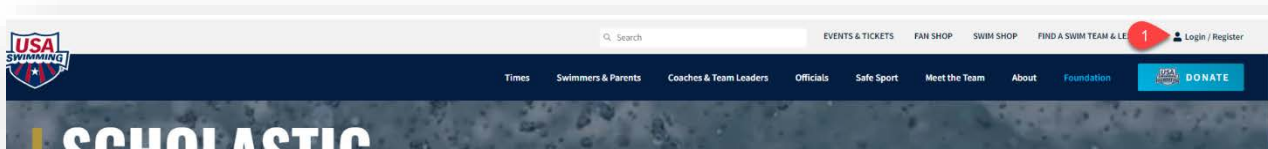




## Steps to Becoming a Safe Sport Recognized Club

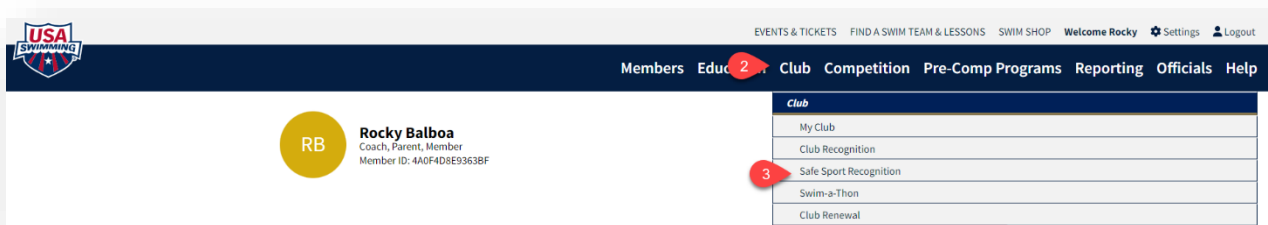
The Club Administrator or Safe Sport Coordinator roles will have access to complete these steps. In order to fill out the application, you will need to have electronic versions of all club codes of conduct, policies, handbooks, educational programs, and the website available. You will be asked to attach 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](http://www.usaswimming.org)

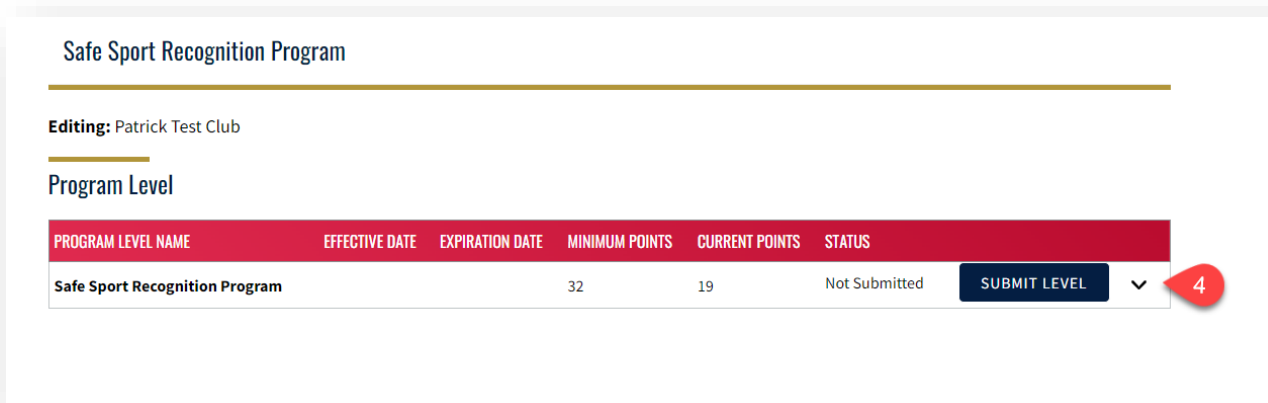


Step 2. In the Dark Blue toolbar choose Club

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.

**Editing:** Patrick Test Club

### Program Level

PROGRAM LEVEL NAME	EFFECTIVE DATE	EXPIRATION DATE	MINIMUM POINTS	CURRENT POINTS	STATUS
Safe Sport Recognition Program			32	19	Not Submitted

SUBMIT LEVEL ^

PROGRAM CATEGORY NAME	MINIMUM POINTS	CURRENT POINTS
Business/Organization Success Planning	21	11
Swim Parent/Volunteer Development	10	2
Coach Development/Education	3	2
Athlete Development/Performance	1	4

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.

Safe Sport Recognition Program Minimum Points: 32  
Safe Sport Recognition Program Current Points: 19  
Business/Organization Success Planning Minimum Points: 21  
Business/Organization Success Planning Current Points: 11

### Business/Organization Success Planning

TASK NAME	REQUIRED?	POINT RANGE	CURRENT POINTS	STATUS
Mission and Vision Statement	Yes	1	1	Complete
Club Website	Yes	5	0	Incomplete
Club Owner Membership	Yes	1	1	Complete

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.

The screenshot shows a modal window titled "Submit Safe Sport Recognition Program?". It contains two sections of errors:

**Minimum Points Errors:**

- Minimum Points for Safe Sport Recognition Program not met | Current Points: 24 | Minimum Points: 32
- Minimum Points for Business/Organization Success Planning not met | Current Points: 16 | Minimum Points: 21
- Minimum Points for Swim Parent/Volunteer Development not met | Current Points: 2 | Minimum Points: 10
- Minimum Points for Coach Development/Education not met | Current Points: 2 | Minimum Points: 3

**Requirement Errors:**

- Reporting Information in Business/Organization Success Planning is required
- Conduct Pre-Employment Screening in Business/Organization Success Planning is required
- USA Swimming Code of Conduct Communicated to Club Members in Business/Organization Success Planning is required
- Action Plan to Address Bullying in Business/Organization Success Planning is required
- Safe Sport Club Coordinator in Swim Parent/Volunteer Development is required
- Online Safe Sport Education for Parents in Swim Parent/Volunteer Development is required

At the bottom left is a "CANCEL" button.

- 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](mailto: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). [Training Opportunities](#)

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

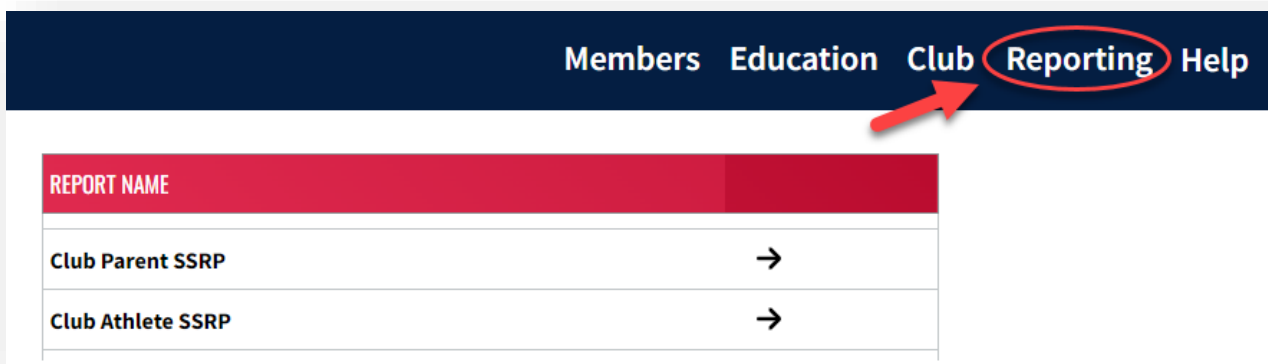
- [Sample email to encourage participation from parents & athletes](#)
- [Frequently Asked Questions](#)
- [Denying or revoking Safe Sport Club Recognition designation](#)
- [Training Opportunities Resource](#)



## Reports for Parent and Athlete Education Completion

For parents and athletes who have taken the courses online after September 1<sup>st</sup>, 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](mailto:ssrp@usaswimming.org)