



**INTERNATIONAL SHOOTING SPORT FEDERATION**  
INTERNATIONALER SCHIESS-SPORTVERBAND E.V.  
FÉDÉRATION INTERNATIONALE DE TIR SPORTIF  
FEDERACION INTERNACIONAL DE TIRO DEPORTIVO

# **ISSF Policy and Procedures Safeguarding against Harassment and Abuse**

# 1. PREAMBLE

In accordance with the IOC consensus statement on harassment and abuse in sport, it is incumbent upon all stakeholders to adopt, implement and monitor policies and procedures for safe sport which state that all athletes have a right to be treated with respect and protected from non-accidental violence and all forms of harassment and abuse.

Accordingly, and in furtherance of the principles of both the ISSF Code of Ethics and General Rules of Conduct to which all persons associated with ISSF are bound; notably the respect for human dignity, the rejection of discrimination and the rejection of all forms of harassment and abuse, the ISSF Executive Committee has adopted the ISSF Policy and Procedures Safeguarding Against Harassment and Abuse (hereinafter "Safeguarding Policy") pursuant to article 1.8.2.3 of the ISSF Statutes.

This Safeguarding Policy establishes a clear set of guidelines that must be in place, notably at all ISSF supervised-competitions, in recognition of the importance of providing all ISSF athletes and competition officials with a field of play that is free from abuse and harassment.

## 2. OBJECTIVE

- 1.1 The Safeguarding Policy governs respectful behavior of all persons at ISSF competitions and all persons involved with shooting sport outside competition periods.
- 1.2 The Safeguarding Policy has been developed based on the “IOC Framework for safeguarding athletes and other participants from harassment and abuse in sport” and looks to ensure in particular:
- that measures are taken to prohibit the exploitation of young athletes;
  - that ISSF’s policies and procedures safeguarding all athletes and competition officials from harassment or abuse are respected and followed on and off the field of play;
  - that athletes and competition officials have a way by which to participate in safe sport and to confidentially report or disclose instances of abuse and harassment and;
  - that every individual affiliated with ISSF can compete, participate, attend, train or work in an environment where they are treated with respect and are safe from harassment and abuse.
- 1.3 The Safeguarding Policy is thereby intended to help safeguard athletes, competition officials and all individuals involved with ISSF from harassment and abuse in sport both during ISSF sanctioned competitions and outside of competition periods by outlining clear definitions of prohibited behavior, the steps in reporting said behavior, the investigative process and the possible outcomes of these processes.

### 3. SCOPE

- 3.1** Any athlete, coach, trainer, manager, agent, medical or para-medical personnel and/or family member or other similar associate of any ISSF athlete, and any ISSF Event Organizer personnel, such as a Director, Technical Delegate, Jury member, Judge, competition official, staff, volunteer, sponsor, health care provider, ISSF staff member and members of the media (“altogether Covered Persons”) shall conduct himself/herself in a professional manner at all times and shall be bound by and comply with this Safeguarding Policy.
- 3.2** This Safeguarding Policy shall apply to all Covered Persons both during competition periods, from the moment unofficial or pre-event-training begins at the range until the end of the medal ceremony for the last event held at the competition, as well as outside of competition periods, during any ISSF related activity (which includes but is not limited to for example Coaches Courses, Judges Courses, Committee Meetings, Workshops etc.).
- 3.3** Covered Persons shall be familiar with and must abide by this Safeguarding Policy as a condition of participation in ISSF competitions or activities and any breach of this Safeguarding Policy, as defined at articles 4 and 5 shall result in appropriate disciplinary actions being taken under articles 7 and 8.
- 3.4** The protection of the physical, emotional and social health, safety, and rights of all Covered persons is vital to the health and future of the ISSF. Pursuant to the legal validity conferred to it by the Executive Committee, any decision or action taken under this Policy shall be binding on all Covered Persons, subject to rights of appeal outlined in the ISSF Code of Ethics.

## 4. DEFINITIONS

### 4.1 SAFEGUARDING POLICY OFFENCE

A Safeguarding Policy Offence will be deemed to have occurred whenever it is concluded further to the investigative process described at article 7 that a Covered Person has engaged in prohibited conduct as outlined at article 5.

### 4.2 HARASSMENT & ABUSE

As stated in Article 1.4 of the IOC Code of Ethics, whether during a competition period or outside competition periods, harassment and abuse are defined as follows and may occur in these various forms, in combination or in isolation:

**4.2.1** “Psychological abuse” means any unwelcome act including confinement, isolation, verbal assault, humiliation, intimidation, infantilization, or any other treatment which may diminish the sense of identity, dignity and self-worth.

**4.2.2** “Physical abuse” means any deliberate and unwelcome act - such as for example punching, beating, kicking, biting and burning - that causes physical trauma or injury. Such act can also consist of forced or inappropriate physical activity (e.g., age-, or physique- inappropriate training loads; when injured or in pain), forced alcohol consumption, or forced doping practices.

**4.2.3** “Sexual harassment” means any verbal or physical conduct of a sexual nature, which is unwelcome, or where consent is coerced, manipulated or cannot be given. Sexual harassment can take the form of sexual abuse.

**4.2.4** “Sexual abuse” means any conduct of sexual nature, whether non-contact, contact or penetrative, where consent is coerced, manipulated or is not or cannot be given.

**4.2.5** Neglect” means the failure of a Covered Person with a duty of care towards the athlete or competition official to provide a minimum level of care to the athlete or competition official, which is causing harm, allowing harm to be caused, or creating an imminent danger of harm.

**4.2.6** Harassment and abuse can be based on any grounds including race, religion, color, creed, ethnic origin, physical attributes, gender, sexual orientation, age, disability, socio-economic status and athletic ability. It can include a one-off incident or a series of incidents. It may be in person or online.

**4.2.7** Harassment may be deliberate, unsolicited and coercive.

**4.2.8** Harassment and abuse often result from an abuse of authority, meaning the improper use of a position of influence, power or authority.

## 5. PROCEDURES

The following guidelines and procedures outline the prohibited behaviors that may result in an actionable Safeguarding Policy Offence under this *Safeguarding Policy* and the ISSF Code of Ethics.

### 5.1 HARASSMENT AND ABUSE

As defined in article 4, Covered Persons shall not harass or abuse any other Covered person. More specifically:

### 5.2 UNFAIR AND/OR DISCRIMINATORY CONDUCT

5.2.1 Covered Persons shall not engage in unfair or unethical conduct including any attempt to injure, disable or intentionally interfere with the preparation or competition of any athlete or the work or decision of any competition official.

5.2.2 Covered Persons shall not discriminate in the provision of services on the basis of race, ethnicity, gender, national origin, religion, age or sexual orientation.

### 5.3 ABUSE OF AUTHORITY; ABUSIVE CONDUCT

5.3.1 Covered Persons shall not abuse their position of authority or control and shall not attempt to injure or compromise the psychological, physical or emotional wellbeing of any athlete or competition official.

5.3.2 Covered Persons shall not engage in abusive conduct, either physical or verbal, or threatening conduct or language directed toward any Covered Person, parent, spectator or member of the press/media.

5.3.3 Covered Persons shall not exploit any athlete relationship to further personal, political or business interests at the expense of the best interests of the athlete.

### 5.4 SEXUAL CONDUCT

To prevent sexual abuse and the negative consequences resulting from the imbalance of a dual relationship, sexual conduct of any kind between any athlete and his/her Athlete Support Team Members and/or Covered Persons is discouraged. In addition, the following conduct is specifically prohibited:

- 5.4.1** Covered Persons shall not make sexual advances towards or have any sexual contact with any athlete who is under 18 years of age or under the age of legal majority in the jurisdiction where the conduct takes place or where the athlete resides.
- 5.4.2** Covered Persons shall not sexually abuse an athlete or Covered Person of any age. Sexual abuse is defined as the forcing of sexual activity by one person on another person
- i. of diminished mental capacity; or
  - ii. using physical force, threats, coercion, intimidation or undue influence.
- 5.4.3** Covered Persons shall not engage in sexual harassment - for example, by making unwelcome advances, requests for sexual favors or other verbal or physical conduct of a sexual nature where such conduct may create an intimidating, hostile or offensive environment.

**5.5 CRIMINAL CONDUCT**

Any Covered Person who has been convicted of or entered a plea of guilty or no contest to a criminal charge or indictment involving the following shall not be permitted to work in any capacity (including volunteer) for ISSF or at an ISSF event:

- 5.5.1** An offence involving use, possession, distribution or intent to distribute illegal drugs or substances,
- 5.5.2** An offence involving sexual misconduct, harassment or abuse,
- 5.5.3** An offence involving child abuse, or
- 5.5.4** An offence that is a violation of any law specifically designed to protect minors.

## 6. REPORTING PROCESS

### 6.1 ISSF COMPETITION-SPECIFIC COMPLAINTS

#### 6.1.1 The Safeguarding Officer/Verbal complaints

- i. Any individual who believes that any Covered Person has failed to meet his or her obligations under this Safeguarding Policy and/or wishes to report a case harassment or abuse and/or make a complaint with regards to a possible case of harassment or abuse during an ISSF Competition, should promptly verbally and confidentially direct this complaint to the designated ISSF Safeguarding Officer during the competition in question.
- ii. ISSF will nominate a Safeguarding Officer for each competition at its discretion and clearly identify the Safeguarding Officer during the Technical Meeting at the beginning of the Competition.
- iii. The Safeguarding Officer will be the competition Technical Delegate unless otherwise designated by ISSF.
- iv. The ISSF Safeguarding Officer, present at all ISSF Competitions, will be responsible for following up on all reported incidents of Harassment and Abuse.

6.1.2 Any individual who wishes to file a complaint against a Covered Person during ISSF supervised competitions and does not want to direct it verbally to the ISSF Safeguarding Officer can file the complaint directly to the ISSF at [safesport@issf-spors.org](mailto:safesport@issf-spors.org) or the ISSF Athletes Committee at [athletes@issf-sports.org](mailto:athletes@issf-sports.org)

### 6.2 COMPLAINTS OUTSIDE COMPETITION PERIODS

6.2.1 Any individual who believes that any Covered Person has failed to meet his or her obligations under this Safeguarding Policy and/or wishes to report a case of harassment or abuse and/or make a complaint or guide the ISSF with regards to a possible case of harassment or abuse outside competition periods should promptly and confidentially direct this complaint, guidance or charge directly to the ISSF via email at [safesport@issf-sports.org](mailto:safesport@issf-sports.org)

6.2.2 Complaints, guidance or charges made under this Safeguarding Policy can also be made verbally by way of the Safeguarding Officer during an ISSF supervised competition even if the incident reported has not occurred during the competition in question so long as the impugned behavior has occurred in the course of any activities convened under ISSF jurisdiction as non-exhaustively defined at article 3.2.

**6.2.3** Complaints can also be filed with the ISSF Athletes Committee to whom athletes can always convey any specific concerns. Covered Persons can either communicate directly with any Athletes Committee member or send an email to [athletes@issf-sports.org](mailto:athletes@issf-sports.org)

### **6.3 COMPLAINTS DURING OLYMPIC GAMES**

**6.3.1** For complaints that are specific to harassment and abuse occurring during the Olympic Games, athletes can approach the designated IOC Safeguarding Officer who will be present at the Olympic Village throughout the Games Time Period. Athletes can also approach members of the IOC Athletes Commission or the IOC Medical and Scientific Commission.

**6.3.2** For complaints during IOC supervised events like the Youth Olympic Games or involving officials affiliated with the IOC, athletes can make use of the IOC Integrity and Compliance Hotline available at <https://secure.registration.olympic.org/en/issue-reporter>.

**6.3.3** All complaints made to individuals or bodies affiliated to the IOC are analyzed by the Ethics and Compliance Office and referred to the IOC Ethics Commission wherever applicable. The procedures are based on the IOC Code of Ethics which can be referred to on the IOC and relevant Olympics website.

## 7. INVESTIGATIVE PROCESS

### 7.1 Initial assessment:

**7.1.1** Once a complaint is received by the Safeguarding Officer or the ISSF or the Athletes Committee, the role of the individual receiving the complaint is to initiate a prompt evaluation of the impugned action, to take any necessary conservatory measures to ensure the safety of Covered Persons where appropriate, to assist in a prompt resolution of the complaint when possible and/or to refer the matter to an impartial professional nominated by the ISSF.

**7.1.2** A complaint can be settled at any stage in the investigative process.

**7.1.3** Should it be determined further to the initial assessment that the matter is outside the jurisdiction of the ISSF, the Secretary General will promptly refer the matter to the appropriate authorities or entities.

### 7.2 Investigations during competition periods

**7.2.1** Further to directly receiving a verbal complaint, or by confidential ISSF email or via the Athletes Committee, during an ISSF supervised competition, the Safeguarding Officer will be so informed and shall be responsible for promptly and confidentially following up on the matter.

**7.2.2** The Safeguarding Officer shall promptly conduct a preliminary inquiry into the factual elements of any complaint it receives to determine if there has been an apparent breach of this *Safeguarding Policy*. This inquiry will consist at a minimum of speaking with the complainant, the person against whom the complaint is being made and any possible witness(es).

**7.2.3** Should the matter be able to be quickly resolved to all the parties' satisfaction, the Safeguarding Officer shall be authorized to do so with the assistance of ISSF.

**7.2.4** Should the Safeguarding deem it necessary, he or she will liaise with athlete psychologists and medical team as required.

**7.2.5** Should it be determined that the matter needs to be remitted to local authorities, in cases involving sexual abuse or assault or criminal behavior for example, the Safeguarding Officer shall refer the matter to the Secretary General who will be entrusted with following up on this task.

**7.2.6** Should it be determined, in urgent and serious situations, that conservatory measures need to be taken to safeguard a Covered Person (such as expelling an offender from a Championship venue), such measures will be taken by the Safeguarding Officer under the official authority of the Executive Committee. Not following the usual disciplinary process in such an instance would be justified under applicable Human Rights legislation because the duty to protect outweighs the duty of procedural fairness owed to a possible offender.

**7.2.7** Any actions taken by the Safeguarding Officer shall be documented.

### **7.3** Additional assistance

**7.3.1** Should the matter prove too complex for the Safeguarding Officer or should the Safeguarding Officer determine that he-she may not act impartially or without bias in a complaint, an impartial and unbiased professional (hereinafter Professional) nominated by the ISSF will then be promptly called upon to assist the Safeguarding Officer in completing the preliminary inquiry and to:

- i.** Review and determine the facts of the complaint in an expedited, thorough and unbiased manner and decide whether it is necessary to conduct a more extensive investigation in accordance with the investigative process outlined at article 7.5. If the preliminary inquiry outlined at article 7.2.2 has not already been completed by the Safeguarding Officer, the Professional shall promptly do so.
- ii.** Review and determine if any immediate conservatory measures need to be taken to safeguard the Covered Person in question, such as removing an individual from the field of play, the range or the competition in general.
- iii.** In the case of a report involving a Minor as the alleged victim or third-party witness of Harassment and Abuse, the parents or legal guardian of the Minor should be informed, providing that doing so is not considered to represent a risk for such Minor's safety or wellbeing.
- iv.** In the case that informing the parents or legal guardian as per Section 7.3.1 iii is considered to represent a risk for the Minor's safety or wellbeing, another person attending the ISSF competition within the same delegation as the Minor in an official capacity, preferably in a medical or legal capacity, must be informed, providing that doing so is not considered to represent a risk for the Minor's safety or wellbeing.
- v.** In urgent and serious situations, should the Professional determine that conservatory measures need to be taken to ensure the safety of a Covered Person, the Safeguarding Officer will be directed to take such measures under the official authority of the Executive Committee. Not following the usual disciplinary process in such an instance would be justified under applicable human rights legislation because the duty to protect outweighs the duty of procedural fairness owed to a possible offender.

- vi. The Professional shall also be responsible for liaising with psychologists and medical teams as required.
- 7.3.2** Any determination made under article 7.3.1 shall be documented and moved forward with the assistance and cooperation of the ISSF.
- 7.3.3** Once the additional assistance has been provided by the Professional and any determinations or preliminary conservatory measures have been taken, the matter will proceed in accordance with article 7.4. On agreement of all parties, for the sake of consistency and confidentiality, the Professional shall proceed with the more formal investigation and thereby take on the role of the Investigative Officer as outlined in article 7.4.
- 7.4** Investigative Officer
- 7.4.1** In complex complaints brought forth during competition periods, or for all complaints brought outside competition periods, the ISSF and/or the Safeguarding Officer will summon a third-party (Investigative Officer) to conduct a more extensive investigation into the complaint on the ISSF's behalf should the Professional not have assumed this role. The complainant and person against whom the conservatory measures have been taken will be notified of this process and advised of the steps involved as well as their rights and responsibilities.
- 7.4.2** Should any actions or conservatory measures have been taken under articles 7.2.5 or 7.3.1 on the authority of the Executive Committee, an Investigative Officer shall promptly be nominated to undertake an investigation into the possible Safeguarding Policy Offence. The complainant and person against whom the conservatory measures have been taken will be notified of this process and advised of the steps involved as well as their rights and responsibilities.
- 7.4.3** The ISSF, on behalf of the Investigative Officer, will make a written demand for individuals directly involved in the complaint to provide information or evidence or cooperate with the investigation in any way that will assist the Investigative Officer in its determination as to whether a Safeguarding Policy Offence has been committed. This will include at minimum but not be limited to making a written demand or speaking with the complainant, the person against whom the complaint has been made and any relevant witness (es).

- 7.4.4** The ISSF, on behalf of the Investigative Officer, may make a written demand to additional Covered Persons to provide the Investigative Officer any information or evidence that may lead to the discovery of additional evidence relating to a possible Safeguarding Policy Offence, including (without limitation) requiring the Covered Person to attend an in person or telephone interview and/or to provide a written statement setting forth his/her knowledge of the relevant facts and circumstances.
- 7.4.5** All Covered Persons must cooperate fully with such investigations.
- 7.4.6** Covered Persons requested to furnish such information or evidence shall be required to do so within seven (7) business days of the request failing which they will be deemed to have breached the ISSF Code of Ethics.
- 7.4.7** Further to completing the investigation, the Investigative Officer shall provide the ISSF with a written report documenting and outlining its findings.
- 7.5** Disciplinary action & sanctions
- 7.5.1** When, further to completing the investigative process for complaints reported during competition, the Safeguarding Officer decides on a balance of probabilities that a Safeguarding Policy Offence has been committed, the Executive Committee may authorize the Safeguarding Officer to proceed in taking any action outlined under article 7.3.1, the matter will then be remitted to the Investigative Officer for a more thorough investigation pursuant to article 7.4. Ultimately, if the Investigative Report concludes that a Safeguarding Policy Offence may have occurred, the matter will be referred by the ISSF to the ISSF Ethics Committee.
- 7.5.2** The Complainant and the person against whom the complaint has been made shall be notified of every step in the disciplinary process at articles 7.5.1 and 7.5.4 and 7.5.5.
- 7.5.3** The person against whom the complaint has been made shall be granted all procedural rights and given the opportunity to defend the charge of committing a Safeguarding Policy Offence in accordance with the usual disciplinary process before the ISSF Ethics Committee pursuant to the ISSF Code of Ethics.
- 7.5.4** A Covered Person affected by the decision of the Executive Committee to impose conservatory measures during an ISSF Competition is entitled to appeal the imposition of such conservatory measures to the ISSF Ethics Committee but should be advised that not following the usual disciplinary process in such an instance is justified under

applicable Human Rights legislation because the duty to protect outweighs the duty of procedural fairness owed to a possible offender.

- 7.5.5** When, further to completing its investigative process under article 7.4, the Investigative Officer concludes on a balance of probabilities, that a Safeguarding Policy Offence has been committed it shall so inform the ISSF by way of a detailed report and the matter will then be referred by the ISSF to the ISSF Ethics Committee. The person against whom the complaint has been made shall be granted all usual procedural rights and given the opportunity to defend the charge of committing a Safeguarding Policy Offence in accordance with the usual disciplinary process before the ISSF Ethics Committee pursuant to the ISSF Code of Ethics.
- 7.5.6** When, further to completing the investigative process, the Investigative Officer is not satisfied on a balance of probabilities that a Safeguarding Policy Offence has occurred, it shall so inform the ISSF and may still make recommendations to the ISSF along with its general findings. All parties will be informed of the outcome.
- 7.5.7** If the Investigating Officer deems that the matter should be referred to local police authorities, it shall refer the matter to the Secretary General who will be entrusted with following up with this task.

## **8. NATURE OF COMPLAINTS**

- 8.1** All complaints brought forward in good faith under this Safeguarding Policy will be carefully considered without retaliation or censure.
- 8.2** All inquiries and investigations undertaken further to a complaint being filed shall be unbiased and impartial and any conclusions or actions taken under the Safeguarding Policy shall be taken without retaliation or censure.
- 8.3** Where it appears, or it is concluded, further to the Investigative Process outlined at article 7, that the complaint brought against a Covered Person under the Safeguarding Policy is frivolous, vexatious or malicious, ISSF will swiftly remit the matter to the ISSF Ethics Committee. The complainant shall be notified and given the opportunity to defend itself against the charges brought against him or her under the ISSF Code of Ethics pursuant to the usual disciplinary procedures outlined therein.

## **9. TIME LIMIT TO FILE A COMPLAINT**

- 9.1** A complaint of harassment, especially where a complainant's safety is at risk, should always be filed as soon as practicable.
- 9.2** A complaint of harassment must be filed within twelve months of the last event of alleged harassment leading to the complaint unless there are extenuating circumstances. The information provided must be as precise and concise as possible.
- 9.3** Allegations can go back further in time to describe incidents or events if the complainant can demonstrate that they are directly related to the last event of alleged harassment that led to the complaint. This is especially necessary in cases where the complainant intends to demonstrate a pattern of events.

## 10. CONFIDENTIALITY

- 10.1** All procedures arising from the application of this Safeguarding Policy shall respect all applicable privacy legislation, notably with respect to minors and human rights.
- 10.2** All procedures and investigations undertaken under this Safeguarding Policy will be kept confidential at all times in complete respect for all the privacy rights of the Covered Person and in accordance with all applicable privacy legislation, unless ISSF is required by law to disclose information relating to a specific case.
- 10.3** All information pertaining to an alleged incident of Harassment and Abuse, all matters and information of the Covered Persons and all information gathered during investigations and results of investigations shall be regarded as confidential and handled in accordance with all applicable laws.
- 10.4** Notwithstanding Article 10.2, confidential information related to Minors will not be publicly disclosed.
- 10.5** All Covered Persons who are asked to take part in an investigation or disciplinary process under article 7 agree to respect all applicable privacy and human rights legislation.