

AUDIT RESOURCES



See Appendix for instructions on how to access audit resources created by the Compliance Development Team for NGBs and event directors.



MAAPP RISK ASSESSMENT

During the Event Audit, the auditor also conducts a MAAPP Risk Assessment, reviewing policies and procedures relative to the implementation of the MAAPP's Required Prevention Policies, and will consist of observations, inspections and interviews with coaches, officials, staff, parents and athletes. The Assessment will focus on:



- MAAPP awareness and understanding of the individuals interviewed
- Communication of the MAAPP and protocol for reporting all concerns involving suspected sexual misconduct, physical misconduct, emotional misconduct, or violations of the MAAPP
- Event layout and access restrictions for participants and spectators
- The components listed in the MAAPP for each of the seven Required Prevention Policies:



- Meetings
- Individual Training Sessions
- Manual Therapy and Therapeutic and Recovery Modalities
- Locker Rooms and Changing Areas
- Electronic Communications
- Transportation
- Lodging and Residential Environments

Portions of the Risk Assessment (items that were found to reflect increased or mitigated risk to athlete safety and well-being) may be incorporated into the Event Audit Report and made public.



IV. ADMINISTRATIVE AUDITS

Administrative Audits review an Organization’s membership structure and all policies, procedures, and protocols pertaining to SafeSport and athlete safety to ensure all Center standards and requirements are complied with.

The Center conducts Administrative Audits either in person or virtually. Individuals whose attendance is required for these audits include (but are not limited to) the Organization’s CEO/ Executive Director and/or the individual(s) responsible for the Organization’s Safe Sport/Athlete Safety program.

Administrative Audits take one full business day.

STANDARDS AND REQUIREMENTS

STANDARD #1:

— EDUCATION & TRAINING

REQUIREMENTS:

- 1) Identify all Adult Participants in the Organization required to annually (every 12 months) complete U.S. Center for SafeSport training; these roles include (but are not limited to) event staff, adult athletes, adults having regular contact with or authority over amateur athletes who are minors, coaches, referees/officials, volunteers, medical staff, contractors or others. The list must also include all NGB board and staff members.
- 2) Mark any Adult Participant who has not completed the required training in Organization’s database or membership system as “not in good standing” and show proof of automated process or written policy that ensures these individuals are prevented from participation or from having regular contact or authority over amateur athletes who are minors.
- 3) Staff and board members must be trained annually (every 12 months) regardless of participation or activity.
- 4) Organization must provide copy of a direct communication (email or newsletter), sent to membership annually (every 12 months), that offers training for parents and minor athletes regarding prevention and reporting of child abuse.

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STANDARD #2:

COMMUNICATION & REPORTING

REQUIREMENTS:

- 1) Provide direct communication of the Organization's Center-approved 2025 MAAPP to all members and Adult Participants within current membership cycle.
- 2) Organization must have Center-approved 2025 MAAPP posted to its web site by Organization's effective date.
- 3) Provide direct communication of the reporting mechanism noted in 2(a) of Standard #4 on page 11 (and separate from link to Organization's full Athlete Safety Policy) to all members and Adult Participants within current membership cycle.
 - 4) Provide proof of a direct communication (either by email, newsletter, hard copy or other electronic medium) of the Center's most recent Code, sent within current membership cycle to all members and Adult Participants. The communication must include: "The USOPC, all NGBs and all LAOs must comply with the policies and procedures within the Code."
- 4) Provide proof of communication of Quality Control System sent within current membership cycle to all event directors of all of Organization's events, programs, activities or competitions authorized by, organized by, or under the auspices of the Organization.



STANDARD #3:

QUALITY CONTROL SYSTEM

REQUIREMENTS:

- 1) Organization must implement a Quality Control System to ensure that individuals on the Organizational Exclusion List (OEL) are unable to participate in any event, program, activity, or competition authorized by, organized by, or under the auspices of the Organization.
- 2) Organization must implement a Quality Control System to ensure that individuals who are required to be but are not SafeSport® Trained are either unable to participate in any event, program, activity, or competition authorized by, organized by, or under the auspices of the Organization or placed in a role that does not have regular contact with or authority over amateur athletes who are minors.

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STANDARD #3:
—
QUALITY CONTROL SYSTEM

- 3) Quality Control System must include the Organization's written implementation protocol—clear action steps to effectuate policies—pertaining to all participant registration and onsite check-in. This written protocol must include and address the following:
- a. Day-of participant registration/substitutions (of athletes, staff, volunteers, vendors, coaches, officials etc.) and short-term memberships.)
 - b. Oversight procedures by the Organization when the staff is not on site at events, programs, activities or competitions authorized by, organized by, or under the auspices of the Organization.

STANDARD #4:
—
LOCAL AFFILIATED ORGANIZATIONS

REQUIREMENTS:

- 1) Organization must provide direct communication of the Organization's 2025 MAAPP (to include the Education & Training Policy and Required Prevention Policies) sent to all LAOs, LAO members, staff and board by email or newsletter, within the Organization's current membership cycle.

STANDARD #5:
—
RESPONSE & RESOLUTION

REQUIREMENTS:

All Organizations undergoing an Administrative Audit must be in compliance with the Response & Resolution standards found [here](#) on pages 11–13.



V. AUDIT DOCUMENTATION REQUIREMENTS

Organizations are required to provide the Center auditor with documents to facilitate compliance testing and policy review, in alignment with the Standards and Requirements articulated in this Audit Manual. Below is a summary of documents Organizations must provide for each audit type; for more detail, please be sure to review the document request sent along with the audit notification email. Documents for Administrative Audits are due approximately four weeks prior to audit date. Documents for Event Audits are due approximately one week prior to audit date. The audit team reserves the right to request additional audit documentation pre- or post-audit.

REQUIRED FOR BOTH ADMINISTRATIVE AND EVENT AUDITS



- Availability of relevant individuals to speak with the auditor
- A list of individuals, organized by category, required to complete U.S. Center for SafeSport training
- A list of Organization's complete national office/headquarters staff and board
- The direct communication of the MAAPP and Reporting Policy sent to the relevant individuals
- All Quality Control Systems in writing
- Policy and protocol to communicate MAAPP and Reporting Policy to event participants for all sanctioned events
- All policies, bylaws, handbooks and protocols related to athlete safety including policy for Response & Resolution at the Organization
- Any consent forms obtained by the Organization
- A list of individuals on OEL
- A copy of direct communication (by email or newsletter) sent to membership annually (every 12 months) that offers parent training and training for minor athletes
- Proof of Quality Control System sent within current membership cycle to all event directors of sanctioned events
- Proof of Center's 2024 Code sent within current membership cycle to all members and Adult Participants

REQUIRED FOR EVENT AUDITS



- Event schedule and logistics information
- Proof of communication of MAAPP and Reporting Policy to all event participants
- A list of all participants at the event, organized by category
- Any incident reporting and consent forms to be used at the event
- Workspace and full access to all event areas necessary for auditor review

It will be up to each NGB to determine whether required documents are submitted to the Center by the NGB directly or by the event director.

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REQUIRED FOR ADMINISTRATIVE AUDITS



- A list of all individuals subject to the Required Prevention Policies, organized by category
- A list of Organization's LAOs

VI. AUDIT RESOLUTION AND COMMUNICATION OF FINDINGS

SIX WEEKS

Approximately six weeks after an audit is conducted, the Center will send the Organization a Draft Audit Report.



TWO WEEKS

The Organization then has approximately two weeks to reply to the Draft Report with a Management Response that addresses all identified corrective measures.



TWO WEEKS

The Center then will release the Final Audit Report to the Organization approximately two weeks after approving the Management Response.



REMINDER: CORRECTIVE ACTIONS

Since the NGB has ultimate oversight and responsibility for the compliance of events, programs, activities or competitions authorized by, organized by, or under the auspices of the NGB, all Corrective Actions will be the responsibility of the NGB—even if they result from an event audit of an event not operated by the NGB staff.

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PUBLIC POSTING OF FINDINGS

No earlier than seven calendar days after the Organization is sent the Final Audit Report, the Center will post the Final Report, and the Corrective Action Update Form if applicable, on uscenterforsafesport.org/audit-reports. If, before the Final Report is posted, any corrective measures have been submitted by the Organization and approved by the Center, the successful completion of those measures will be noted on the published Corrective Action Update Form.

TRACKING OF CORRECTIVE ACTIONS

The Center will maintain regular communication with the Organization in tracking Corrective Actions. Thirty days prior to each deadline noted on the Corrective Action Update Form, the Center will send a reminder email to the Organization. If the corrective measures must be completed before 30 days, the Center will send a reminder seven days prior to the deadline. When the Organization provides documentation of all Corrective Actions taken, the Center will review, and either approve or deny, the documentation. The published Corrective Action Update Form will be updated within 10 days of the Center approving any Corrective Action(s). If no action has been taken by the Organization by the required deadline or if the Corrective Actions are not approved, the Center will update the website within one business day following the deadline.

Upon completion or incompleteness of Corrective Action(s), the Center will send one of the following letters to the Organization, the USOPC, and Center leadership:

- **Corrective Action(s) Closed:** All Corrective Actions have been completed and approved by the Center.
- **Corrective Action(s) Past Due:** Corrective Action measures have not been met and deadline has passed.

(A third letter may be sent if an Organization begins to enter the Center's Critical Levels. See next page.)

DEADLINE EXTENSION REQUESTS

The Center may, in exceptional circumstances, grant extensions to Corrective Action deadlines upon formal approval by the Center.



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DELINQUENCY OF CORRECTIVE MEASURES: PROTOCOL AND PENALTIES

After an audit is conducted, an Organization may face Corrective Actions it must address by a U.S. Center for SafeSport-approved deadline. If Corrective Action(s) are not addressed by that deadline, **or if an Organization fails to sit for an audit**, the Center has the authority to impose further requirements on an Organization. *This structure provides broad guidance. Penalties or requirements imposed are at the Center's sole discretion and may be modified to ensure athlete safety. When imminent risk to athlete safety exists, the Center may accelerate timelines and deadlines as appropriate.*

One of three statuses (with potential related penalties) applies to Organizations with delinquent corrective measures:

1) PAST DUE CORRECTIVE ACTION

Applies once Corrective Action deadline has passed. Results in public notification (on Center's website) and of select USOPC personnel of noncompliance.

Note: In exceptional circumstances, deadline extensions may be requested, subject to Center approval.

2) CRITICAL LEVEL I

Applies 45 days past Corrective Action deadline. Penalties outlined below. Other USOPC compliance protocols may apply.

The U.S. Center for SafeSport will:

- Send notice of Critical Level I status to Organization, specifying compliance requirements and deadline to be met to avoid Level II status
- Publicly post this status to Center website
- Inform USOPC, who then sends a Letter of Inquiry to Organization or takes other action as appropriate

The Organization Must:

- Complete tailored compliance training (CEO and all Organization Safe Sport staff)
- Submit reports to Center Compliance Development Team on Corrective Actions progress, at least once per month
- Complete Corrective Actions before deadline specified on above notice

Once Organization has completed Critical Level I Corrective Actions and met public notice, training, and Center compliance-update requirements:

- Organization exits the Critical Level system, is no longer required to update the Center on related Corrective Actions, and compliance status is updated on the Center website.

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3) CRITICAL LEVEL II

Applies 90 days past Corrective Action deadline. Penalties outlined below. Other USOPC compliance protocols may apply.

The U.S. Center for SafeSport will:

- Send notice of Critical Level II status to Organization, specifying compliance requirements and referral of status to USOPC
- Inform USOPC, who then sends a Letter of Concern to Organization or takes other action as appropriate
- Publicly post this status to Center's website
- Execute a Supplemental Audit*, followed if necessary by a second Supplemental Audit

The Organization Must:

- Complete tailored compliance training (CEO, all Organization Safe Sport staff, and full Board), in advance of Supplemental Audit
- Submit reports to Center Compliance Development Team on Corrective Actions progress, at least once per month
- Notify membership (by email) of Critical Level II status within 14 days of initial notification from the Center
- Complete Corrective Actions (by prescribed Center deadline)
- Undergo Supplemental Audit* within 12 months
- Undergo second Supplemental Audit* if necessary

Once Organization has completed Critical Level II Corrective Actions, passed Supplemental Audit(s), and met public notice, training, and Center compliance-update requirements:

- Organization exits the Center's Critical Level system, is no longer required to update the Center on related Corrective Actions, and compliance status is updated on the Center website, though the USOPC may act further (e.g., consideration of delayed remediation during NGB certification renewal) at its discretion

***Supplemental Audits:** *These audits (of Critical Level II Organizations, conducted outside the Center's fixed audit cycle) test Corrective Action(s) at issue and assess whether an Organization has completed corrective requirements.*

If an Organization passes a Supplemental Audit: *It exits the Critical Level II system, and compliance status is updated on the Corrective Actions Update Form published on the Center website.*

If an Organization does not pass a Supplemental Audit (first, second, or thereafter): *It retains Critical Level II and USOPC referral status, and an additional Supplemental Audit is scheduled and executed. Organizations must successfully complete a Supplemental Audit to exit the Critical Level II system.*

VII. AUDIT SOFTWARE PLATFORM

The Center will use a secure digital application called Box.com for the execution and communication of audit activities for Organizations, including the sharing of required documents.

All Organizations will receive an email from the Center containing instructions on how to upload all necessary documents and information.

Every user will need to create a free account with [Box.com](https://www.box.com) to review and upload all documents. Users can request technical support within the 'support' tab of the Box.com portal.



VIII. SCORING GUIDE: ADMINISTRATIVE AND EVENT AUDITS

NOT IMPLEMENTED

A finding of this type indicates a minimal reduction in risk to Minor Athletes and reveals what is determined to be a poor environment of safety and well-being for Minor Athletes. This can result from, but is not limited to, the following:

- Complete absence of policies and/or relevant and supporting documentation where required
- Complete absence of communication to Adult Participants regarding specific policy/requirements
- Complete absence of reporting and oversight structure for Required Prevention Policy violations
- Failure to identify or track two or more categories of individuals required to be trained
- Failure to check against two or more categories of individuals in Organization's Quality Control System at an event
- Less than 70% compliance on Education & Training requirements

PARTIALLY IMPLEMENTED

A finding of this type indicates a moderate reduction in risk to Minor Athletes and reveals what is determined to be a limited environment of safety and well-being for Minor Athletes. This can result from, but is not limited to, the following:

- Presence of policies but missing relevant and supporting documentation
- Presence of policies that do not meet the mandatory minimum requirements of the MAAPP
- Not adequately or consistently providing communication to Adult Participants regarding policy/requirements
- Lack of an adequate reporting and oversight structure for Required Prevention Policy violations
- Failure to identify one category of individuals required to be trained
- Failure to check against one category of individuals in the Organization's Quality Control System at an event
- Above 70% and below 90% compliance on Education & Training requirements

IMPLEMENTED

A finding of this type indicates a significant reduction in risk to Minor Athletes and reveals what is determined to be a satisfactory environment of safety and well-being for Minor Athletes. This can result from, but is not limited to, the following:

- Presence of policies and all relevant and supporting documentation provided where required
- Adequate and consistent communication to Adult Participants
- Adequate reporting and oversight structure for Required Prevention Policy violations
- Adequate tracking and inclusion of all individuals in all required categories in the Organization's Quality Control System at an event
- 90% or higher compliance on Education & Training requirements

IX. APPENDICES AND LINKS

Note: Center NGB Portal credentials may be required to access some links; contact compliance@safesport.org if you require compliance and audit resource documents but do not have portal access.

[SafeSport Code](#) (last revision 6/14/24)

[2025 MAAPP Manual](#)

[Minor Athlete Abuse Prevention Policy \(MAAPP\) Website](#)

[NGB Services Portal](#)



Event Director Resources: on NGB Services Portal main page, click on “Audit and Compliance Resources”

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