



## Safe Sport Club Recognition Program For a Coach-Owned Club

*The club is owned and operated by a head coach. The coach may have a parent booster organization.*

## OVERVIEW

---

### PURPOSE

The Safe Sport Club Recognition Program allows a member club to demonstrate its commitment to creating an abuse-free, safe, healthy, and positive environment for all of its members through the development and implementation of Minor Athlete Abuse Prevention and Anti-Bullying policies, Safe Sport Best Practices, and Athlete Protection Training.

### WHAT'S INVOLVED

- **Policies, procedures, and best practices:** clubs will develop and/or share their Athlete Protection Policies and the other measures to safeguard athletes.
- **Personnel:** a big part of successfully implementing Safe Sport is getting the right people involved. Clubs will demonstrate the screening and selection procedures for staff and volunteers.
- **Training and Education:** clubs will be awarded points when minor athletes and parents complete the Safe Sport online courses, as well as hosting in-person Safe Sport-related training.
- **Reporting:** clubs will detail communication to members about how to report misconduct to USA Swimming Safe Sport and the U.S. Center for SafeSport.

### WHERE TO APPLY

Clubs apply for Safe Sport Club Recognition through the team's Club Portal, which requires team administrator login credentials. The team administrator or head coach has this login information. The Safe Sport Club Recognition Program application is located on the "HOME" tab of the Club Portal. The application can be done by the team administrator or head coach, or the administrator or coach may share the team's Club Portal login credentials with the club's Safe Sport Chair and he/she may complete the steps and apply on behalf of the team.

### WHAT IS REQUIRED BEFORE THE APPLICATION CAN BE SUBMITTED?

Safe Sport Club Recognition applications are scored for the Safe Sport Club Recognition in the following four areas:

1. Business/Organization Success
2. Swim Parent/Volunteer Development
3. Coach Development/Education
4. Athlete Development/Performance

In each of the four scored sections there are required components and then additional components. *The required components of each section must be met in order for a team to be eligible to submit its application*, plus additional components to equal a total score of 75% or 50.25 points. Safe Sport Club Recognition can be renewed every 2 years.

### USE USA SWIMMING'S MODEL RESOURCES TO DEVELOP YOUR CLUB'S SAFE SPORT PLAN

To assist clubs in becoming Safe Sport Recognized, USA Swimming has resources and models for almost all of the required policy and guideline documents on the [usaswimming.org](http://usaswimming.org) website.

Questions? email [ssrp@usaswimming.org](mailto:ssrp@usaswimming.org)



**Safe Sport Club Recognition Program  
For a Coach-Owned Club**

*The club is owned and operated by a head coach. The coach may have a parent booster organization.*

**BUSINESS/ORGANIZATION SUCCESS**

**Total Category Points Available: 36**

**Minimum Points Needed: 21 from REQUIRED + 9 or more from ADDITIONAL**

| Required   | (21 Points Required) | Points   |
|--|----------------------|----------|
| <p><b>Mission and Vision Statement</b><br/>Is child protection included in your club's mission or vision statement? This memorializes your club's commitment to providing a safe, healthy, and positive environment for athletes.<br/>&lt;You are asked to type in your club's mission or vision statement&gt;</p>   |                      | 1 point  |
| <p><b>Club Website</b><br/>Does your club have a designated Safe Sport section that contains tools and resources for Safe Sport?<br/>Items we check for: Club Safe Sport page on website is visible from the home page (as a tab or button) and anyone can access without needing to log in; Reporting information, Safe Sport Club Coordinator information, Safe Sport Best Practice Guidelines, MAAPP customized with your club name.<br/>&lt;Share the link to your club's Safe Sport webpage&gt;</p>   |                      | 5 points |
| <p><b>Club Owner Membership</b><br/>Is the owner of your club a non-athlete member of USA Swimming? This ensures that the individual has been background checked and has taken the Athlete Protection Training.<br/>&lt;Please share the individual's name and contact information.&gt;</p>  |                      | 1 point  |
| <p><b>Reporting Information</b><br/>Is the information and procedure for reporting to USA Swimming Safe Sport and the U.S. Center for Safe Sport on your club's website?<br/>To deal with a Safe Sport concern, contact USA Swimming at (719) 866-4578<br/><a href="https://www.usaswimming.org/safe-sport/deal-with-a-safe-sport-concern">https://www.usaswimming.org/safe-sport/deal-with-a-safe-sport-concern</a><br/>Contact the U.S. Center for Safe Sport to make a report. Call (720) 524-5640 or use the online reporting form at <a href="https://safesport.i-sight.com/portal">https://safesport.i-sight.com/portal</a> or find more information at <a href="http://www.uscenterforsafesport.org/">http://www.uscenterforsafesport.org/</a><br/>&lt;Share the link to your club's reporting page&gt;</p>   |                      | 2 points |
| <p><b>Conduct Pre-Employment Screening</b><br/>As a condition of membership in USA Swimming, member clubs are required to conduct pre-employment screens on their new employees who are required to be USA Swimming members by USA Swimming rules.<br/>&lt;click the box if your club does the required pre-employment screening&gt;</p>   |                      | 2 points |
| <p><b>USA Swimming Code of Conduct Communicated to Club</b><br/>Club has documented that it has distributed the USA Swimming Code of Conduct to all members and that they have received it.<br/>&lt;click the box if your club has communicated the USA Swimming Code of Conduct to membership&gt;</p>   |                      | 2 points |
| <p><b>MAAPP</b><br/>USA Swimming Requires member clubs implement the Minor Athlete Abuse Prevention Policy (MAAPP) effective as of June 23, 2019. USA Swimming member clubs and LSCs are <b>required to implement this Minor Athlete Abuse Prevention Policy in full</b>. This policy addresses risk areas that present opportunities for abuse to occur.<br/>The policy covers five (5) areas:<br/> <ol style="list-style-type: none"> <li>1. One-on-One interactions</li> <li>2. Travel: Local and Team</li> <li>3. Social Media and Electronic Communication</li> <li>4. Locker Rooms &amp; Changing Areas</li> <li>5. Massages &amp; Rubdowns</li> </ol> <br/>MAAPP has been reviewed with Parents/Athletes/Coaches/Volunteers/Other Adults affiliated with the club and signed acknowledgements are kept on file at the club.<br/>&lt;Please customize MAAPP policy with your club name and post a PDF to your Safe Sport web page. <a href="#">Download PDF.</a>&gt;</p> |                      | 6 points |



**Safe Sport Club Recognition Program  
For a Coach-Owned Club**

*The club is owned and operated by a head coach. The coach may have a parent booster organization.*

|  |          |
|--|----------|
| <p><b>Action Plan to Address Bullying</b><br/>USA Swimming Clubs are required to have an action plan to address bullying and the plan must be reviewed with and agreed to by all athletes, parents, coaches, and other adults at the club. An example action plan, that becomes the default if a club chooses not to create their own, is available on the USA Swimming website.<br/>&lt;Upload your anti-bullying policy file&gt;</p> | 2 points |
|--|----------|

| <b>Additional</b>  | <b>(15 points possible)</b> | <b>Points</b> |
|--|-----------------------------|---------------|
| <p><b>Safe Sport Best Practices</b><br/>Are the Safe Sport Best Practice Guidelines posted on your club's website?<br/>&lt;check if yes&gt;</p>  |                             | 2 points      |
| <p><b>Communication of Policies</b><br/>How often do you communicate the Safe Sport policies to the members of your club, including coaches, athletes, parents, and volunteers?<br/>&lt;Choose one:<br/>Never (0 pts)<br/>Annually (1 pt)<br/>Each Season (1 pt)<br/>More frequently than each season (1 pt)&gt;</p>   |                             | 0-1 points    |
| <p><b>Communication Audience</b><br/>Who do you target your communications to regarding Safe Sport policies?<br/>&lt;check all that apply<br/>Coaches (1 pt)<br/>Parents/Volunteers (1 pt)<br/>Athletes (1 pt)&gt;</p>   |                             | 1-3 points    |
| <p><b>Grievance Procedure</b><br/>Does your club have a grievance procedure for violations of your athlete, coach, and parent codes of conducts, as well as violations of other team policies? Procedure should outline who a concern (from a parent, athlete, volunteer, etc.) goes to and what steps that individual takes, up to and including making a report to USA Swimming and the Center.<br/>&lt;please upload your grievance procedure file&gt;</p>  |                             | 3 points      |
| <p><b>Locker Room Monitoring Procedure</b><br/>Locker rooms and changing areas are a high-risk area for abuse to happen. Minor Athlete Abuse Prevention Policy addresses this in the Locker Rooms and Changing Areas Section.<br/>&lt;Detail the steps your club takes to ensure your locker rooms are safe, include who has access to the locker rooms, and detail a plan of how to respond to misconduct and monitor problematic behavior in the locker room.&gt;</p>  |                             | 2 points      |
| <p><b>Parent Consent Forms</b><br/>Parent Consent forms are required to be kept on file at the club for each instance of the following:</p> <ul style="list-style-type: none"> <li>• Unrelated Adult Athlete to share a hotel room or sleeping arrangement with a minor athlete.</li> <li>• Unrelated Applicable Adult providing local transportation to a minor athlete.</li> <li>• Licensed massage therapist or other certified professional or health care provider to treat a minor athlete.</li> <li>• Unrelated applicable adult to travel to competition with a minor athlete.</li> </ul> <p>Samples can be found here: <a href="https://www.usaswimming.org/safe-sport/minor-athlete-abuse-prevention-policy">https://www.usaswimming.org/safe-sport/minor-athlete-abuse-prevention-policy</a><br/>&lt;Attach copies of your Parent Consent Forms for review. Note: these should be combined to one file.&gt;</p> |                             | 2 points      |
| <p><b>Photography Policy</b><br/>A photography policy is another way to enhance the protection of athlete members. A photography policy could include no picture taking from behind the blocks and could require anyone taking pictures to do so from a certain blocked-off location of the pool deck. The policy must include how parents can opt in or out of having their child photographed at team functions, including meets.<br/>&lt;Please upload your photography policy.&gt;</p>   |                             | 2 points      |



**Safe Sport Club Recognition Program  
For a Coach-Owned Club**

*The club is owned and operated by a head coach. The coach may have a parent booster organization.*

**SWIM PARENT/VOLUNTEER DEVELOPMENT**

**Total Category Points Available: 16**

**Minimum Points Needed: 8 points minimum, with at least 6 points from REQUIRED and 2 more points from either REQUIRED or ADDITIONAL.**

| <b>REQUIRED</b>   | <b>(6 points required)</b> | <b>Points</b> |
|---|----------------------------|---------------|
| <p><b>Safe Sport Club Coordinator</b><br/>Does your club have a designated Safe Sport Club Coordinator who is a non-athlete member of USA Swimming? This ensures that the individual is background checked and has taken the Athlete Protection Training. Please share the name and contact information for your Safe Sport Club Coordinator.<br/>&lt;include name, phone number, and email address of Safe Sport Club Coordinator&gt;</p>  |                            | 5 points      |
| <p><b>Online Safe Sport Education for Parents (1-5)</b><br/>Safe Sport's online course for parents provides an introduction to Safe Sport, abuse, and reporting information. More information and access to the course can be found at <a href="http://www.usaswimming.org/learn">www.usaswimming.org/learn</a>. The course is called "Parents Guide to Misconduct in Sport" Parents are calculated as a percentage of registered households with 1.5 parents per household. 10% is the minimum. 10% = 1 point<br/>&lt;The system calculated this automatically based on how many of your team's parents have taken the Safe Sport for Swim Parents course.&gt;</p> |                            | 1-5 points    |

| <b>ADDITIONAL</b>   | <b>(6 points possible)</b> | <b>Points</b> |
|---|----------------------------|---------------|
| <p><b>Parent Code of Conduct</b><br/>Does your club have a Parent Code of Conduct?<br/>&lt;Please upload your Parent Code of Conduct. A sample can be found on the USA Swimming website&gt;</p>   |                            | 2 points      |
| <p><b>Education Event for Parents</b><br/>Has your club hosted an in-person training for parents on Safe Sport topics facilitated by USA Swimming Safe Sport Staff, the LSC Safe Sport Chair, or a community agency for violence prevention?<br/><br/><b>Note:</b> In order for the education events to receive points they must be virtual or in person training by the USA Swimming Safe Sport Staff, the LSC Safe Sport Coordinator, or a community agency for violence prevention within one year of application. This is training above and beyond doing general Safe Sport training or showing the Parent's Guide to Misconduct in Sport videos. If you are looking for one of the USA Swimming Safe Sport staff to conduct a training virtually or in person later down the road, please fill out the speaker request. <a href="https://www.usaswimming.org/articles-landing-page/2017/03/24/safe-sport-speaker-request">https://www.usaswimming.org/articles-landing-page/2017/03/24/safe-sport-speaker-request</a><br/><br/>&lt;If so, please share the date and description of the event.&gt;</p> |                            | 2 points      |
| <p><b>Volunteer Coordinator Membership</b><br/>Does your club require that your volunteer coordinator is a non-athlete member of USA Swimming? This ensures that the individual is background-checked and has completed the Athlete Protection Training.<br/>&lt;Please share the name of your Volunteer Coordinator&gt;</p>  |                            | 1 point       |
| <p><b>Meet Marshals</b><br/>Does your club require that meet marshals are non-athlete members of USA Swimming? This ensures that the individuals are background checked and have completed the Athlete Protection Training.<br/>&lt;Please list the names of your meet marshals.&gt;</p>  |                            | 1 point       |



**Safe Sport Club Recognition Program  
For a Coach-Owned Club**

*The club is owned and operated by a head coach. The coach may have a parent booster organization.*

**COACH DEVELOPMENT/EDUCATION**

**Total Category Points Available: 6**

**Minimum Points Needed: 3 points minimum, with at least 1 point from REQUIRED plus 1 more point from REQUIRED and 2 points from ADDITIONAL or 2 more points from ADDITIONAL**

| <b>REQUIRED</b>   | <b>(1 point required)</b> | <b>Points</b> |
|---|---------------------------|---------------|
| <p><b>Reference Checks</b><br/>How often does your club complete reference checks when hiring coaches and other staff members?<br/>&lt;Choose one:<br/>Never (0 points)<br/>Only if we need to (0 points)<br/>Only the head coach (1 point)<br/>Every hire (2 points)&gt;</p> |                           | 0-2 points    |

| <b>ADDITIONAL</b>   | <b>(4 points possible)</b> | <b>Points</b> |
|---|----------------------------|---------------|
| <p><b>Coach Code of Conduct</b><br/>Does your club have a code of conduct or honor code for coaches? This is a good way to create shared culture and expectations.<br/>&lt;Please upload your Coach Code of Conduct. A model can be found on the USA Swimming website.&gt;</p>  |                            | 2 points      |
| <p><b>Education Event for Coaches</b><br/>Has your club hosted an in-person training for coaches on Safe Sport topics facilitated by USA Swimming Safe Sport Staff, the LSC Safe Sport Chair, or a community agency for violence prevention?<br/><br/><b>Note:</b> In order for the education events to receive points they must be virtual or in person training by the USA Swimming Safe Sport Staff, the LSC Safe Sport Coordinator, or a community agency for violence prevention within one year of application. This is training above and beyond doing general Safe Sport training. If you are looking for one of the USA Swimming Safe Sport staff to conduct a training virtually or in person later down the road, please fill out the speaker request. <a href="https://www.usaswimming.org/articles-landing-page/2017/03/24/safe-sport-speaker-request">https://www.usaswimming.org/articles-landing-page/2017/03/24/safe-sport-speaker-request</a><br/><br/>&lt;Please share the date and description of the event&gt;</p> |                            | 2 points      |



**Safe Sport Club Recognition Program  
For a Coach-Owned Club**

*The club is owned and operated by a head coach. The coach may have a parent booster organization.*

**ATHLETE DEVELOPMENT/PERFORMANCE**

**Total Category Points Available: 9**

**Minimum Points Needed: at least 1 point from REQUIRED and 2 more points for from either REQUIRED or ADDITIONAL (for a total of 3 points minimum)**

| REQUIRED   | (1 point required) | Points     |
|--|--------------------|------------|
| <b>Online Safe Sport Education for Athletes</b><br>Safe Sport’s online training for athletes provides an introduction to Safe Sport, healthy boundaries, and how to speak up about misconduct, abuse, and the behaviors that lead to abuse. Find more information and take the training at <a href="http://www.usaswimming.org/learn">www.usaswimming.org/learn</a> . The course is called “SAFE SPORT FOR ATHLETES”.<br><br><i>&lt;Athletes are calculated as a percentage of registered athletes 12 and older. 10% is the minimum. 10% = 1 point&gt;</i> |                    | 1-5 points |

| ADDITIONAL   | (4 points available) | Points   |
|--|----------------------|----------|
| <b>Athlete Code of Conduct</b><br>Does your club have an Athlete Code of Conduct?<br><i>&lt;Please upload your Coach Code of Conduct. A model can be found on the USA Swimming website.&gt;</i>  |                      | 2 points |
| <b>Education Event for Athletes</b><br>Has your club hosted an in-person training for athletes on Safe Sport topics facilitated by USA Swimming Safe Sport Staff, the LSC Safe Sport Chair, or a community agency for violence prevention?<br><br><b>Note:</b> In order for the education events to receive points they must be virtual or in person training by the USA Swimming Safe Sport Staff, the LSC Safe Sport Coordinator, or a community agency for violence prevention within one year of application. This is training above and beyond doing general Safe Sport training or showing the Safe Sport for Athletes videos. If you are looking for one of the USA Swimming Safe Sport staff to conduct a training virtually or in person later down the road, please fill out the speaker request. <a href="https://www.usaswimming.org/articles-landing-page/2017/03/24/safe-sport-speaker-request">https://www.usaswimming.org/articles-landing-page/2017/03/24/safe-sport-speaker-request</a><br><br><i>&lt;Please share the date and description of the event&gt;</i> |                      | 2 points |