

Restricted Volunteer Waiver Program Information

Many are asking about the Restricted Volunteer Waiver Program (“RVWP”), so this email will address many of those questions. All of you should have received an email to your Association president email address inviting you as an admin for the system we currently use to track those who volunteer through the RVWP. If you have not seen this email, please check your spam and trash (in case you deleted it).

As a reminder, USATF requires all volunteers at any of its National, Regional, and Association events to be USATF 3-Step Safe Sport Compliant. A compliant individual has: 1) obtained a current USATF membership; 2) has a current background screening, and 3) has a current SafeSport training completed. Under certain limited circumstances, USATF will allow the use of a restricted volunteer waiver.

1. What is the Restricted Volunteer Waiver program?

The Restricted Volunteer Waiver is a program created by the National Office to allow for casual, event-support volunteers to serve in roles NOT considered positions of authority, without regular contact to athletes, and/or who otherwise are in an observable and interruptible distance from another adult. USATF’s Policy for Event Volunteers can be found at <https://www.usatf.org/associations/association-resource-center-arc/essentials-for-officers/safe-sport>.

2. How does it work?

A volunteer working in the abovementioned capacity will be able to volunteer up to three (3) times within a calendar year under this waiver program. Event directors/Association leadership will provide the waiver to the volunteer (along with an accompanying information sheet). The volunteer must complete the waiver and return it to the event director/Association leader before beginning his/her duties. When the waiver is returned to the event director/Association leader and verified against a state-issued ID for accuracy, the volunteer will be provided a wristband to be worn during the duration of the event. The event director/Association leader must designate on the waiver which wristband (by serial number) was distributed to the volunteer. The volunteer will be required to wear the wristband throughout the entirety of the event. The volunteer will be permitted to work in positions listed in 1(a). Once the meet/event has concluded, event directors/Association leaders should upload the waivers into USATF’s volunteer management system, where they may be reviewed for compliance by the National Office.

3. What if my volunteer is working in a position of authority, has regular contact with athletes, or will be volunteering in a position that is not in an observable distance from another adult?

If your volunteer is working in a position of authority, has regular contact with athletes, or will be volunteering in a position that is not in an observable distance from another adult, then this volunteer is not permitted to work under the Restricted Volunteer Waiver Program, and would need to be USATF 3-Step Safe Sport Compliant before volunteering.

4. Where do I get the waiver and wristbands?

The waiver and wristbands will be mailed to Associations by the National Office upon request. Please send requests to usatfsafesport@usatf.org. Volunteers will obtain waivers and wristbands from event directors/Association leaders.

5. What does it mean when a volunteer signs the waiver?

By signing the Restricted Volunteer Waiver, the volunteer is acknowledging USATF’s Safe Sport policies and procedures, including the Safe Sport Handbook and reporting requirements. The volunteer is also agreeing to be subject to the jurisdiction of USATF and the Center to resolve any alleged violation of policies.

Continued on next page....

6. **At what events can the waiver be used?**

This waiver can be used at USATF Regional, and Association meets. It **cannot** be used in third-party sanctioned events.

7. **How many times can a volunteer work under this waiver?**

Volunteers are permitted to work under this waiver a maximum of three (3) times in a calendar year. If wishing to volunteer a fourth or more times, the volunteer must become USATF 3-Step Safe Sport Compliant.

8. **How do I import volunteers/upload waivers into USATF's volunteer management system?**

Instructions are attached to this email on how to import volunteers on TRS.

9. **What if I run out of wristbands, how do I get more/can I provide my own?**

Event directors/Association leadership may not substitute wristbands for those provided by the National Office. The wristbands the National Office supplies are unique in creation and distribution. Contact usatfsafesport@usatf.org if you require wristbands in addition to those that were originally distributed to you. A process for ordering more wristbands will also be provided by the National Office at the appropriate time.

10. **What do I do if I have more questions about this process?**

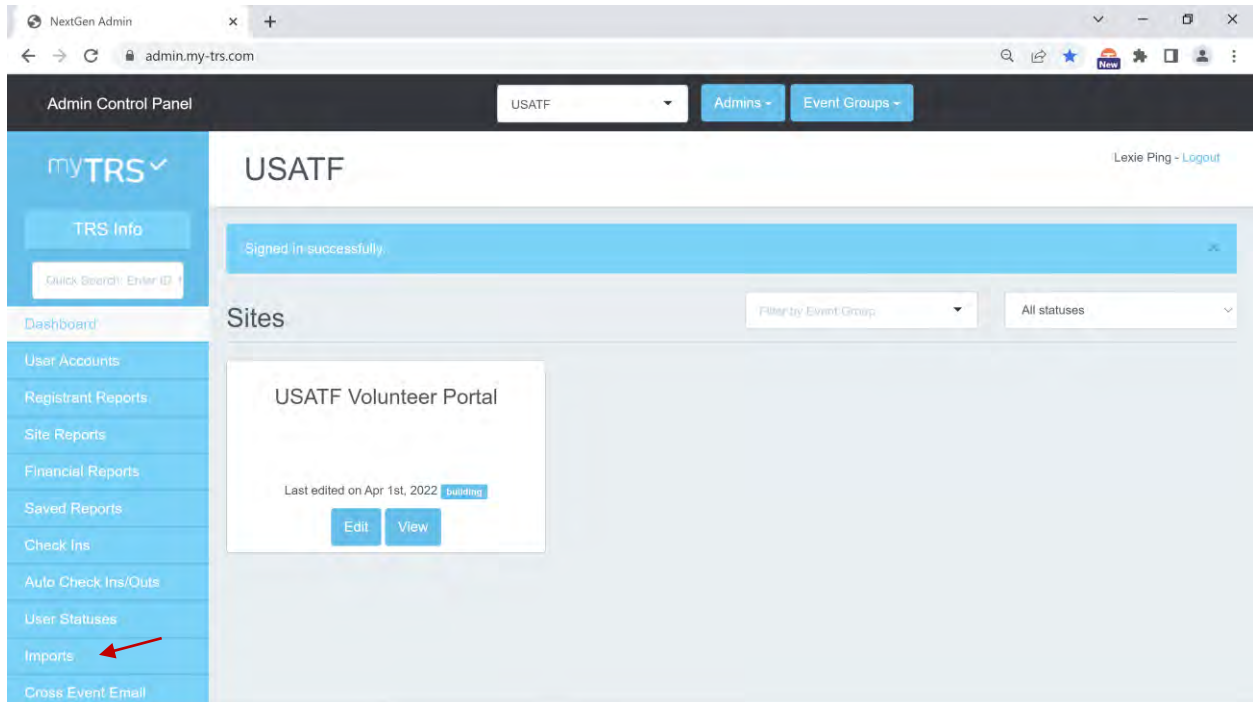
Please submit all questions to Lexi Ping at usatfsafesport@usatf.org. More information will be made available on USATF's website as necessary.

Registrants Import and Waiver Upload on TRS

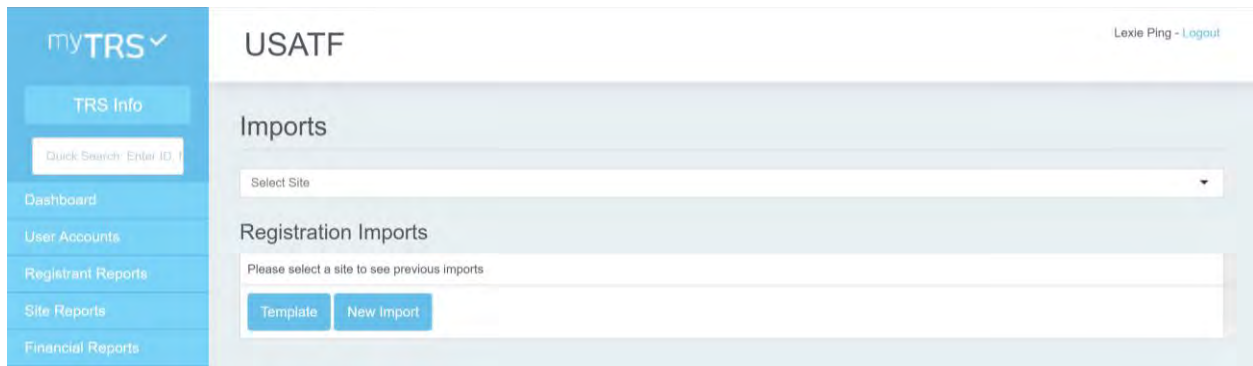
This feature is designed to save time when registering groups of people from the admin side of TRS. It is also a helpful feature for group registration. You can send out the template to your event directors and let them fill out the names; you can then import the template instantly. The Registrant Import feature simplifies group registration process and saves management time.

Registrant Import

Step 1: After logging in to TRS, go to the “Imports” tab.



Step 2: Select your site from the drop-down (it should be the only one available/listed) and click “Template”.



Step 3: Registration Import Template Generator. For the “Registrant Types” box click “Temporary Volunteer”; no need to select anything for the “Select shift by Activities” box unless you have set up specific shifts/responsibilities in your Association page; for the “Time Slots

(shifts)/Activities” find the Association or Regional Meet you are looking to connect these volunteers to. If you do not see the Association or Regional meet you’re looking for, it might not have been uploaded into the system yet (please contact usatfsafesport@usatf.org with details on the Association or Regional meet you would like added); for “Custom Fields” choose “Role” “Gender” “Valid picture ID present” “Last 4 of ID” “Waiver upload”. Click “Generate Template”. (Please note if you have any questions while creating your template please click the “Need help exploring a template?” hyperlink under “Generate Template”.) After clicking “Generate Template”, this will download an Excel spreadsheet to your computer.

TRSLLC

ABC Festival Volunteers

Registration Import Template Generator

Custom Headers

Registrant Types:

Time Slots (shifts) / Activities:

Custom Fields:

Generate Template

[Need help exporting a template?](#)

Included headers:

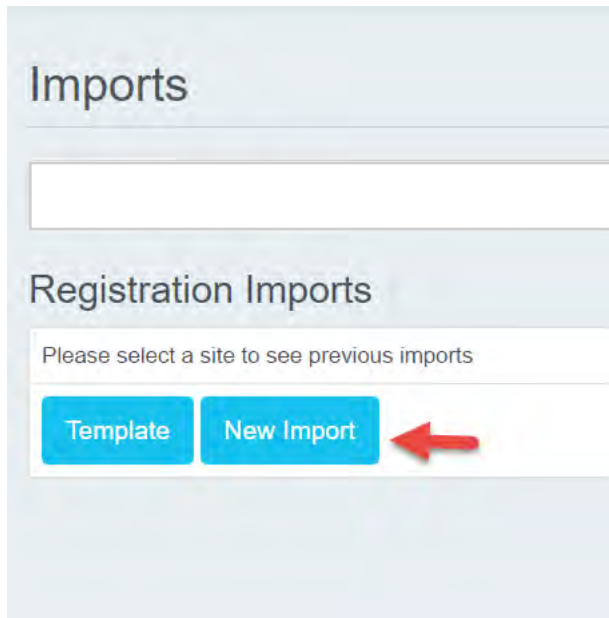
- Email
- First Name
- Last Name
- Mobile Phone Number (SMS enabled)
- Line 1
- Line 2
- Country
- State
- City
- Zip Code
- DOB (YYYY-MM-DD)

Step 4: Open the downloaded file and fill out all fields for your volunteers. In “Registrant Type” and “Activity” please put an X in these fields. This will link the volunteer to the specific “activity” (meet) that you’ve created the template for, as well as identify them as a “restricted volunteer” registrant type.

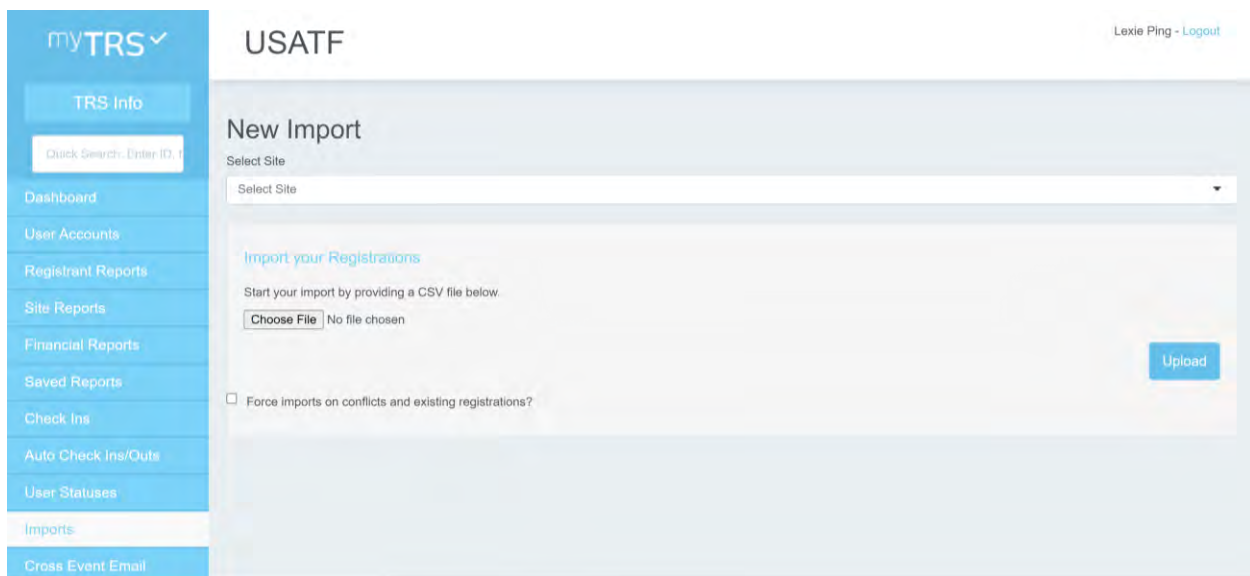
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Email	First Name	Last Name	Mobile Phone N: Line 1	Line 2	Country	State	City	Zip Code	DOB (YYYY-MM)	Registrant Type: Volunteers	Registrant Type: Team Captains	Custom Field: T-Shirt Size	Mandatory Training / Fun Training & Ori	
testimport90@te.Virgile	Test		3178323972							x		small	x	

Step 5: Once all volunteers have been added to the template, please save the file as a CSV.

Step 6: Go back to your “Imports” tab (where you started in step 1) and click “New Import”



Step 7: Choose your Association site from the dropdown. Click “Chose File” and find the document that you saved as a CSV. Make sure to click the box that says, “Force imports on conflicts and existing registrations?” This will allow the system to match cells of the report to specific items in TRS. Then click “Upload”.



After clicking “Upload”, the system will take you to a verifications page.

Address	Address	Address	Profile	Registrant Type	Registrant Type	Custom Field	Time Slot	Time Slot	Time Slot
State	City	Zip Code	DOB (YYYY-MM-DD)	Volunteers	Team Captains	T-Shirt Size	05:00 PM on Thu, Sep 11th, 2014 to 07:00 PM on Thu, Sep 11th, 2014	05:00 PM on Sun, Oct 5th, 2014 to 09:00 PM on Sun, Oct 5th, 2014	08:47 AM on Wed, May 13th, 2015 to 08:47 AM on Thu, May 14th, 2015
State	City	Zip Code	DOB (YYYY-MM-DD)	Registrant Type: Volunteers	Registrant Type: Team Captains	Custom Field: T-Shirt Size	Mandatory Training / Fun Training & Orientation (171) / 06:00 PM on Thu, Sep 11th, 2014 to 07:00 PM on Thu, Sep 11th, 2014 - TBD (457)	Best Kids' Festival / Arts & Crafts (175) / 06:00 PM on Sun, Oct 5th, 2014 to 09:00 PM on Sun, Oct 5th, 2014 - Arts & Crafts Tent (467)	My Favorite Marathon / Water Station (342) / 08:47 AM on Wed, May 13th, 2015 to 08:47 AM on Tue, May 19th, 2015 - Madison St (18572)

Step 8: Once you have checked that all the items match, you can click “Save and Process”. Once processed, you will receive a full report of the result of each record imported. If the registrant/volunteer was successfully added, you will see the status marked “created” with a blue, seven-digit, hyperlinked number. This is that volunteer’s registrant number (it’s not necessary for volunteers to know their registrant number – this is information for you/the system). If any registrants failed to upload you will need to go back and fix the error that occurred (a common error that occurs here is people forget to put an “X” in both “Registrant Type” and in “Activity” columns).

Registration Import

[Back to Imports](#)

Status:	Processed
Processed on:	07:12 PM on Sat, Apr 8th, 2017
Admin	(vmcnamar@theregistrationsystem.com)
Registrations	View

Import Row	Status	Registration
1	skipped	Registration already exists on this site for user with email: testimport7@test.com
2	skipped	Registration already exists on this site for user with email: testimport8@test.com
3	failed	No items selected
4	failed	One or more activities do not belong to the Registrant Type or Site
5	created	867818
6	failed	Did not select a Registrant Type

Wavier Upload:

Step 9: After a successful upload, each volunteer will now have a blue hyperlinked registrant number. Click on it – this will take you to that volunteer’s profile.

Note: if you have previously uploaded your volunteers and are accessing the site to upload applications/waivers afterward, click “Imports”, then click on “Results” under the “Actions” column to view the status of your attempted imports. Successful uploads will show a blue, seven-digit, hyperlinked registration number. Click on the registration number (this is the volunteer’s profile).

Import Row	Status	Registration
1	created	1595163
2	created	1595164
3	created	1595165

Step 10: Once in the volunteer’s profile, click “User Profile”.

Jane Doe

USATF Volunteer Portal

Temporary Volunteer

[Schedule](#) [User Profile](#) [Emails](#) [Notes](#) [Cancellation](#) [Check Ins/Outs](#)

USATF Test Group

USATF Test Association Event

[Add Items](#)

Step 11: Click “Edit Profile” at the top.

USATF Volunteer Portal

Temporary Volunteer

[Schedule](#) [User Profile](#) [Emails](#) [Notes](#) [Cancellation](#) [Check Ins/Outs](#)

[Edit Profile - View Account](#)

Registrant Type:	Temporary Volunteer
Name:	Jane Doe
Email Address:	email1@gmail.com

Step 12: Towards the bottom of the page, find the “Waiver Upload” field. Click “Choose File” and upload the volunteer’s application/waiver.

Note: You can also upload applications/waivers by finding the volunteer individually in the search bar. Input the volunteer’s name, then click “Actions”, then “Edit Profile”.

You can also upload users manually: From your dashboard, click “User Account”, then “New Account” and proceed through filling out the information.

USATF Restricted Volunteer Application and Acknowledgement of USATF Safe Sport Policies

Name of Volunteer: _____ (“Volunteer”) Gender: _____
Address: _____ City: _____ ST: _____ Zip: _____
Email: _____ Phone Number: _____
Event: _____ (“Event”) Event City: _____ Date(s): _____
Association: _____ Date of Birth: ____/____/____
(mm/dd/yyyy – must be at least 15 years of age)

Previous USATF volunteer positions: _____ Dates: _____
(If an individual has assisted with more than three events per calendar year, full USATF 3-Step Safe Sport compliance is required)

Valid picture ID presented (type): _____ Last 4 Digits of ID: _____

Have you been convicted of a felony: Yes _____ **No** _____ USATF Member #: _____ (if applicable)

USA Track & Field, Inc. (USATF) is committed to the safety of athletes as well as their physical, emotional and social development and to ensuring that athletes can participate in sport in an environment free of misconduct. Therefore, USATF is taking reasonable steps to prevent all forms of sexual misconduct (including sexual abuse), emotional misconduct, physical misconduct, bullying, harassment, and hazing from occurring in our sports. USATF strictly prohibits unlawful harassment or abuse of and/or by staff members, volunteers, athletes, coaches, officials, athlete representatives, and members of USATF Associations, including their affiliated entities, whether the harassment or abuse occurs at any events controlled by USATF or a USATF Association, including its affiliated entities, or outside those events.

Part of USATF’s efforts to eradicate abuse from our sport is to require all USATF volunteers to be USATF 3- Step Safe Sport compliant. This means that volunteers are current USATF members who have passed the appropriate USATF background screen and completed all required U.S. Center for SafeSport training courses. However, USATF recognizes that this is not always possible when an event needs additional volunteers to serve in positions without authority, which do not have frequent contact with USATF athletes, and in an observable and interruptible distance from another adult, such as pit rakers; implement shaggers; display board operators; block, hurdle, or garment basket crews; hydration station workers; and course monitors. Therefore, pursuant to USATF’s Policy for Event Volunteers (“Policy”), certain individuals are permitted to volunteer at USATF events, in very limited circumstances, without being USATF 3- Step Safe Sport compliant.

It is a violation of USATF’s Safe Sport policies to engage in any form of misconduct, and it is also a violation of those policies for a USATF volunteer to know of misconduct and not take action to intervene. Volunteers are required to report violations of USATF’s Safe Sport policies and suspicions or allegations of physical or sexual abuse.

If Volunteer engages in any form of misconduct, or there is a suspicion that Volunteer has done so, Volunteer must immediately surrender his/her event credential and will be removed from the event facility. Additionally, Volunteer may be reported to law enforcement. If Volunteer is not permitted to volunteer under the Policy, Volunteer may be permitted to volunteer at future events if Volunteer becomes USATF 3- Step Safe Sport compliant (described above).

By signing below, Volunteer acknowledges that he/she has read and understands USA Track & Field’s Safe Sport policies, including but not limited to USATF’s Policy for Event Volunteers, and agrees to abide by all of the terms therein. Furthermore, Volunteer agrees to be subject to the jurisdiction of both USA Track & Field, Inc. and the U.S. Center for SafeSport to resolve any alleged violations of such policies.

USATF’s Safe Sport policies, including the USATF Policy for Event Volunteers can be found at:
<https://www.usatf.org/associations/association-resource-center-arc/essentials-for-officers/safe-sport>.

Signed: (Signature of Volunteer or Guardian, if applicable) _____ **Date:** _____

<i>To be completed by event administration:</i>	
Picture ID checked: Yes _____ No _____	Wristband #: _____
Event position(s) assigned to work: _____	
Name of Volunteer Supervisor: _____	Supervisor USATF #: _____



VOLUNTEER WAIVER AND RELEASE OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT

For and in consideration of USA Track & Field, Inc. ("USA Track & Field" or "USATF") allowing me, the registrant, to volunteer in the USA Track & Field sanctioned event I am registering for herein (the "Event" or "Events"); I, for myself, and on behalf of my spouse, children, guardians, heirs and next of kin, and any legal and personal representatives, executors, administrators, successors and assigns, hereby agree to and make the following contractual representations pursuant to this Waiver and Release of Liability, Assumption of Risk and Indemnity Agreement (the "Agreement"):

1. I hereby represent that (i) I am at least eighteen (18) years of age (or this Agreement is also agreed to by my parent, natural guardian, or legal guardian (the "Guardian")); (ii) I am in good health and in proper physical condition to volunteer at the Event; and (iii) I am not under the influence of alcohol or any illicit or prescription drugs which would in any way impair my ability to safely serve as a volunteer at the Event. I agree that it is my sole responsibility to determine whether I am sufficiently fit and healthy enough to serve as a volunteer at the Event, that I am responsible for my own safety and well-being at all times and under all circumstances while at the Event site.
2. I understand and acknowledge that serving as a volunteer for track & field, road running, race walking, cross country, mountain, ultra, and trail running Events is inherently dangerous and represents an extreme test of a person's physical and mental limits. I understand and acknowledge the risks and dangers associated with volunteering at the Event and related activities, including without limitation, the potential for serious bodily injury, sickness and disease, permanent disability, paralysis and loss of life; loss of or damage to equipment/property; exposure to extreme conditions and circumstances; contact with participants, spectators, volunteers, animals or other natural or manmade objects; dangers arising from adverse weather conditions; imperfect course or track conditions; land, water and surface hazards; equipment failure; inadequate safety measures; participants of varying skill levels; situations beyond the immediate control of the Event Organizers (as defined in Section 4 below); and other undefined, not readily foreseeable and presently unknown risks and dangers ("Risks"). I understand that these Risks may be caused in whole or in part by my own actions or inactions or the actions or inactions of others participating in or organizing the Event, and I hereby expressly assume all such Risks and responsibility for any damages, liabilities, losses or expenses which I incur as a result of my volunteer services at any Event, except to the extent caused by the gross negligence and/or willful misconduct of any of the Released Parties (as defined in Section 4 below).
3. I agree to be familiar with and to abide by the Rules and Regulations established for the Event, including but not limited to the Competition Rules adopted by USA Track & Field and any safety regulations established for the benefit of all participants and volunteers. I accept sole responsibility for my own conduct and actions while serving at a volunteer at the Event, and the condition and adequacy of my equipment.
4. I hereby release, waive and covenant not to sue, and further agree to indemnify, defend and hold harmless the following parties, as relevant and applicable in each instance: USATF, its members, clubs, associations, sport disciplines and divisions; United States Olympic Committee (USOC); the event directors, the host organization and the facility, venue and property owners or operators upon which the Event takes place; and any other organizers, promoters, sponsors, advertisers, coaches and officials for this Event; law enforcement agencies and other public entities providing support for the Event; and each of their respective parent, subsidiary and affiliated companies, officers, directors, partners, shareholders, members, agents, employees and volunteers (Individually and collectively, the "Released Parties" or "Event Organizers"), with respect to any liability, claim(s), demand(s), cause(s) of action, damage(s), loss or expense (including court costs and attorneys' fees) of any kind or nature ("Liability") which may arise out of, result from, or relate in any way to my participation in the Event, except to the extent caused by the gross negligence and/or willful misconduct of any of the Released Parties. I further agree that if, despite this Agreement, I, or anyone on my behalf, makes a claim for Liability against any of the Released Parties, I will indemnify, defend and hold harmless each of the Released Parties from any such Liabilities which may be incurred as the result of such claim, except to the extent caused by the gross negligence and/or willful misconduct of any of the Released Parties, as relevant and applicable in each instance.
5. As a condition of my participation in the Event, I hereby grant USA Track & Field, the event director and host organization a limited license to use my name, likeness, image, photograph, voice, video, athletic performance, biographical and other information (collectively, "Likeness"), in any media platform or format whatsoever, and to distribute, broadcast and exhibit these without charge, restriction or liability, but only for the purposes of advertising or promoting the Event, USATF, or the sport of Athletics. The foregoing grant, however, does not constitute consent for USATF or any third party to use my Likeness in an endorsement of any product or service without my specific written consent.

I hereby warrant that I (or the Guardian, if I am under the age of 18) am of legal age and competent to enter into this Agreement, that I have read this Agreement carefully, understand its terms and conditions, acknowledge that I will be giving up substantial legal rights by accepting it (including the rights of my spouse, children, guardians, heirs and next of kin, and any legal and personal representatives, executors, administrators, successors and assigns), acknowledge that I have accepted this Agreement without any inducement, assurance or guarantee, and intend for my acceptance to serve as confirmation of my complete and unconditional acceptance of the terms, conditions and provisions of this Agreement. This Agreement represents the complete understanding between the parties regarding these issues and no oral representations, statements or inducements have been made apart from this Agreement. If any provision of this Agreement is held to be unlawful, void, or for any reason unenforceable, then that provision shall be deemed severable from this Agreement and shall not affect the validity and enforceability of any remaining provisions.

If the volunteer is under the age of 18, the Guardian hereby agrees to release and discharge the Released Parties as follows: a) The Guardian acknowledges and understands that serving as a volunteer at the Event is inherently dangerous and represents an extreme test of a person's physical and mental limits. Further, the Guardian acknowledges and understands the Risks, as defined above. b) The Guardian acknowledges the rights waived by both the Guardian and the volunteer by accepting this Agreement. c) The Guardian acknowledges that the Guardian will indemnify the Released Parties from any and all Liability which may arise out of, result from, or relate in any way to the minor serving as a volunteer at the Event, except to the extent caused by the gross negligence and/or willful misconduct of any of the Released Parties.

Volunteer Name: _____ Age: _____ Date of Birth: ____/____/____ Male Female
Guardian Name (if volunteer is a minor): _____ Age: _____ Date of Birth: ____/____/____
Male Female

Must be at least 15 years of age or older

X _____ / _____
Signature of Volunteer or Guardian in the case of a minor Date Signed