

USTA Safe Play Policy Emergency Exception Form

Emergencies may happen at any time and are difficult to control. Common examples of emergency circumstances include injuries inclement weather, and unplanned or serious events. Please see Appendix A for additional examples.

The emergency exception in the [Safe Play Policy](#) addresses instances where an Adult Participant cannot follow the [Safe Play Proactive Policies](#) due to unforeseen circumstances or a threat to safety. When you are not able to follow the Safe Play Proactive Policies, it is important to consider if it meets the threshold of an emergency and complete this documentation form.

Please complete this form if you believe your situation meets the criteria for an emergency exception to one of the [USTA Safe Play Proactive Policies](#) and email to safeplay@usta.com.

Date of Emergency:

Time of Emergency:

Location of Emergency:

Name(s) of Individuals Involved, including Adult Participant, Minor Athlete, and Parent/Legal Guardian:

Relevant Safe Play Proactive Policy:

Details of Emergency (what caused the emergency, steps you took during the emergency, steps you took to follow the Proactive Policy, if able to, and steps you took after the emergency):

Person Submitting Report:

Email and Phone Number of Person Submitting Report:

Signature:

Appendix A

Determining Emergency Exceptions:

When a situation arises that is out of the control of Adult Participants, it is important to assess if the emergency exception applies. First, Adult Participants should ask the following questions to determine if a situation is an emergency that warrants an exception.

1. Is there a threat to safety? Is anyone in danger?
2. Is someone injured? Does that injury require immediate care?
3. Is the Adult Participant able to remedy the situation while still following the [Safe Play Proactive Policies](#)?
4. Is the Adult Participant able to contact another Adult Participant or the Minor Athlete's parent or guardian safely and reasonably to avoid a one-on-one interaction? This can be done in person or electronically.

Emergency Examples:

1. Dangerous or unexpected weather
 - a. After a tournament session, a coach is waiting in his car for all the athletes to be picked up. While waiting for the last Minor Athlete to be picked up, a strong storm rolls into the area. To shield the Minor Athlete from the storm, the coach has the Minor Athlete come sit in the car. To mitigate the situation, he contacts the parents via phone while waiting to let them know the Minor Athlete is sitting in his car due to the storm. He stays on the line with them until they arrive.
2. Injuries
 - a. A Minor Athlete is injured during a tournament and must be transported to the nearest hospital. The Minor Athlete's parents are not at the tournament. The coach calls the parents to tell them about the injury and that they will be taking the athlete to the hospital.
 - b. A Minor Athlete is injured during a program and must be treated on-site in an area that is not easily observable and interruptible. The injury requires immediate care by the facility's on-site athletic trainer.
3. Unexpected events and last-minute changes
 - a. During a practice or a tournament, a Minor Athlete's parent has a car accident and cannot come to pick up their child. The parent contacts the coach, explains the situation, and asks for the coach to bring that Minor Athlete home.
 - b. A training session start time has changed at the last minute. The team manager calls the Minor Athlete to be sure they get the message that the training session time changed.
4. Threat to personal safety or reporting a concern.
 - a. A Minor Athlete emails an Adult Participant about potential physical abuse that is happening in their home. They request that the Adult Participant not mention this information to anyone else. In this situation, the Adult Participant does not need to copy another Adult Participant in their response. The Adult Participant will have to follow all the mandatory reporting requirements. Visit usta.com/safeplay/report for additional information.
 - b. A Minor Athlete calls an Adult Participant because of an unplanned, serious event. Examples include an accident, weather emergency, suicidal thoughts or behavior, or reporting abuse. In this situation, the Adult Participant should stay on the call as long as needed to ensure the safety of the Minor Athlete. The Adult Participant should be sure to contact the proper authorities.

Best practices for participants to manage emergencies

1. Narrate or explain the steps you will take to the Minor Athlete when assisting with an emergency.
2. Call or contact the Minor Athlete's parent or guardian to explain the situation, if appropriate.
3. Contact the USTA at safeplay@usta.com as soon as possible to document the emergency circumstances and all steps taken.
4. If you are one-on-one with a Minor Athlete, you should ensure that interactions are observable and interruptible as soon as you are able to, and it is safe to do so.
5. If an athlete comes to you to report abuse, remember to listen. Gather the information, provide appropriate support, and immediately make a report. For additional information, visit usta.com/safeplay/report.