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CONTACT 9-1-1 IMMEDIATELY IF YOU OR SOMEONE ELSE IS FACING A THREAT OF VIOLENCE

## NICA Mandatory Reporting Overview and Process

### **NICA Mandatory Reporting Requirements mandated by Federal Law\***

NICA is an amateur youth sport organization as defined in the Safe Sport Authorization Act and associated Federal Laws. The Safe Sport Authorization Act defines any adult authorized by NICA to interact with NICA Student-Athletes as mandatory reporters. The following roles are specifically identified as year-round mandatory reporters:

- NICA Coaches
- NICA Core Race Staff
- NICA Camp Staff
- NICA League Directors and League Staff
- NICA National Staff

### **WHAT IS REPORTABLE**

The Safe Sport Authorization Act requires mandatory reporters to report 'suspected' sexual, physical, emotional or other abuse AND/OR neglect of NICA Student-Athletes. As the term "suspected abuse" is used in the law, if in doubt, REPORT.

### **HOW TO REPORT**

#### **STEP 1: LISTEN, OBSERVE AND DOCUMENT**

Fill out this [NICA Form to Document Suspected Student-Athlete Abuse/ Neglect](#)

Note: Past Reportable Events

It is possible that this exercise will bring to mind past events that should have been reported.

*It is never too late to do the right thing. Suspicions or allegations that should have been reported in the past SHOULD BE REPORTED NOW.* In the event that a past reportable event arises, follow the process and report to appropriate authorities.

#### **STEP 2: DETERMINE WHICH REPORTING AUTHORITY IS APPROPRIATE FOR YOUR CITY, COUNTY OR STATE**

Finding the reporting authority in your city or county is as simple as doing a quick internet search. Using Madison, WI as an example, perform an online search for 'child abuse reporting hotline Madison Wisconsin'. The first search result provides a county and tribe contact map for reporting within the state of Wisconsin.

Call the provided number and confirm that you have reached the appropriate entity or agency for your location, request the information needed to complete a suspected abuse/ neglect report, and the appropriate process for making a suspected abuse/ neglect report. (*Example: time frame requirements, written vs. oral reports, etc.*)

**STEP 3: MAKE A REPORT TO AUTHORITY WHEN ABUSE/NEGLECT IS SUSPECTED**

Make an oral or written suspected abuse/ neglect report to the reporting authority from “Step 2.”

**STEP 4: SUBMIT REPORT TO NICA**

The following two documents should be immediately forwarded to your league director and NICA Director of Risk Management and Training, Chris Spencer via [chris@nationalmtb.org](mailto:chris@nationalmtb.org), when a suspected abuse/ neglect report is made.

- Copy of Reporting Agency Suspected Abuse Report
- NICA Form to Document Suspected Student-Athlete Abuse/Neglect

\*On February 14, 2018, President Donald Trump signed new federal legislation into law: *Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017*. ([Learn more](#)). The new federal law expands the list of mandatory reporters to include ‘covered individuals’, defined as *an adult who is authorized by a ... amateur youth sport organization ... to interact with a minor or amateur athlete*. Though the new law expands the list of mandatory reporters, it does not create a new mechanism or entity to receive reports of abuse, neglect or maltreatment arising in youth sport contexts. Instead, all reports should be made to the appropriate authority in your state or county.