

# 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"

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- 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"

		C				
	Club Name:	aces	6			
	Club Code:		-			
	City:					
	Zip Code					
	State:				~	
Local Swim Cor	nmittee (LSC):	All			<u> </u>	
Club Reco	gnition Level:	All 🗸				
Club Exc	ellence Level:	All 🗸				
Sat	fe Sport Level:	Recognized				
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Step 9. Scroll to the bottom of the screen and click on "Club/Safe Sport Administrator Login"

CLUB WEBSITE(S	<b>`</b>				
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CLUB CONTACT					
HEAD COACH					
CLUB COACHES					
CLUB / SAFE SPO	RT - ADMIN	IISTRATOF	r login 🕨	9	

Step 10. Enter your email, phone number and the administrator password.

Then click on "Edit Club Portal/Safe Sport Login"

	Email:	thughes@usaswimming.org	
	Phone #:	719-866-3536	
	Club Password:	······	
f you do not know your o Swimming ( <i>SportDevelop</i>	club / Safe Sport ad oment@usaswimmi	ministrator password, please contact your club administrator or rea ng.org) or (719) 866-3567.	ach out to Sport Development at US

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 (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."



- 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!

Recognition Requirements: 7	75% = 50.25 points
Level Comp	oleted Print Certificate
Valid Ti	hrough: 5/31/2022
*Note: All changes to this form	are immediately saved
and will be immediately reflecte	ed in the score above.
Back to Club Portal	Request Level Recognition

### **GUIDELINES**

- <u>Coach Owned Club</u>
- 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

Home Announc	ements	Practice Sch	edules	Upcomin	g Meets	Meet Res	ults F	acilities	Reports	Users
CLUB DASHBOARD	(2011)	(2012)	(2013)	(2014)	(2015)	(2016)	(2017)	(2018)	(2019)	2020

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

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2. A syst 3. You c	em generated p an enter a new r	assword will	be provided.	st have 8 ch	aracters 1	unner case	1 lowe	r case and	1 numb	er				
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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"

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NOTE: The	e Meet Results tab will pu which you can find by click	II all available meets and result king on the link next to "Create	ts from USA Swimming's tir or update club portal" abo	mes database unless y ve.	ou uncheck the "show	v meet results"