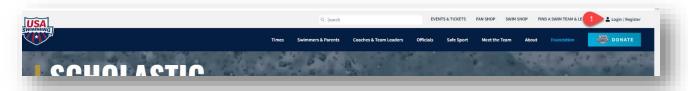


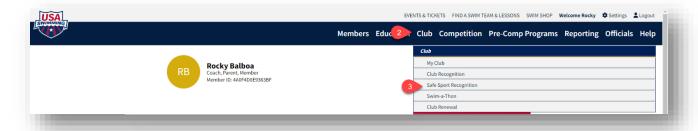
Steps to Becoming a Safe Sport Recognized Club

The Club Administrator or Safe Sport Coordinator roles will have access to complete these steps. In order to fill out the application, you will need to have electronic versions of all club codes of conduct, policies, handbooks, educational programs, and the website available. You will be asked to attach and/or cut-and-paste portions of these materials. All policies will be reviewed by USA Swimming Safe Sport Representatives. Examples of model policies, etc., can be found on the USA Swimming website and throughout the Guideline links below. You will want to ensure that these materials (along with the Safe Sport Best Practices, the MAAPP policy and your clubs reporting procedures) are available on your club's website.

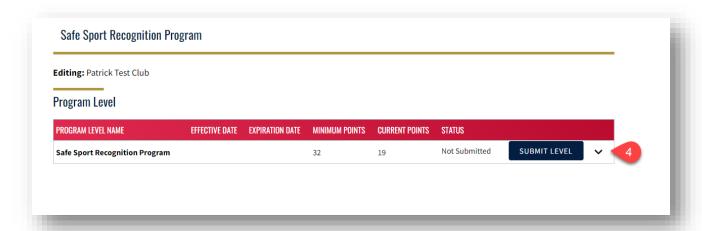
Step 1. Login to your USA Swimming Account at www.usaswimming.org



- Step 2. In the Dark Blue toolbar choose Club
- Step 3. In the drop down select Safe Sport Recognition.

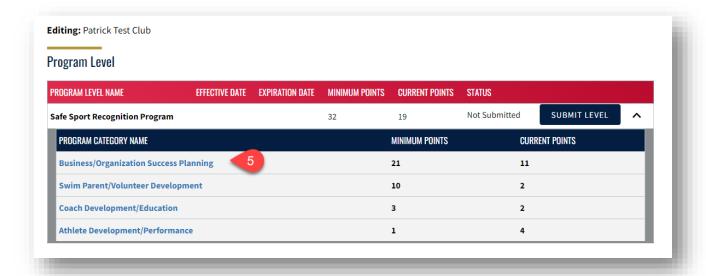


Step 4. Click on the arrow to the right to look at the measure categories.

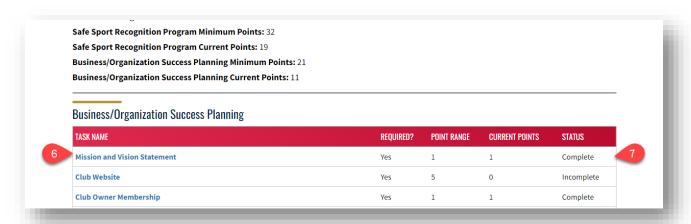




Step 5. Click on the section you would like to start working on.



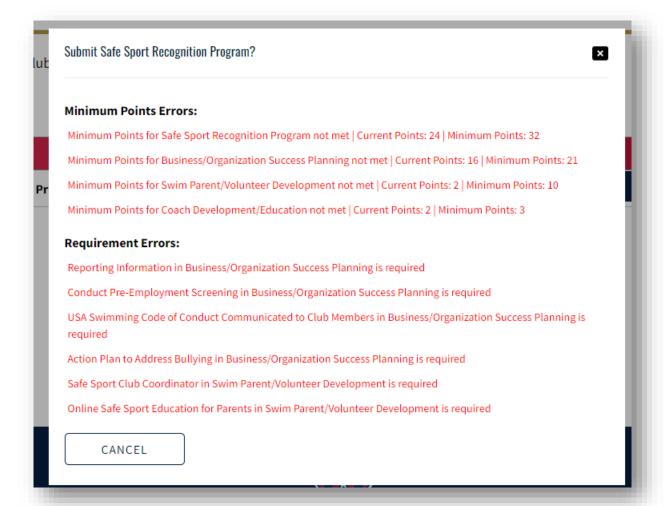
- Step 6. Click on the measure name you would like to start working on.
- Step 7. Once you have completed filling in or uploading documents into a measure the status will change from Incomplete to complete on the right side.



Step 8. Once you have completed the minimum point requirements of each section and all the required measures you (More than 52). Click "Submit Level" button to submit the application.



Step 9. If there is anything missing or if staff are not currently in good standing due to requirement expiration, it will not submit the application and errors will be listed that need to be fixed prior to application submission.



- Step 10. The biggest hurdle you will likely find is satisfying the "Online Safe Sport Education for Parents / Athletes" requirements.
 - You must have at least 10% of your parents/athletes complete this step to earn the minimum required point. To gain credit, the person taking the course must be logged into their USA Swimming account.
 - Alternatively, clubs have the option to give a presentation by playing the courses for large groups of athletes/parents. Clubs must keep a list of people that attended the meeting and submit that list of names to USA Swimming at ssrp@usaswimming.org (Please be sure to identify people who participated).



- Another option is for Parents / Athletes to attend a zoom training session. For zoom
 trainings attendance is taken and points are given on the backend of the system. (Clubs do
 not receive a roster for zoom attendance). <u>Training Opportunities</u>
- Step 11. USA Swimming will respond with feedback and requests to address issues prior to approval.
- Step 12. Otherwise, you should receive confirmation within 4 weeks that you have earned recognition!

GUIDELINES

- Coach Owned Club
- Institutionally Owned Club
- Parent-Board Owned Club

TOOLS

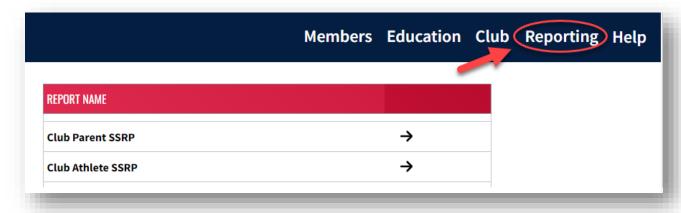
- Sample email to encourage participation from parents & athletes
- Frequently Asked Questions
- Denying or revoking Safe Sport Club Recognition designation
- Training Opportunities Resource



Reports for Parent and Athlete Education Completion

For parents and athletes who have taken the courses online after September 1st, you can pull these numbers from reports by going to the Reporting option at the top of the screen.

Only people with the role of Club Administrator and Safe Sport Coordinator will have access to these reports. (Turn off Pop-up blockers to see the reports)



Parents and athletes who completed zoom trainings or trainings on the old LEARN platform will still be counted towards your club's application. Points will be given at the back end of the system.

Certificates are not provided and member records are not notated when someone participates in zoom trainings.

Questions? Email ssrp@usaswimming.org