



Safe Sport Coordinator – Club Job Description

Current Non-Athlete Member of USA Swimming

Serves on Club Board of Directors/Reports directly to the Owner

Working knowledge of all Safe Sport program components; ability to direct members to relevant materials, training and resources:

1. Understand complaint reporting structure to USA Swimming and National Center
2. Ensure confidentiality is maintained and information is shared on “need to know” basis

Works with Club Leadership to:

1. Update required Safe Sport policies and other information on Club website
2. Ensure membership acknowledges Safe Sport policies at least annually
3. Include Safe Sport information/fliers in Club communication and meet information
4. Leads Club effort to achieve Safe Sport Recognized Club (SSRP) status every two years

Works with athletes and parents to:

1. Educate them about Safe Sport Program, roles, boundaries and reporting responsibility
2. Encourage participation in online Athlete Protection Training
3. Ensures Club’s 18-year-old athletes promptly complete required Athlete Protection Training

Organizes in person training:

1. Secures trainer, venue, IT support, any handouts and refreshments
2. Coordinates logistics for date/time/location and communicates to members
3. Completes online documentation of members who took part in training

Serves as “eyes and ears” at club level for USA Swimming Safe Sport office and National Center for Safe Sport

1. Mandatory Reporter of abuse
2. Makes suggestions to enhance Safe Sport program implementation at Club level
3. Participates in annual Safe Sport training at LSC level