




General Manager report for September 19 BOD meeting

- June of 2024 is our next LEAP update due date
- P&P Updates
 - 101
 - 102
 - 103
 - 105
 - 411
 - 412
 - 431
- [Quality Control Webinar](#) R-15
- Quality Control System Template
- LSC Sanctioned Meet 360
- [Proposed legislation for USA Swimming HOD](#)

	<h2>Policies and Procedures</h2>	
Subject: Individual Membership and Membership Fees	Document Number: 101 Version Number: 03	Effective Date: September 1, 2021 Last Revision: September 19, 2022

- MEMBERSHIP – Membership is required for all athletes, clubs, affiliated groups, coaches, officials, and specified administrators.
 - Membership is optional for parents of swimmers and others.
 - Athletes, officials, and other members may register as a member of a USA Swimming Club or as “Unattached-Oklahoma.”
 - The registration date becomes effective the date ~~the Registration Chair or Head Clerk of Course in the case of a “Deck Registration” at a meet receives the completed application and appropriate fees.~~ *the registration document is completed and paid for via the USA Swimming online registration process.*


- MEMBERSHIP DURATION – All memberships must be applied for annually or seasonally, except for life memberships.
 - ~~Registration is effective upon receipt of the proper registration forms/files and fees by the OKS Membership/Registration Coordinator.~~

- OKSI Offers four individual membership types:
 - SEASONAL
 - Season 1- November 1st through the third Sunday in March ~~13th~~.
 - Season 2- May 1st through August 15th.
 - ANNUAL– Annual memberships cover the calendar year except when they are applied for on or after September 1 in which case they are effective through December 31 of the following year.
 - SINGLE MEET OPEN WATER – Single meet open water memberships cover a specific date of an open water competition. The athlete must compete in an unattached status. There is no limit on the number of single meet open water memberships an individual may obtain during a registration year.
 - FLEX - Flex memberships are offered for athletes ~~18~~ 12-under. There is a two (2) meet sanctioned meet limit. These meets must be below the LSC Championship, Zone, Sectional, and National levels.

- MEMBERSHIP FEES – Membership fees are comprised of a national fee established by USA Swimming and a fee established by OKS.


- All fees must be made ~~payable to OKS~~ *directly to USA Swimming during the registration process.*
- ~~At the beginning of a new registration year, clubs should register swimmers in batches and pay all fees with one check.~~
 - ~~All registrations should be submitted electronically to the OKS Membership/Registration Coordinator.~~
 - ~~A handling fee of \$5.00 per swimmer shall be imposed if the club has more than ten swimmers and the registration is submitted manually.~~
- OUTREACH- USA Swimming offers a reduced registration fee for athletes from low-income families.
 - The purpose of this program is to provide competitive swimming opportunities to the underrepresented and economically disadvantaged youth in the United States. The Outreach Program reduces the annual membership fee an athlete pays to USA Swimming to \$5.
 - QUALIFICATION CONSIDERATIONS- Submit documentation to club registrar who should maintain records. Use eligible programs that are based on individual family economics:
 - Federal food stamp program
 - Federal housing documentation
 - WIC Program (Women, Infant and Children Federal Nutrition Program)
 - AFDC
 - Medicaid Medical Card
 - TANF
 - Social Security Disability Insurance (SSDI)
 - Supplemental Security Income (SSI)
 - Federal poverty schedule

Change Log					
Version	Date	Description of Change / Sections	Author or Editor	Authority	Control Number
01	04-06-19	Restructure of P&P / whole document	D. Mink	BOD	OKS-0001
02	11-16-21	Season dates updated/added Flex Membership	B. Staab	BOD	OKS-0002
03	9-19-22	Updates to reflect the new USA Swimming registration process	B. Staab		OKS-0003

	<h2>Policies and Procedures</h2>	
Subject: Individual Membership Transfers	Document Number: 102 Version Number: 02	Effective Date: April 6, 2019 Last Revision: September 19, 2022


1. TRANSFER OF AFFILIATION – To transfer clubs, ~~a completed transfer application form must be submitted to the OKS Membership/Registration Coordinator~~ a member must submit the transfer request through their member portal via USA Swimming .
2. The transfer is effective upon ~~receipt of the proper transfer forms and payment by the OKSI Membership/Registration Coordinator.~~
3. ~~The Transfer Fee is \$5, made payable to OKSI.~~

Change Log					
Version	Date	Description of Change / Sections	Author or Editor	Authority	Control Number
01	04-06-19	Restructure of P&P / whole document	D. Mink	BOD	OKS-0001
02	9-9-22	Updates to reflect new USA Swimming online member registrations	B. Staab		OKS-0002

	<h2>Policies and Procedures</h2>	
Subject: Group Membership and Group Membership Fees	Document Number: 103 Version Number: 02	Effective Date: April 6, 2019 Last Revision: September 19, 2022

1. MEMBERSHIP RESPONSIBILITIES – It shall be the responsibility of each group member to assist in the governance of the LSC and in the conduct of its programs.
2. Annual (Organization Member) Club Registration is ~~\$300.00~~.
 - 2.1. ~~When a member organization has identified representation at the Fall House of Delegates meeting, prior to the next calendar year registration period, there is a discount applied such that club registration will then be \$100.00. All member organizations must submit and pay for registration through the USA Swimming online registration process.~~
 - 2.1.1. ~~In order to be eligible for this reduced fee, payment must be received during or before the House of Delegates Fall meeting.~~
 - 2.2. Any member organization ~~renewing~~ without representation ~~identified at this at the OKS Annual House of Delegates meeting the fee will be the normal \$300.00 will be fined \$200.~~
 - 2.3. Registration as a new member organization or renewal after this meeting ~~regardless of calendar will be \$300.00.~~
3. ~~Member Organization Athlete and Coach (renewal) Registrations for the next calendar year are due December 1 of the current calendar year.~~
 - 3.1. ~~After December 1, there will be a \$200.00 fine assessed to the member organization for renewals from the current calendar year.~~
4. Fines may be established by the Board of Directors and imposed against group members who fail to fulfill their assigned duties in the conduct of LSC programs.

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01	04-06-19	Restructure of P&P / whole document	D. Mink	BOD	OKS-0001
02	9-19-22	Update to reflect changes in new USA Swimming online registration	B.Staab		OKS-0002

	<h2>Policies and Procedures</h2>	
Subject: Meet Sanctions	Document Number: 411 Version Number: 02	Effective Date: April 6, 2019 Last Revision: September 19, 2022

1. SANCTIONS – are required for all OKSI competitive swimming events
 - 1.1. Sanctions shall be awarded to OKSI group members of USA Swimming.
 - 1.2. Sanctions may be awarded to group members from other LSCs of USA Swimming.

2. *Competition Event Types*
 - 2.1. *Invitational - a competition between three or more clubs*
 - 2.2. *Dual meet - a competition between two clubs*
 - 2.3. *Time Trial - an event conducted within or independently of a meet where the swimmer races against the clock to establish an official time.*
 - 2.4. *Intra-squad - a competition exclusively among members of a single club.*
 - 2.5. *Closed competition - does not include representing a group within USA Swimming such as LSC, Zone, Region, or Section, nor does it include dual meets, invitationals, or other meets where only certain clubs are invited to participate.*
 - 2.6. *Approved - a permit issued by an LSC for meets conducted in conformance with USA Swimming technical rules in which both members and non-members may compete.*

3. Applications – all information regarding applications can be found on the OKS Website.
 - 3.1. All Applications for Sanction must be submitted 45 days prior to the first day of the meet.
 - 3.1.1. *Sanction Fees -*
 - 3.1.1.1. *Invitational - \$50*
 - 3.1.1.2. *Dual meet -*
 - 3.1.1.2.1. *Dual meet with entry fees - \$50*
 - 3.1.1.2.2. *Dual meet with no entry fees - \$200*
 - 3.1.1.3. *Time trial -*
 - 3.1.1.3.1. *Invitational time trial - \$25*
 - 3.1.1.3.2. *Intra-squad time trial - \$50*
 - 3.1.1.3.3. *Dual meet time trial - \$50*
 - 3.1.1.4. *Intra-squad - \$100*
 - 3.1.1.5. *Approved - N/A*
 - 3.2. After the 45-day period, there is an increase in application fee.
 - 3.2.1. *Late Sanction Fees -*
 - 3.2.1.1. *Invitational - \$125*
 - 3.2.1.2. *Dual meet -*
 - 3.2.1.2.1. *Dual meet with entry fees - \$125*

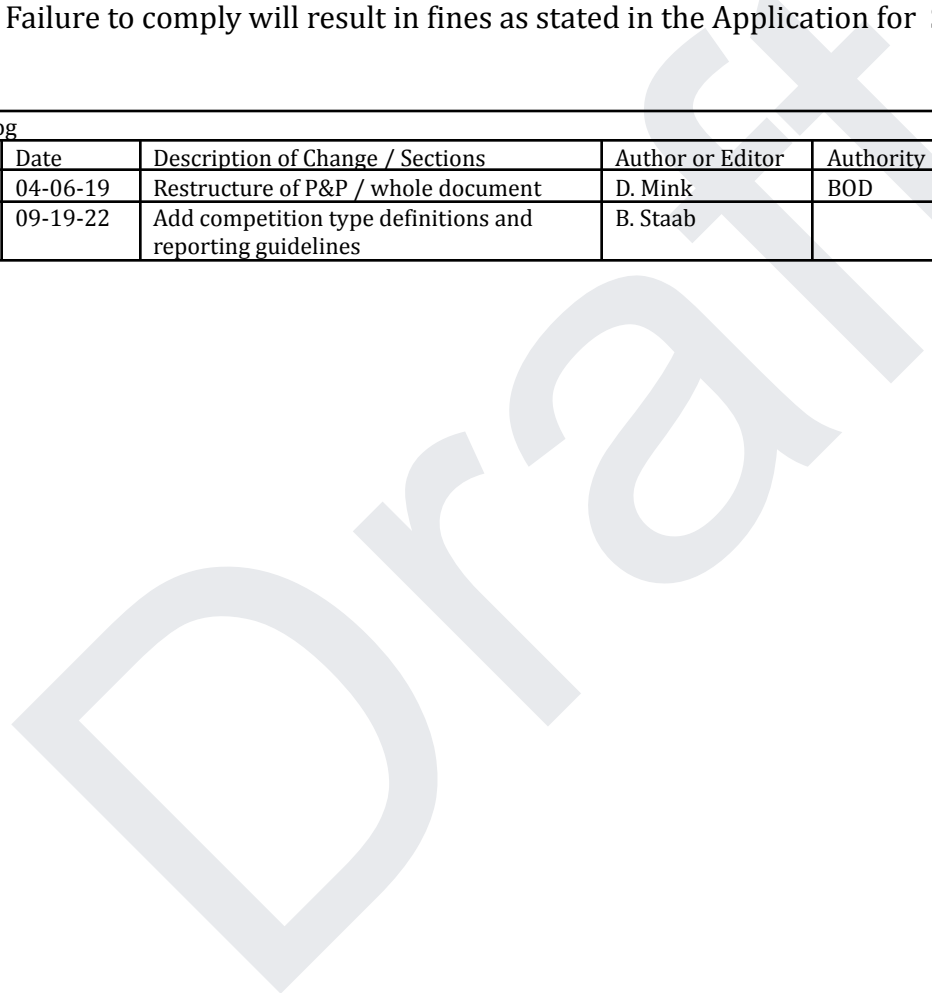
- 3.2.1.2.2. *Dual meet with no entry fees - \$275*
- 3.2.1.3. *Time trial -*
 - 3.2.1.3.1. *Invitational time trial - \$75*
 - 3.2.1.3.2. *Intra-squad time trial - \$100*
 - 3.2.1.3.3. *Dual meet time trial - \$100*
 - 3.2.1.3.4. *Intra-squad - \$200*
- 3.2.1.4. *Approved - N/A*


4. Pre and Post Meet reporting, as outlined in the OKS Application for Sanction are required.

4.1. *All competitions shall follow the pre and post meet reporting guidelines.*

4.2. Failure to comply will result in fines as stated in the Application for Sanction.

Change Log					
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01	04-06-19	Restructure of P&P / whole document	D. Mink	BOD	OKS-0001
02	09-19-22	Add competition type definitions and reporting guidelines	B. Staab		OKS-0002




	<h2>Policies and Procedures</h2>	
Subject: Expedited Service	Document Number: 105 Version Number: 02	Effective Date: April 6, 2019 Last Revision: September 19, 2022

- ~~1. EXPEDITED SERVICE— Any request for expedited administrative services outside of the normal business operating schedule where registration either by individual or as a team is required in order to compete in a swim meet within a 7 day window will incur an expedite fee.~~
- ~~1.1. The expedite fee is \$100.~~
 - ~~1.2. The registration must be completed electronically.~~
 - ~~1.3. Include an image of the payment check with the submission.~~
 - ~~1.4. Scan and email all documents to the Registration Chair.~~
 - ~~1.5. The check must be sent by Express Mail or in person delivery.~~

Delete this P&P

Change Log					
Version	Date	Description of Change / Sections	Author or Editor	Authority	Control Number
01	04-06-19	Restructure of P&P / whole document	D. Mink	BOD	OKS-0001
02	9-19-22	Update to reflect new USA Swimming online registration process	B. Staab		OKS-0002

	<h2>Policies and Procedures</h2>	
<p>Subject: Conduct of Sanctioned Meets</p>	<p>Document Number: 412 Version Number: 02</p>	<p>Effective Date: April 6, 2019 Last Revision: September 19, 2022</p>

1. CONDUCT OF SANCTIONED COMPETITIONS - All meets sanctioned by OKS shall be conducted in accordance with the rules and regulations of USA Swimming (Parts One, Two, and Three of USA Swimming Rules and Regulations).
 - ~~1.1. Current copies of OKS Meet Sanction Application, Approved Meet Sanction Application, Open Water Sanction Application and Meet Financial Summary Forms are available on OKS Website.~~


2. All hosts of meets sanctioned by OKS shall verify coach membership requirements by implementing the following procedure:
 - 2.1. Meet Host shall ~~conduct coach registration at the meet at which time coaches shall sign in, have their have coaches sign in and verify~~ coaching credentials verified, and receive a deck pass designed for that meet prior to the start of the meet.
 - ~~2.2. Those without a coach membership cards or valid a Deck Pass shall be required to sign a Coach Attestation statement certifying that they are current coach members.~~
 - 2.3. Meet Host shall require that all persons acting in a coaching capacity at the meet display the deck pass designed for that meet.
 - 2.3.1. Such deck passes shall be furnished by the Meet Host.
 - 2.4. Meet Host shall monitor the deck and remove any persons without authorized deck passes.

3. Meet Host shall ~~send to the OKS Sanction Coordinator and Registration Coordinator within 24 hours of the conclusion of the meet~~ submit the coach sign-in sheet and all completed coach attestation forms *as part of the required post meet reports.*
 - 3.1. Any coach receiving a deck pass for the meet who shares that deck pass or otherwise allows it to be displayed by an unauthorized individual shall be subject to a fine of \$500 and loss of USA Swimming membership.

4. Warm-up shall be conducted in accordance with the guidelines published in OKSI Policy and Procedure 401.
 - 4.1. No diving shall be permitted during warm-up except in those lanes designated for sprint starts or relay exchange practice.
 - 4.2. A minimum of two (2) warm-up marshals per course in addition to the Meet Safety Director shall be in position before warm-up may begin.

- 4.3. Upon request, the Meet Director or Referee shall assign a coach to supervise swimmers who do not have a coach present during warm-up.
- 4.4. Coaches must supervise their swimmers at all times.
5. Time Standards: Meets sanctioned in OKS may establish qualifying time standards that swimmers must have achieved before entering events.
 - 5.1. For meets with “slower-than” time standards, swimmers may not compete in an event in which they are faster than the listed time standard as of the meet entry deadline.
 - 5.2. For meets with “faster-than” time standards, swimmers should enter the event only if they have achieved the listed time standard for that event.
6. Length of Competition – It is mandated (USA Swimming Rules and Regulations 205.3.1F), that with the exception of championship meets, all age group competition be planned to allow the events for swimmers 12 years and younger to be completed in four (4) hours or less for a timed finals session or in a total of eight (8) hours or less per day for a preliminaries and finals meet.

Change Log					
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01	04-06-19	Restructure of P&P / whole document Edited language / 3.	D. Mink	BOD	OKS-0001
02	9-19-22	Update to reflect changes in USA Swimming online member registration and new OKS Sanction process	B. Staab		OKS-0002

	<h2>Policies and Procedures</h2>	
<p>Subject: OKSI Event Records</p>	<p>Document Number: 431 Version Number: 02</p>	<p>Effective Date: April 6, 2019 Last Revision: September 19, 2022</p>

1. OKS EVENT RECORDS — Oklahoma Swimming recognizes two sets of Oklahoma Records, which must be made in sanctioned or approved USA Swimming competition.
 - 1.1. LSC Record - May be held by a U.S. citizen/Oklahoma registered swimmer only, swimming anywhere in approved or USA Swimming sanctioned meets or the Oklahoma State High School Championship competition that conform to USA Swimming rules.
 - 1.2. ~~LSC Open Records—Are the fastest times ever swum in Oklahoma. An LSC Open Record may be achieved by any athlete member of USA Swimming or his/her nation's FINA member organization who swims the time at a competition sanctioned or approved in OKS, or at any meet approved for USA Swimming observation in OKS where the swim is observed and approved for conformance to USA Swimming technical rules, provided that the swimmer is a member of USA Swimming or his/her nation's FINA member organization at the time of the swim.~~
2. Times achieved in a freestyle event are recorded as freestyle only, even if another stroke is performed.
3. Record times may be achieved in initial splits of individual swims and lead-off legs of relays, provided that the official split is recorded by automatic timing or by three (3) hand-held watches and is observed by the officials for a legal finish.
4. Records will be maintained for all events in SCY, SCM and LCM in the following categories for both male and female swimmers
 - 4.1. 10 and under
 - 4.2. 11-12
 - 4.3. 13-14
 - 4.4. 15-16
 - 4.5. 17-18
 - 4.6. Open.
5. Times achieved by a swimmer or relay group in an open or expanded age group will revert to the swimmer's or relay group's appropriate age group.

6. The open record will always reflect the fastest time swum in that event in OKS, regardless of whether it is achieved in an open or age group event.

Change Log					
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01	04-06-19	Restructure of P&P / whole document Added SCM / 4.	D. Mink	BOD	OKS-0001
02	9-19-22	To reflect changes previously voted by BOD	B. Staab		OKS-0002

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LSC Sanctioned Meet 360



<u>Table of Contents:</u>	<u>Page:</u>
What is Safe Sport Meet 360	2
Meet Director: Safe Sport Protocol	3
<ul style="list-style-type: none">• Meet Planning and Communication• During the meet• After each session• Post-Meet	
*Denotes required steps to comply with proposed amendment to Article 202.4 and implementing a Quality Control System approved by the U.S. Center for SafeSport	
Potential Issues and Recommended Responses	9
Safe Sport Briefing Sheets	
<ul style="list-style-type: none">• Meet Marshals• Timers• Volunteers• Coaches• Officials	10 12 13 14 16
Deck Changing – A Guide for LSC Leadership	18
Additional Resources	19
<ul style="list-style-type: none">• Minor Athlete Abuse Prevention Policy QR Code• Sample Reporting Form• Meet Announcements• Heat Sheet Ads• Posters	



What is Meet 360?

This is an informational resource guide intended to assist meet administrators in creating a healthy and positive environment free from abuse for athletes. Please use this guide to:

- Implement preventative Safe Sport measures before, during, and after a meet.
- Address Safe Sport concerns and reports that may arise.
- Comply with the Minor Athlete Abuse Prevention Policy.
- Comply with proposed amendments to Article 202.4 of the USA Swimming Rules & Regulations which require all sanctioned events to follow a quality control system approved by the U.S. Center for SafeSport.

The Meet Director, Meet Referee, and facility management shall work together to ensure compliance with the USA Swimming Code of Conduct and Athlete Protection Policies during USA Swimming sanctioned meets for the protection of athlete and non-athlete members of USA Swimming.

This entire guide is available online at www.usaswimming.org/protect.



Meet Director: Safe Sport Protocol

Meet Planning and Communication:

- *Include the following language in the meet sanction:
 - A quality control system has been implemented to ensure that individuals who are ineligible for participation are unable to participate in this competition. This includes, without limitation, individuals listed on the U.S. Center for SafeSport's Centralized Disciplinary Database, USA Swimming's List of Individuals Permanently Suspended or Ineligible for Membership, USA Swimming's List of Individuals Suspended or Ineligible – Specific Date, and all adult members (defined by the SafeSport Code for the Olympic and Paralympic Movement as 18 years and over) of USA Swimming who have not completed athlete protection education as required by the U.S. Center for SafeSport.
- *Include the following statements in the meet information distributed to all participating clubs, coaches, and athletes:
 - The USA Swimming Safe Sport program is USA Swimming's comprehensive abuse prevention program dedicated to creating a healthy and positive environment free from abuse for all its members. Components of the program include, but are not limited to, providing education and training, enforcing policies (such as the Minor Athlete Abuse Prevention Policy), rules and best practice guidelines, promoting healthy boundaries and mandatory reporting of violations.
 - The Minor Athlete Abuse Prevention Policy prohibits Adult Participants (as defined) from having one-on-one interactions with minor athletes which are not within an observable and interruptible distance from another adult. Adult Participants are required to abide by this policy in full during this meet.
 - Pursuant to USA Swimming Rules and Regulations and federal law, it is every member's responsibility to immediately (i.e., within 24 hours) report any incident of child abuse, including physical or sexual abuse, to law enforcement and the U.S. Center for SafeSport. Reporting must occur when an individual has firsthand knowledge of misconduct or where specific and credible information has been received from a victim or knowledgeable third party. A report to the U.S. Center for SafeSport may be made via telephone at 833-5US-SAFE (833-587-7233) or online at www.uscenterforsafesport.org/report-a-concern. Various state laws may also require reporting to law enforcement or to a designated child protection agency.
 - All athletes age 18 and older must complete Athlete Protection Training in order to be a USA Swimming registered member in good standing. Any athlete who turns 18 on or after [insert first date of the actual competition], who has not completed Athlete Protection Training by the **first** day of competition, will be prohibited from participating in the competition until such time as all membership requirements are completed. Times achieved by an athlete who turns age 18 on or after [insert same date], who



competes in this USA Swimming sanctioned event without completing this membership requirement, will NOT count for qualification or recognition. This includes participation as a member of a relay.

- For information on how to report other alleged violations, including without limitation, the USA Swimming Code of Conduct and the Minor Athlete Abuse Prevention Policy, please visit www.usaswimming.org/report.
- *A communication must be sent to all participants within 30 days of the start of the meet. This communication must contain, at a minimum, the following statements:
 - The Minor Athlete Abuse Prevention Policy (www.usaswimming.org/maapp) prohibits Adult Participants (as defined) from having one-on-one interactions with minor athletes which are not within an observable and interruptible distance from another adult. Adult Participants are required to abide by this policy in full during this meet.
 - Pursuant to USA Swimming Rules and Regulations and federal law, it is every member's responsibility to immediately (i.e., within 24 hours) report any incident of child abuse, including physical or sexual abuse, to law enforcement and the U.S. Center for SafeSport. Reporting must occur when an individual has firsthand knowledge of misconduct or where specific and credible information has been received from a victim or knowledgeable third party. A report to the U.S. Center for SafeSport may be made via telephone at 833-5US-SAFE (833-587-7233) or online at www.uscenterforsafesport.org/report-a-concern. Various state laws may also require reporting to law enforcement or to a designated child protection agency.
 - For information on how to report other alleged violations, including without limitation, the USA Swimming Code of Conduct and the Minor Athlete Abuse Prevention Policy, please visit www.usaswimming.org/report.
 - All athletes age 18 and older must complete Athlete Protection Training in order to be a USA Swimming registered member in good standing. Any athlete who turns 18 on or after [insert first date of the actual competition], who has not completed Athlete Protection Training by the **first** day of competition, will be prohibited from participating in the competition until such time as all membership requirements are completed. Times achieved by an athlete who turns age 18 on or after [insert same date], who competes in this USA Swimming sanctioned event without completing this membership requirement, will NOT count for qualification or recognition. This includes participation as a member of a relay.
- Identify appropriate emergency services and relevant contact information for the facility. This Information should be carried by and immediately accessible to the Meet Director and Meet Referee. The contacts should include but are not limited to:
 - Law enforcement contact
 - Child Protective Services contact
 - Medical services (if other than 911)
 - Address and phone number of the facility



- Designate the primary individual responsible for administering the USA Swimming Code of Conduct (Article 304) and Athlete Protection Policies (Article 305).
 - If it is Facility Management:
 - Provide names and contact information of the appropriate facility staff to the Meet Director so it may be referenced by the Meet Management, Officials and Meet Marshals during the meet.
 - Establish a Chain of Command.
 - If it is Meet Management:
 - Use this guide to develop a plan for handling situations that might occur.
 - Establish a Chain of Command at the meet.

- Confer with the Meet Referee:
 - Discuss how the Code of Conduct and Athlete Protection Policy violations will be administered during the meet.
 - Have a clear reporting structure for meet staff and volunteers that can be easily communicated to all workers at the meet. For example:
 - Volunteers such as concessions, admissions, meet management, etc., report to the Meet Director. Timers, meet marshals, and officials report to the Meet Referee.
 - Meet Referee and Meet Director shall confer with each other on all Safe Sport-related reports received.
 - Determine which individual will conduct briefings for each group of coaches, officials, meet marshals and timers on Safe Sport policies and best practices.
 - Discuss facility aspects:
 - How many entrances and exits there are and how those will be monitored.
 - Assess whether members of the general public will be using the facility during the course of the meet.
 - Monitoring and supervision plan for the locker rooms and deck.

- *Run a meet recon report for all participating athletes. Adult athletes flagged due to not completing Athlete Protection Training are not permitted to have deck access or participate in the meet until such time as all membership requirements are completed.
 - A notification should be sent to any athletes flagged in the meet recon report notifying the athlete, of the need to complete the requirement(s) and that if the requirement(s) are not completed prior to the start of the meet that the athlete will be prohibited from participating. This notification should be copied to the athlete's club head coach.

- *Request a list of all anticipated non-athlete, non-coach event participants from USA Swimming staff, LSC staff, participating clubs, the local meet host and the



Meet Referee.

- Meet Director/Meet Host will track these non-athlete, non-coach event participants (e.g., media, assigned event officials, local volunteers, trainers, massage therapists, medical professionals, etc.). This includes the individual's name, association, event role, USA Swimming member ID, whether the individual is a currently registered member of USA Swimming, and whether the following requirements are current or expired: CPR certification, concussion protocol training, Safety Training requirement(s), USA Swimming background screen and Athlete Protection Training. For individuals required to be members of USA Swimming, any individual with missing membership requirements will not be given credentialed access to the event and will therefore not be permitted to participate in the event.
- The Meet Host will check this list of individuals against the USA Swimming "Individuals Permanently Suspended or Ineligible" list and the "Individuals Suspended or Ineligible- Specific Date" as well as the U.S. Center for SafeSport Centralized Disciplinary Database Any individual ineligible to participate will not be provided credentialed access to the event and will not be permitted to participate.
 - <https://www.usaswimming.org/utility/landing-pages/safe-sport/banned-member-list---perm>
 - <https://www.usaswimming.org/utility/landing-pages/safe-sport/banned-member-list---temp>
 - <https://uscenterforsafesport.org/response-and-resolution/disciplinary-database/>
- Prepare briefing sheets for meet marshals, officials, timers, coaches and other volunteers regarding Safe Sport policies and best practices using those included below. All briefing sheets should, at a minimum, contain the following statements:
 - The Safe Sport program is USA Swimming's comprehensive abuse prevention program dedicated to reducing the risk of sexual, emotional and physical abuse to athletes. This is achieved by promoting healthy boundaries and enforcing policies, rules and best practice guidelines including the Minor Athlete Abuse Prevention Policy.
 - The Minor Athlete Abuse Prevention Policy prohibits you from having a one-on-one interaction with minor athletes that is not within an observable and interruptible distance from another adult. In your role you will interact with minor athletes, therefore you are required to abide by this policy in full during your time at this meet.
- *Identify individuals in the local area who are suspended or permanently ineligible for membership in USA Swimming by utilizing the USA Swimming "Individuals Permanently Suspended or Ineligible" list and the "Individuals Suspended or Ineligible- Specific Date" as well as the U.S. Center for SafeSport Centralized Disciplinary Database:
 - <https://www.usaswimming.org/utility/landing-pages/safe-sport/banned-member-list---perm>



- <https://www.usaswimming.org/utility/landing-pages/safe-sport/banned-member-list---temp>
- <https://uscenterforsafesport.org/response-and-resolution/disciplinary-database/>
- Individuals on these lists are noted with the last known state of residence.
- Permanently suspended or ineligible individuals cannot be present on deck, coach, or perform any function at a meet requiring USA Swimming Membership.
- Any individual receiving a media credential must not be on the lists.
- Any individual serving as a meet volunteer must not be on the lists.
- Individuals permanently suspended or ineligible can be spectators at a meet and may be in the stands.
- Work with the host team to ensure there is a plan in place to verify and confirm no one from the lists will be coaching, permitted deck access, or performing other restricted functions at the meet.
- Ensure all coaches, officials and trainers, massage therapists and medical professionals show proof of current USA Swimming membership (e.g., require them to show their Membership Card via the USA Swimming app) at registration. If such an individual cannot demonstrate proof of membership in good standing, deck access will not be granted (e.g., no credential will be provided).
- Ensure all LSC or host club staff show proof of current USA Swimming membership (e.g., require them to show Membership Card) at registration. If such an individual cannot demonstrate proof of membership in good standing, deck access will not be granted (e.g., no credential will be provided).
- Violators shall be reported to the Meet Director or Meet Referee, who can then direct that individual to the spectator area. A subsequent report should also be made to USA Swimming.

During the meet:

- Ensure Safe Sport posters are placed in:
 - Every locker room and changing area.
 - In the designated massage and rubdown area.
 - Behind the blocks.
 - In the officials area.
 - In hospitality.
- Be prepared to provide coaches, officials, athletes, volunteers, spectators and others with a copy of the USA Swimming Minor Athlete Abuse Prevention Policy upon request. This can be accomplished by having a hard copy of the policy document available or by posting a QR code to the policy at the venue.
- *During registration, ensure all coaches and officials show proof of current USA Swimming membership (e.g., require them to show Membership Card via the USA Swimming app).



- *Should there be an option for day-of or walk-up registration, individuals who are on the USA Swimming “Individuals Permanently Suspended or Ineligible” list and the “Individuals Suspended or Ineligible- Specific Date” as well as the U.S. Center for SafeSport Centralized Disciplinary Database, are not eligible to participate. These resources must be referenced prior to allowing an individual to complete a day-of or walk-up registration. An individual who is ineligible for participation must not be permitted to participate. In addition to referencing these resources, the USA Swimming membership database, SWIMS, should be accessed to ensure the individual is eligible to participate per other USA Swimming requirements. [Note: athletes who register for a Single Meet Open Water membership are not required to complete Athlete Protection Training in order to participate.] No credentialed access will be given to any individual ineligible to participate in the event.
- Ensure volunteer and coaches briefing sheets are distributed appropriately.
- Encourage the meet announcer, if there is one, to remind all attendees about Safe Sport policies (e.g., deck changing, photography, the Minor Athlete Abuse Prevention Policy, etc.) using the Safe Sport meet announcements in this guide.
- Meet Referee, Meet Director, or designee:
 - Brief Meet Marshals prior to each session or change of staff.
 - Participate in Officials/Timers briefings as determined by your pre-meet meetings.
- Meet presence:
 - Be visible and active on deck as much as possible.
 - Be proactive: interact with athletes and coaches regarding rules and policies of the meet.
 - Set an example of positive behavior for all volunteers of the meet to emulate.

After each session:

- Review any concerns raised during the session.
- Create a plan of action for the remainder of the meet to address the safety or risk concern at hand, if needed.
- Report concerns to the appropriate jurisdictions, if warranted.
 - Criminal – law enforcement
 - Child abuse – Child Protective Services
 - Sexual abuse or misconduct – U.S. Center for SafeSport & USA Swimming
 - Other Code of Conduct and/or Minor Athlete Abuse Prevention Policy concerns – USA Swimming

After the Meet:

- *A list of all individuals who received a credential to the event (e.g., all athletes, coaches, officials, staff, trainers, massage therapists, medical professionals, media and volunteers) must be reviewed by the Meet Host to verify no banned or



suspended individuals were permitted to participate in the event.

Remember, the Meet Director and Meet Referee must together demonstrate a consistent application of USA Swimming Rules and policies for the protection of all USA Swimming members, volunteers and spectators of the meet.



Potential issues and Recommended Responses

If you receive a report that someone in the stands is acting suspiciously:

Go directly to the individual and politely ask them who their swimmer is and their team affiliation to determine the purpose of their attendance. If they are taking pictures, ask to see their pictures. Explain that your concern is athlete safety. You have now put the person on notice that they are being watched. If the answers you receive are not satisfactory, take the appropriate action, up to and including contacting authorities.

If you receive a report that there is a suspicious person in the locker room:

Notify facility staff/security if you are in a shared use facility. If the facility does not have its own response procedure, you and another adult and/or facility security should go immediately to the locker room and confront this individual. Make sure all athletes in the locker room are safe and then determine why the individual is in the locker room. If the individual attempts to leave, follow him/her until you have determined there is no further threat and that no further action is necessary. Remember, you are not law enforcement – be sure to report suspicious behavior to facility staff and law enforcement if appropriate.

A report of a peer-to-peer incident on deck or in the locker room:

Talk with all athletes involved to determine what has happened in an observable and interruptible location. It is important to involve parents/guardians and the coach in any discussions with athletes. Remind all involved of USA Swimming rules prohibiting bullying, emotional, physical and sexual misconduct.

How to document the issue:

Keep a written record (e.g., notes, emails, documented responses) of the report including “who, what, when, and where” for all reported concerns. Include details about the incident but also who reported to you and your follow up steps – including any mandatory reports you made. (Note: Reference the Sample Reporting Form provided in this resource).



Safe Sport Briefing Sheet: MEET MARSHALS

The USA Swimming Safe Sport program is USA Swimming's comprehensive abuse prevention program dedicated to creating a healthy and positive environment free from abuse for all its members. Components of the program include, but are not limited to, providing education and training, enforcing policies (such as the Minor Athlete Abuse Prevention Policy), rules and best practice guidelines, promoting healthy boundaries and mandatory reporting of violations. As a volunteer, it is important to know, understand and abide by all USA Swimming rules and policies. Here are key things you need to know:

- The Minor Athlete Abuse Prevention Policy prohibits you from having a one-on-one interaction with a minor athlete that is not within an observable and interruptible distance from another adult. In your role you will interact with minor athletes, therefore you are required to abide by this policy in full during your time volunteering.
- No cameras (including cell phone cameras) or other recording devices are allowed behind the blocks at any time. If you see a camera you should:
 - Inform the camera user of the policy and request the device be put away.
 - Inform the Meet Director of the camera use. Do this even if the camera user puts the camera away when asked.
 - Exception: a credentialed, official meet photographer identified by the Meet Director, announced in the meet announcement and available to all athletes, is allowed behind the blocks **after** the start.
- Good sportsmanship is expected at all times.
 - Bullying or taunting is prohibited at all times on deck.
 - If you observe taunting or bullying behaviors:
 - Stop the behavior immediately.
 - Inform the Meet Director or Meet Referee so they can handle the situation.
- Deck changing is prohibited. If you see someone deck changing, take note of the athlete's club affiliation, if, any, and inform the Meet Referee or Meet Director.
- Rubdowns, massages and athletic training modalities are not allowed except by a licensed massage therapist or other certified professional. Coaches cannot perform massages, rubdowns or athletic training modalities – this includes stretching.
 - If you observe a coach performing a massage, rubdown or athletic training modality on an athlete, report this behavior immediately to the Meet Director or the Meet Referee.
- Swimmers are not allowed to sit on the lap of any non-family member coach



or official. If you see this happening, you should:

- Remind the adult that this is a Code of Conduct violation and ask them to stop.
 - Inform the Meet Director or Meet Referee of the behavior.
- Only registered coaches, officials, swimmers and meet volunteers are allowed on deck.
 - Non-athlete members, such as coaches and officials, must have a registration card or deck credential. If no identification is produced, escort him/her to the Meet Director.
 - If he/she has no reason/right to be on deck, ask him/her to leave and provide an escort off the deck if necessary. Inform the Meet Director or facility manager if there is any refusal to leave and/or threatening or belligerent behavior.
 - If you see someone who does not appear to belong on deck, ask that person why he/she is on deck and report to the Meet Director or Meet Referee.
 - Red flag behavior is inappropriate or suspicious behaviors. Red Flag behavior can include too much physical contact with athletes, ignoring Safe Sport rules and policies and even behaving as a peer rather than a supervising adult. Trust your intuition. If you notice behaviors, by anyone, that cause you concern, make sure you report it as soon as possible to the Meet Director or Meet Referee, or a designated Safe Sport representative .
 - Key things to remember if you need to report:
 - Take note of the person breaking the rules or crossing a boundary as well as how they are doing so.
 - Look for identifying information of all those involved - listen for a name, look at what they are wearing, such as a team shirt, where they are sitting and/or what race they were swimming.
 - Remember, you have an active role in keeping swimmers at this meet safe. You are not on deck to be a parent, a fan or a coach. Be vigilant in keeping your assigned area safe for all athletes, volunteers and non-athlete members of USA Swimming.
 - Thank you for attending our meet. (HOST CLUB NAME or We) want(s) a successful and safe event for all teams, coaches, and athletes. If you have any questions about the meet, please contact us at any time.



Safe Sport Briefing Sheet: TIMERS

The USA Swimming Safe Sport program is USA Swimming's comprehensive abuse prevention program dedicated to creating a healthy and positive environment free from abuse for all its members. Components of the program include, but are not limited to, providing education and training, enforcing policies (such as the Minor Athlete Abuse Prevention Policy), rules and best practice guidelines, promoting healthy boundaries and mandatory reporting of violations. As a volunteer, it is important to know, understand and abide by all USA Swimming rules and policies. Here are key things you need to know:

- The Minor Athlete Abuse Prevention Policy prohibits you from having a one-on-one interaction with a minor athlete that is not within an observable and interruptible distance from another adult. In your role you will interact with minor athletes, therefore you are required to abide by this policy in full during your time volunteering.
- You are acting in an official capacity at this meet.
 - Do not text or use cell phones during the meet. Ask the head timer for relief if you need to do so.
 - No cameras, cell phone cameras, or other recording devices are allowed behind the blocks at any time.
 - If you observe camera use behind the blocks, notify the head timer or the nearest official, who will then notify the Meet Referee.
- Remember, you have an active role in keeping swimmers at this meet safe. You are not on deck to be a parent, a fan or a coach.
- Thank you for attending our meet. (HOST CLUB NAME or We) want(s) a successful and safe event for all teams, coaches, and athletes. If you have any questions about the meet, please contact us at any time.



Safe Sport Briefing Sheet: VOLUNTEERS

The USA Swimming Safe Sport program is USA Swimming's comprehensive abuse prevention program dedicated to creating a healthy and positive environment free from abuse for all its members. Components of the program include, but are not limited to, providing education and training, enforcing policies (such as the Minor Athlete Abuse Prevention Policy), rules and best practice guidelines, promoting healthy boundaries and mandatory reporting of violations. As a volunteer, it is important to know, understand and abide by all USA Swimming rules and policies. Here are key things you need to know:

- The Minor Athlete Abuse Prevention Policy prohibits you from having a one-on-one interaction with a minor athlete that is not within an observable and interruptible distance from another adult. In your role you will interact with minor athletes, therefore you are required to abide by this policy in full during your time volunteering.
- Remember, you have an active role in keeping swimmers at this meet safe.
- Thank you for attending our meet. (HOST CLUB NAME or We) want(s) a successful and safe event for all teams, coaches, and athletes. If you have any questions about the meet, please contact us at any time.
- As we ask all our volunteers and staff, if you see something suspicious or something that makes you uncomfortable at the meet, please immediately report this to the Meet Referee or Meet Director.



Safe Sport Briefing Sheet: COACHES

Thank you for attending our meet. (HOST CLUB NAME or We) want(s) a successful and safe event for all teams, coaches, and athletes. If you have any questions about the meet, please contact us at any time.

Several reminders to ensure everyone can have a great experience at this meet:

- The USA Swimming Safe Sport program is USA Swimming's comprehensive abuse prevention program dedicated to creating a healthy and positive environment free from abuse for all its members. Components of the program include, but are not limited to, providing education and training, enforcing policies (such as the Minor Athlete Abuse Prevention Policy), rules and best practice guidelines, promoting healthy boundaries and mandatory reporting of violations.
- The Minor Athlete Abuse Prevention Policy prohibits you from having a one-on-one interaction with a minor athlete that is not within an observable and interruptible distance from another adult.
- No cameras or other recording devices are allowed behind the blocks. If you are going to be taking video of your swimmers, you must stand on the side or at the turn end of the pool.
- Deck changing is prohibited at all times. Please help us by requiring your swimmers to use the locker rooms or other designated areas for changing and support our meet marshals when they remind your swimmers, or you, about this rule.
- Consistent with the Minor Athlete Abuse Prevention Policy, there will be locker room monitoring and supervision during the course of this meet.
- Rubdowns, massages and athletic training modalities are not allowed except by a licensed massage therapist or other certified professional who is not a coach. Any rubdown, massage or athletic training modality performed at the venue by a licensed professional must be conducted in an observable and interruptible distance from another adult and must never be done with only the athlete and licensed massage therapist in the room. If you plan to have a massage therapist with you at the meet, please inform the Meet Director and discuss an appropriate location for their services.
- Swimmers are not allowed to sit on the lap of any non-family member coach or official. If you see this happening, you should:
 - Remind the adult that this is a Code of Conduct violation and ask them



- to stop.
 - Inform the Meet Director or Meet Referee of the behavior.
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- Permanently suspended or ineligible individuals cannot be present on deck, coach, or perform any function at a meet requiring USA Swimming membership.
 - Individuals permanently suspended or ineligible can be spectators at a meet and may be in the stands. Violators shall be reported to the Meet Director or Meet Referee.
 - If you see violations of the USA Swimming Code of Conduct, or observe suspected child abuse, you must report this to the appropriate jurisdictions including law enforcement, U.S. Center for SafeSport and USA Swimming. Violations of MAAPP should be reported to the Meet Referee or Meet Director.



Safe Sport Briefing Sheet: OFFICIALS

Thank you for attending our meet. (HOST CLUB NAME or We) want(s) a successful and safe event for all teams, coaches, athletes, and volunteers. If you have any questions about the meet, please contact us at any time.

Several reminders to ensure everyone can have a great experience at this meet:

- The USA Swimming Safe Sport program is USA Swimming's comprehensive abuse prevention program dedicated to creating a healthy and positive environment free from abuse for all its members. Components of the program include, but are not limited to, providing education and training, enforcing policies (such as the Minor Athlete Abuse Prevention Policy), rules and best practice guidelines, promoting healthy boundaries and mandatory reporting of violations.
- The Minor Athlete Abuse Prevention Policy prohibits you from having a one-on-one interaction with a minor athlete that is not within an observable and interruptible distance from another adult.
- No cameras or other recording devices are allowed behind the blocks. If you witness someone recording, ask the individual to stop and report the violation to the Meet Referee.
- Deck changing is prohibited at all times. Report the violation to the Meet Referee providing information about who the athlete was and/or what club they are affiliated with.
- Consistent with MAAPP there will be locker room monitoring and supervision during the course of this meet.
- Rubdowns, massages and athletic training modalities are not allowed except by a licensed massage therapist or other certified professional. Coaches cannot perform massages, rubdowns or athletic training modalities – this includes stretching.
 - If you observe a coach performing a massage, rubdown or athletic training modality on an athlete, report this behavior immediately to the Meet Referee
- Swimmers are not allowed to sit on the lap of any non-family member coach or official. If you see this happening, you should:
 - Remind the adult that this is a Code of Conduct violation and ask them to stop.
 - Inform the Meet Referee of the behavior.



- Permanently suspended or ineligible individuals cannot be present on deck, coach, or perform any function at a meet requiring USA Swimming Membership.
- Individuals permanently suspended or ineligible can be spectators at a meet and may be in the stands. Violators shall be reported to the Meet Referee.
- If you see violations of the USA Swimming Code of Conduct, or observe suspected child abuse, you must report this to the appropriate jurisdictions including law enforcement, U.S. Center for SafeSport and USA Swimming. Violations of MAAPP should be reported to the Meet Referee or Meet Director.



Deck Changing: A Guide for LSC Leadership

Deck Changing should be addressed at the meet at the time it is observed and/or reported. Meet administration should speak with the coach of the team, informing the coach that an athlete member was observed deck changing. The coach should be directed to educate the athlete about the rule and that there could be consequences if deck changing is observed and/or reported again.

If a deck changing incident is not resolved during the meet at which it occurs, the Meet Director or Meet Referee should contact the LSC General Chair and/or Safe Sport Chair. The LSC General Chair and Safe Sport Chair together should decide who should speak with the coach. At that point, the following steps should be taken:

1. Obtain information from the Meet Referee and Meet Director as to the situation which occurred, the mentoring steps taken, and the response of the coach.
2. Review the situation with the General Chair.
3. Determine who will address the matter with the coach.
4. Potential speaking points with the coach:
 - a. This is a rule which must be followed like any other rule.
 - b. Recognize it takes time to change behavior and coaches have tremendous influence and respect over athletes. If the coach is not supportive of the rule in front of the athlete, it is unlikely the athlete's behavior or buy-in will change.
 - c. Younger athletes may pattern their behavior after older teammates or role models, such as National Team athletes. The older athletes need to serve as an example of appropriate behavior and decorum for the younger athletes.
 - d. In most municipalities, there are laws/statutes against public nudity (if the body is exposed during deck changing).
 - e. This is a Safe Sport/safety issue for the athlete. People in the stands are more likely to observe deck changing (e.g., in high bleachers, balcony seating, etc.) and with a more unobstructed view, than officials, coaches and meet marshals on deck. This increases the potential that an image can be taken, which can then be distributed (rapidly) via social media.
 - f. An image on the internet or distributed through social media may be out there forever bringing lasting ramifications for the athlete.
 - g. A compromising picture of an athlete can be used to blackmail or bully an athlete into a riskier and more dangerous situation.
5. Notify the USA Swimming Safe Sport staff of the initial report and the actions taken.
6. This may be an opportunity to involve the Zone Safe Sport Chair/Coordinator, who can assist the LSC Safe Sport Chair and provide mentoring if needed.



Additional Resources



Required Quality Control System Components of all USA Swimming and Local Swimming Committee Sanctioned Events

Pre-Event

- *Include the following language in the meet sanction:
 - A quality control system has been implemented to ensure that individuals who are ineligible for participation are unable to participate in this competition. This includes, without limitation, individuals listed on the U.S. Center for SafeSport's Centralized Disciplinary Database, USA Swimming's List of Individuals Permanently Suspended or Ineligible for Membership, USA Swimming's List of Individuals Suspended or Ineligible – Specific Date, and all adult members (defined by the SafeSport Code for the Olympic and Paralympic Movement as 18 years and over) of USA Swimming who have not completed athlete protection education as required by the U.S. Center for SafeSport.
- *Include the following statements in the meet information distributed to all participating clubs, coaches, and athletes:
 - The USA Swimming Safe Sport program is USA Swimming's comprehensive abuse prevention program dedicated to creating a healthy and positive environment free from abuse for all its members. Components of the program include, but are not limited to, providing education and training, enforcing policies (such as the Minor Athlete Abuse Prevention Policy), rules and best practice guidelines, promoting healthy boundaries and mandatory reporting of violations.
 - The Minor Athlete Abuse Prevention Policy prohibits Adult Participants (as defined) from having one-on-one interactions with minor athletes which are not within an observable and interruptible distance from another adult. Adult Participants are required to abide by this policy in full during this meet.
 - Pursuant to USA Swimming Rules and Regulations and federal law, it is every member's responsibility to immediately (i.e., within 24 hours) report any incident of child abuse, including physical or sexual abuse, to law enforcement and the U.S. Center for SafeSport. Reporting must occur when an individual has firsthand knowledge of misconduct or where specific and credible information has been received from a victim or knowledgeable third party. A report to the U.S. Center for SafeSport may be made via telephone at 833-5US-SAFE (833-587-7233) or online at www.uscenterforsafesport.org/report-a-concern. Various state laws may also require reporting to law enforcement or to a designated child protection agency.
 - All athletes age 18 and older must complete Athlete Protection Training in order to be a USA Swimming registered member in good standing. Any athlete who turns 18 on or after [insert first date of the actual competition], who has not completed Athlete Protection Training by the **first** day of competition, will be prohibited from participating in the



competition until such time as all membership requirements are completed. Times achieved by an athlete who turns age 18 on or after [insert same date], who competes in this USA Swimming sanctioned event without completing this membership requirement, will NOT count for qualification or recognition. This includes participation as a member of a relay.

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- For information on how to report other alleged violations, including without limitation, the USA Swimming Code of Conduct and the Minor Athlete Abuse Prevention Policy, please visit www.usaswimming.org/report.
- *A communication must be sent to all participants within 30 days of the start of the meet. This communication must contain, at a minimum, the following statements:
 - The Minor Athlete Abuse Prevention Policy (www.usaswimming.org/maapp) prohibits Adult Participants (as defined) from having one-on-one interactions with minor athletes which are not within an observable and interruptible distance from another adult. Adult Participants are required to abide by this policy in full during this meet.
 - Pursuant to USA Swimming Rules and Regulations and federal law, it is every member's responsibility to immediately (i.e., within 24 hours) report any incident of child abuse, including physical or sexual abuse, to law enforcement and the U.S. Center for SafeSport. Reporting must occur when an individual has firsthand knowledge of misconduct or where specific and credible information has been received from a victim or knowledgeable third party. A report to the U.S. Center for SafeSport may be made via telephone at 833-5US-SAFE (833-587-7233) or online at www.uscenterforsafesport.org/report-a-concern. Various state laws may also require reporting to law enforcement or to a designated child protection agency.
 - For information on how to report other alleged violations, including without limitation, the USA Swimming Code of Conduct and the Minor Athlete Abuse Prevention Policy, please visit www.usaswimming.org/report.
 - All athletes age 18 and older must complete Athlete Protection Training in order to be a USA Swimming registered member in good standing. Any athlete who turns 18 on or after [insert first date of the actual competition], who has not completed Athlete Protection Training by the **first** day of competition, will be prohibited from participating in the competition until such time as all membership requirements are completed. Times achieved by an athlete who turns age 18 on or after [insert same date], who competes in this USA Swimming sanctioned event without completing this membership requirement, will NOT count for qualification or recognition. This includes participation as a member of a relay.
- *Run a meet recon report for all participating athletes. Adult athletes flagged



due to not completing Athlete Protection Training are not permitted to have deck access or participate in the meet until such time as all membership requirements are completed.

- A notification should be sent to any athletes flagged in the meet recon report notifying the athlete, of the need to complete the requirement(s) and that if the requirement(s) are not completed prior to the start of the meet that the athlete will be prohibited from participating. This notification should be copied to the athlete's club head coach.
- *Request a list of all anticipated non-athlete, non-coach event participants from USA Swimming staff, LSC staff, participating clubs, the local meet host and the Meet Referee.
 - Meet Director/Meet Host will track these non-athlete, non-coach event participants (e.g., media, assigned event officials, local volunteers, trainers, massage therapists, medical professionals, etc.). This includes the individual's name, association, event role, USA Swimming member ID, whether the individual is a currently registered member of USA Swimming, and whether the following requirements are current or expired: CPR certification, concussion protocol training, Safety Training requirement(s), USA Swimming background screen and Athlete Protection Training. For individuals required to be members of USA Swimming, any individual with missing membership requirements will not be given credentialed access to the event and will therefore not be permitted to participate in the event.
 - The Meet Host will check this list of individuals against the USA Swimming "Individuals Permanently Suspended or Ineligible" list and the "Individuals Suspended or Ineligible- Specific Date" as well as the U.S. Center for SafeSport Centralized Disciplinary Database Any individual ineligible to participate will not be provided credentialed access to the event and will not be permitted to participate.
 - <https://www.usaswimming.org/utility/landing-pages/safe-sport/banned-member-list---perm>
 - <https://www.usaswimming.org/utility/landing-pages/safe-sport/banned-member-list---temp>
 - <https://uscenterforsafesport.org/response-and-resolution/disciplinary-database/>
- *Identify individuals in the local area who are suspended or permanently ineligible for membership in USA Swimming by utilizing the USA Swimming "Individuals Permanently Suspended or Ineligible" list and the "Individuals Suspended or Ineligible- Specific Date" as well as the U.S. Center for SafeSport Centralized Disciplinary Database:
 - <https://www.usaswimming.org/utility/landing-pages/safe-sport/banned-member-list---perm>
 - <https://www.usaswimming.org/utility/landing-pages/safe-sport/banned-member-list---temp>
 - <https://uscenterforsafesport.org/response-and-resolution/disciplinary->



database/

- Individuals on these lists are noted with the last known state of residence.
- Permanently suspended or ineligible individuals cannot be present on deck, coach, or perform any function at a meet requiring USA Swimming Membership.
- Any individual receiving a media credential must not be on the lists.
- Any individual serving as a meet volunteer must not be on the lists.
- Individuals permanently suspended or ineligible can be spectators at a meet and may be in the stands.
- Work with the host team to ensure there is a plan in place to verify and confirm no one from the lists will be coaching, permitted deck access, or performing other restricted functions at the meet.
- Ensure all coaches, officials and trainers, massage therapists and medical professionals show proof of current USA Swimming membership (e.g., require them to show their Membership Card via the USA Swimming app) at registration. If such an individual cannot demonstrate proof of membership in good standing, deck access will not be granted (e.g., no credential will be provided).
- Ensure all LSC or host club staff show proof of current USA Swimming membership (e.g., require them to show Membership Card) at registration. If such an individual cannot demonstrate proof of membership in good standing, deck access will not be granted (e.g., no credential will be provided).
- Violators shall be reported to the Meet Director or Meet Referee, who can then direct that individual to the spectator area. A subsequent report should also be made to USA Swimming.

At Event

- *During registration, ensure all coaches and officials show proof of current USA Swimming membership (e.g., require them to show Membership Card via the USA Swimming app).
- *Should there be an option for day-of or walk-up registration, individuals who are on the USA Swimming “Individuals Permanently Suspended or Ineligible” list and the “Individuals Suspended or Ineligible- Specific Date” as well as the U.S. Center for SafeSport Centralized Disciplinary Database, are not eligible to participate. These resources must be referenced prior to allowing an individual to complete a day-of or walk-up registration. An individual who is ineligible for participation must not be permitted to participate. In addition to referencing these resources, the USA Swimming membership database, SWIMS, should be accessed to ensure the individual is eligible to participate per other USA Swimming requirements. [Note: athletes who register for a Single Meet Open Water membership are not required to complete Athlete Protection Training in order to participate.] No credentialed access will be given to any



individual ineligible to participate in the event.

Post-Event

- *A list of all individuals who received a credential to the event (e.g., all athletes, coaches, officials, staff, trainers, massage therapists, medical professionals, media and volunteers) must be reviewed by the Meet Host to verify no banned or suspended individuals were permitted to participate in the event.