



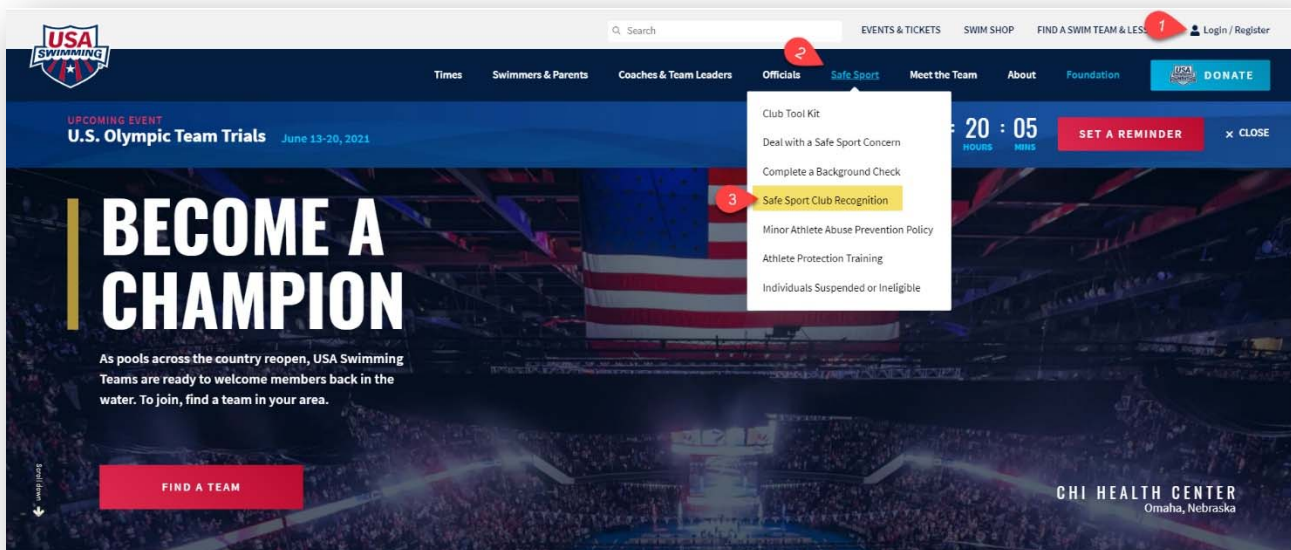
## Steps to Becoming a Safe Sport Recognized Club

**NOTES:** The Club Administrator (or someone with the administrator’s login information) will need to complete these steps because you need to log into the club portal. 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 certain portions of these materials. All policies will be reviewed by USA Swimming Safe Sport Staff. Examples of model policies, etc., can be found on the USA Swimming website here: <https://www.usaswimming.org/safe-sport/club-tool-kit>.

You will also want to ensure that these materials (along with the Safe Sport Best Practices, the MAAPP policy and your clubs reporting procedure) are available on your club’s website.

### Access Club Portal

- Step 1. Login to your DeckPass
- Step 2. In the top toolbar choose Safe Sport
- Step 3. In the drop down select Safe Sport Recognition Program



- Step 4. Scroll down and select “Access Club Portal”



Step 5. Next page, click on “Open Club Portal”

**POPULAR RESOURCES**  
**CLUB PORTAL**

**INSTRUCTIONS**

- At the search window enter your club code, club name or use the drop-down box to find your Local Swim Committee (LSC) and click SEARCH
- After the SEARCH has been executed click on the CLUB PORTAL to go the Club Portal area or LSC PORTAL to go to the LSC Portal.
- Note the blue tabs labeled Announcements, Practice Schedule, Upcoming Meets, Meet Results and Facilities. All of the contents of these tabs are viewable to the public. The Report tab (on the far right) is only viewable if logged in as the Club Administrator.
- To log in as the Club or LSC Administrator, get the Club Portal password. The Club Portal password was sent to the Head Coach. Then scroll to the bottom and click on Club Administrator Login (you must be logged into the USA Swimming website to see this login).
- Fill in the club password and click on Edit Club Portal. If you do not know your club portal password you may contact USA Swimming.
- Once logged in the default view is the Reports tab
- To access the Club Recognition Program, click on the Home tab then Go To Club Recognition

If you need assistance accessing your portal or need the portal password please contact USA Swimming at [sportdevelopment@usaswimming.org](mailto:sportdevelopment@usaswimming.org).

**5** [OPEN CLUB PORTAL](#)

Step 6. Type in your club name

Step 7. Click on search

Step 8. Select your club from the results and click on “Club Portal”

**CLUB SEARCH**

Club Name:  **6**

Club Code:

City:

Zip Code:

State:

Local Swim Committee (LSC):

Club Recognition Level:

Club Excellence Level:

Safe Sport Level:  Recognized

[SEARCH](#) **7**

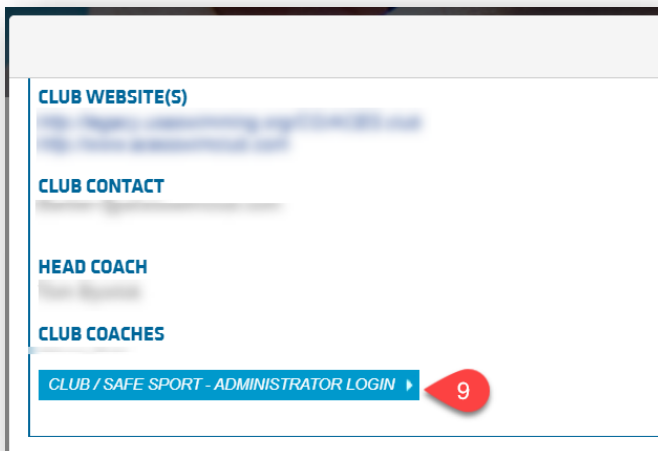
**SEARCH RESULTS**

Club Name	LSC Id	City	State	Zip	Level	Options
Aces Aquatics	NE	Billerica	MA	01824		<a href="#">Club Portal</a> <a href="#">LSC Portal</a>
Aces Swim Club	CO	Englewood	CO	80112		<b>8</b> <a href="#">Club Portal</a> <a href="#">LSC Portal</a>

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Step 9. Scroll to the bottom of the screen and click on “Club/Safe Sport Administrator Login”



Step 10. Enter your email, phone number and the administrator password.  
Then click on “Edit Club Portal/Safe Sport Login”

Please verify your email address and phone number

Email:

Phone #:

Club Password:

If you do not know your club / Safe Sport administrator password, please contact your club administrator or reach out to Sport Development at USA Swimming ([SportDevelopment@usaswimming.org](mailto:SportDevelopment@usaswimming.org)) or (719) 866-3567.

[EDIT CLUB PORTAL / SAFE SPORT LOGIN](#) 10

Step 11. Once you enter the portal, click on the “Home” tab (top left)





Step 12. Scroll down and click on “Go to Safe Sport Recognition”

**SAFE SPORT RECOGNITION PROGRAM**

The Safe Sport Recognized Club program is designed to award recognition to swim clubs that are comprehensively implementing the Safe Sport program components. Safe Sport Recognized Clubs demonstrate a commitment to creating an environment where athlete safety and healthy, professional boundaries are intentional.

[GO TO SAFE SPORT RECOGNITION ▶](#)

Step 13. Indicate the “ownership type” appropriate for your club, and hit “continue”

Step 14. This will pull up a large chart with various checkboxes

Step 15. Each checkbox is worth a certain value of points. Certain items (left column) are required; while others (right column) are “additional.” Your club will need to complete all the required items, and at least some of the “addition” items to get enough points to qualify for recognition.

Step 16. Begin clicking on the checkboxes and entering/attaching/pasting the information requested.

Step 17. 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 the USA Swimming LEARN Portal. Detailed instructions to enter the learn portal and access the Safe Sport Education courses are provided below. Alternatively, you can give a presentation where you play the courses for large groups of athletes/parents. Keep a list of people that attended the meeting and submit that list of names to USA Swimming [ssrp@usaswimming.org](mailto:ssrp@usaswimming.org) (Please be sure to identify people who participated).

[Training Opportunities Options](#)



Step 18. Once you have entered the required information and receive sufficient points (More than 52), the “Request Level Recognition” button will be available for you to click. Click “Request Level Recognition.”

**CURRENT SCORE: 52 POINTS**  
Recognition Requirements: 75% = 51.75 points

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*\*Note: All changes to this form are immediately saved and will be immediately reflected in the score above.*

Step 19. USA Swimming will respond with feedback and requests to address issues prior to approval.

Step 20. Otherwise, you should receive confirmation within 2 - 4 weeks that you have earned recognition!

**CURRENT SCORE: 52 POINTS**  
Recognition Requirements: 75% = 50.25 points

**Level Completed Print Certificate**  
**Valid Through: 5/31/2022**

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*\*Note: All changes to this form are immediately saved and will be immediately reflected in the score above.*

## GUIDELINES

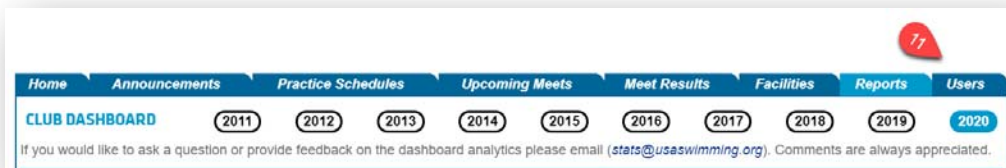
- [Coach Owned Club](#)
- [Institutionally Owned Club](#)
- [Parent-Board Owned Club](#)

## TOOLS

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

## Add Additional User to the Club Portal for Safe Sport Application Access

Step 1. In the Club Portal click on the “Users” tab

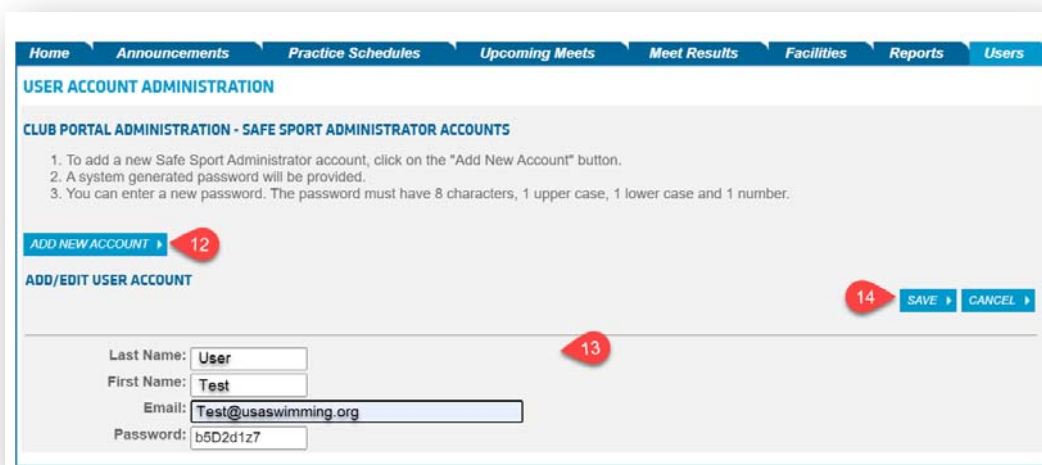


Step 2. Click on “Add New Account”

Step 3. Enter in the username and email address

- A password will be automatically generated, or you can choose to overwrite the password to one the user wants
- Do not assign the same password used for the administrator to another user. Either use the auto generated password or pick a different password for their use

Step 4. Click Save



Step 5. Navigate back to the “Home” Tab

Step 6. Make sure to log out of the club portal by clicking on “Leave Club Portal Editor Mode”

