REPORTING ABUSE AND MISCONDUCT: STEPS FOR MANDATORY REPORTERS

REVIEW APPLICABLE LEGAL / POLICY REQUIREMENTS
- Federal and state legal requirements
- Safesport Code
- NGB/HPMO requirements
- Other sport organization requirements (NCAA, sport league, etc.)
- Institution requirements (university, hospital, etc.)

NOTE
Some requirements may overlap

DETERMINE WHERE TO REPORT
- Law enforcement
- State agency (CPS, DFS, etc.)
- U.S. Center for SafeSport
- NGB/HPMO
- Sport organization
- School or institution of higher education
- Workplace

PREPARE INFORMATION
- Victim contact information
- Information told to you or what you observed. Do not ask questions to determine what happened. Do not assess truthfulness.
- Information about the offender
- Your contact information

MAKE THE REPORT(S)
- For situations involving child abuse or immediate danger, report to law enforcement first
- Remember you may need to report to more than one place
- Document the report by writing down the report number and the name and contact information of the person who took the report

FOLLOW OTHER ORGANIZATIONAL POLICIES
- Follow any additional policies your organization has about reporting or responding to abuse and misconduct

U.S. CENTER FOR SAFESPORT

uscenterforsafesport.org
720-531-0340
Are you part of a sport organization that has a national governing body recognized by the USOPC?

- **NO**
  - Follow state and federal child abuse reporting laws and your organization's reporting policies and procedures.

- **YES**
  - Does this report relate to suspected or known child abuse (including sexual abuse)?
    - **YES**
      - Report to:
        - Law enforcement immediately
        - U.S. Center for SafeSport immediately
        - Check Child Welfare Information Gateway for state reporting requirements
        - Additional requirements based on other institutional affiliations (NCAA, Title IX, etc.)
    - **NO**
      - Does this report relate to suspected or known sexual misconduct of an adult, or Center processes (willful tolerance, retaliation, aiding and abetting, or abuse of process)?
        - **YES**
          - Report to:
            - U.S. Center for SafeSport immediately
            - Additional requirements based on other institutional affiliations (NCAA, Title IX, etc.)
        - **NO**
          - Report incidents related to suspected or known physical misconduct, emotional misconduct, hazing, bullying, harassment, or MAAPP violations to:
            - Appropriate NGB/HPMO or U.S. Center for SafeSport
            - Additional requirements based on other institutional affiliations (NCAA, Title IX, etc.)