



NTIS

ATHLETE SAFETY HANDBOOK



**OUR PASTIME'S
FUTURE.**



USA Baseball NTIS Regional Director Athlete Safety Handbook

Section 1: Requirements for Staff

- A. All adult staff must have an account on USA Baseball Develops and complete the USA Baseball Event Compliance certification including the following:
 - a. Comprehensive background check
 - b. SafeSport course
 - c. Agree to the MAAPPs
- B. All three items are required to be completed annually to maintain a SafeSport compliant status.
 - a. The background check and SafeSport course are open 60 days prior to previous expiration dates.
 - b. The background check and SafeSport course cannot be expired, or about to expire, during the event.
- C. All required items are tracked by USA Baseball Athlete Safety staff on the main NTIS Regional Staff shared Google Sheet.
- D. All compliant individuals must receive a wristband, or similar item, as a visual credential of their compliance and permission to access athlete areas.
- E. Any individuals not compliant prior to check-in are deemed ineligible to participate until completion requirements are met.

Section 2: Coach Check-In Process

- A. NTIS Event Lead must have a table and cross reference the list of names shared by Regional Directors prior to the event with compliance status marked as yes or no for participation.
- B. If a coach is compliant per the standards set in Section 1, they will receive a wristband, or similar item, to identify these individuals.
- C. If a coach is not compliant per the standards set in Section 1, they are ineligible to participate until all missing required items have been completed.
 - a. USA Baseball Athlete Safety staff will update their compliance status with correct dates on the Google Sheet once completed.
 - b. Regional Directors and Event Leads can look up users and their USA Baseball Event Compliance Certification status on the **User Directory** on the USA Baseball Develops site.
- D. Do not remove a name from the list regardless of compliance status or check-in status.
- E. Regional Directors will use the Google Sheet to mark an X in the "Check-In" column for those that have arrived and are compliant.
 - a. If an individual does not attend the event, strikethrough their name and make a note as to why they did not attend if known.

Section 3: Athlete Safety Signage

- A. USA Baseball Zero Tolerance, Changing Room Policy, and Athletic Training Notice flyers should be posted around the facility in clearly visible areas.
 - a. **Zero Tolerance** flyers should be in each dugout, at the check-in table, and near restrooms/locker rooms.
 - b. **Changing Room Policy** flyers should be in designated changing room areas including restrooms or locker rooms if provided.

- c. [**Athletic Training Notice**](#) flyers should be posted in dugouts and with the athletic trainer on site.
- B. All signs can be found in English and Spanish on the USA Baseball Develops site under [**Athlete Safety Resources**](#).

Section 4: Communication of Minor Athlete Abuse Prevention Policies (MAAPPs)

- A. Event Leads are required to provide communication to all participants through the registration process or pre-event with information about the [**MAAPPs**](#) and information on how to report a concern or violation.
- B. All staff must abide by the MAAPPs during the event.
 - a. All interactions must be observable and interruptible.
 - b. Athletic training sessions must have at least two adult SafeSport compliant participants.
 - c. All electronic communication must be open and transparent with another adult SafeSport compliant participant, parent, or other adult family member.
- C. Signage of how to make a report (Zero Tolerance) should be posted in areas including locker rooms/ restrooms, dugouts, batting cages, athletic training sections, and other applicable areas.
- D. Area checks should be completed randomly to ensure these areas remain safe.

Section 5: On-site Quality Control

- A. Prior to check-in staff should ensure that all signage is clearly visible in appropriate locations and areas deemed not observable and interruptible are identified and shared with other staff. Coaching staff for the event should be finalized for USA Baseball staff to put in the Regional Event Check-In Google Sheet.
- B. Post check-in, staff should continue to monitor athlete areas including restrooms or locker rooms, dugouts, athletic training areas, batting cages, etc. if applicable.
 - a. Areas deemed not observable and interruptible should be continuously monitored
 - b. Only SafeSport compliant staff members are allowed in areas with the athletes as identified with the wristband, or similar item, given at check-in.
- C. Area checks should be tracked using name, date, time, and area for record keeping purposes.

Section 6: Reporting

- A. Making a report is free and can be done anonymously.
- B. If someone believes a crime has been committed, it should be reported to local law enforcement in addition to being reported to the appropriate organization using the form linked in part C or D.
- C. All reports surrounding physical or emotional abuse or misconduct must be reported to USA Baseball using the [**online reporting form**](#).
- D. All reports surrounding sexual abuse or misconduct must be reported to the US Center for SafeSport using the [**online reporting form or hotline**](#) and to USA Baseball.
- E. All violations and deviations from the MAAPPs must be reported using the [**MAAPPs Deviation or Violation form**](#).
- F. Additional information can be found on USA Baseball's [**Report Abuse**](#) page.

Confidentiality & Privacy:

By accepting this NTIS Regional Directors Athlete Safety Handbook, I acknowledge and agree that all information I receive due to my participating in the USA Baseball NTIS Program, including participant information, is Confidential Information and USAB Materials as defined in the Nondisclosure and Data & Materials Agreement I executed with USA Baseball ("NDA"). I will use Confidential Information solely as permitted by USA Baseball as necessary for my participation in the USA Baseball NTIS Program, will handle all Confidential Information securely and confidentially in a manner consistent with that NDA, and will not copy, retain, share, or disclose Confidential Information without prior written consent from USA Baseball. If I permit any third party access to any Confidential Information I will ensure, and I am solely responsible for ensuring, that they also handle Confidential Information in accordance with the same standards. I will immediately notify USA Baseball of any actual or suspected unauthorized access to or disclosure of the Confidential Information.

Signature

Date

Printed Name

APPENDIX A

(EVENT NAME) Participants,

As we gear up for the (EVENT), we want to make you aware of several policies and procedures in place to ensure athletes have the safest experience possible.

USA Baseball has a zero-tolerance policy for any type of abuse within the sport of baseball. Our BASE program provides reporting resources, background checks, education and training and minor athlete safety policies to all constituents of the game. For more information about BASE, please visit www.USABASE.org.

All event staff wearing a wristband completed a background check, SafeSport course, and agreed to the Minor Athlete Abuse Prevention Policies (**MAAPPs**) per the requirements set forth by the United States Olympic and Paralympic Committee and the U.S. Center for SafeSport to better protect minor athletes from abuse and misconduct within sports.

To make a report in the unfortunate event of abuse, use our [online reporting form](#) or contact:

Emotional, Verbal, Physical Misconduct	Sexual Misconduct
Paul Seiler – Executive Director/CEO PaulSeiler@usabaseball.com (919) 474-8721 x213 Lisa Braxton –Director, Athlete Safety LisaBraxton@usabaseball.com (919)-474-8721 x243	US Center for SafeSport U.S. Center for SafeSport Reporting 833-5US-SAFE (587-7233)

Additional resources and trainings are provided at usabdevelops.com and safesporttrained.org.

We are looking forward to a great, and safe, event!

Thank you,

Checklist	Tools and Resources
Pre-Event (At Least 3 Days Prior to Event)	
Finalize coaching staff	<ul style="list-style-type: none"> • All coach information should be provided to USA Baseball Athlete Safety staff • An Event Lead should be clearly identified • Specific event staff will be moved to the Regional Event Check-In Google Sheet prior to the event
Send MAAPPS communication to all event attendees	<ul style="list-style-type: none"> • Resource in Appendix A • Copy bgc@usabaseball.com on the email • MAAPPS can be attached as part of the registration process
Event Setup	
Pre-Event Walkthrough	<ul style="list-style-type: none"> • Identify and inform staff of areas that are not observable and interruptible
Post Flyers	<ul style="list-style-type: none"> • <u>Zero Tolerance</u> • <u>Changing Room Policy</u> • <u>Athletic Training Notice</u>
Check-In	
Wristband (or similar identifier)	<ul style="list-style-type: none"> • If compliant: receive wristband (or similar item) • Current comprehensive background check: not expiring during event • Current SafeSport course: not expiring during event • Agreed to MAAPPS • If not compliant: ineligible to participate until all items are completed
Pre-Event Meeting	<ul style="list-style-type: none"> • Review MAAPPS • Review code of conduct • Review reporting information
During Event	
Area Checks	<ul style="list-style-type: none"> • Monitor field of play • Monitor areas marked as not observable and interruptible • Keep track of area checks in Regional Event Check-In Google Sheet