## 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
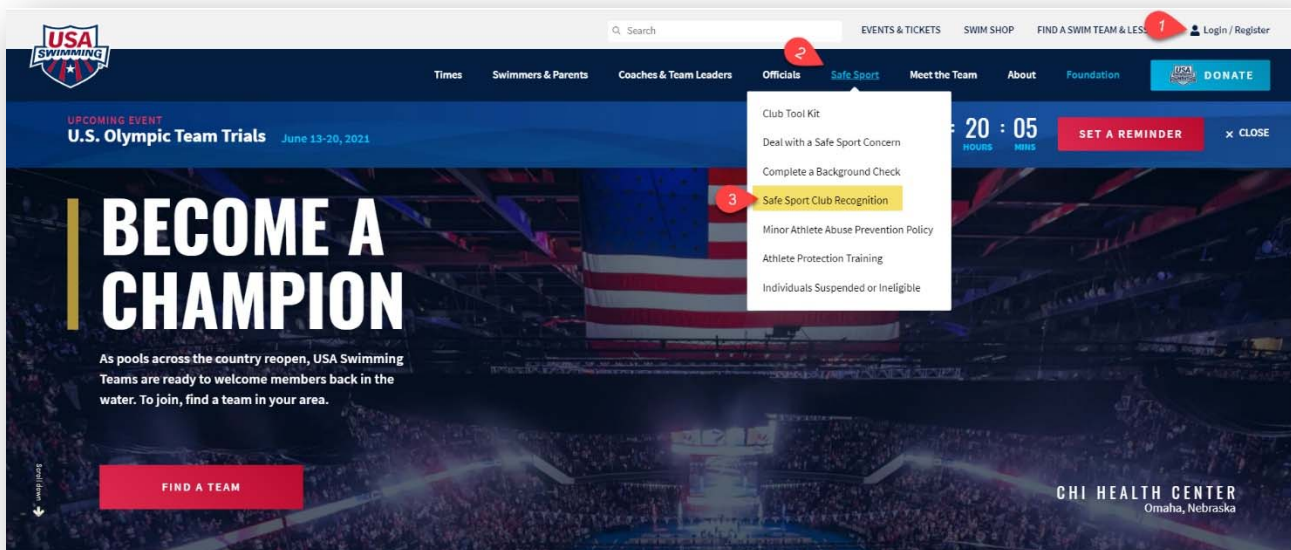
Step 4.   Scroll down and select "Access Club Portal"

Step 5. Next page, click on "Open Club Portal"

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"

Step 9. Scroll to the bottom of the screen and click on "Club/Safe Sport Administrator Login"
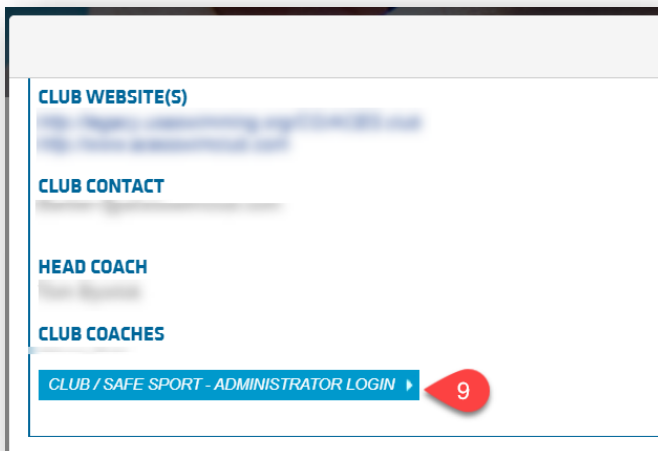
Step 10. Enter your email, phone number and the administrator password.

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

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."

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

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

| Back to Club Portal | 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!

CURRENT SCORE: 52 POINTS
Recognition Requirements: 75% = 50.25 points
Level Completed Print Certificate
Valid Through: 5/31/2022

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

| Back to Club Portal | Request Level 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

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

Step 1.   In the Club Portal click on the "Users" tab
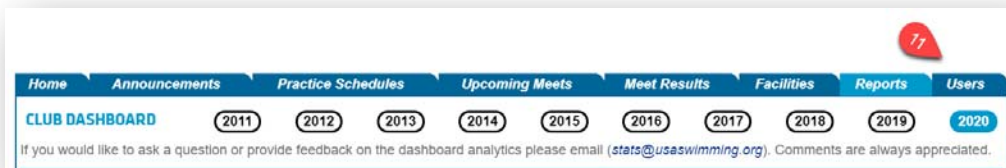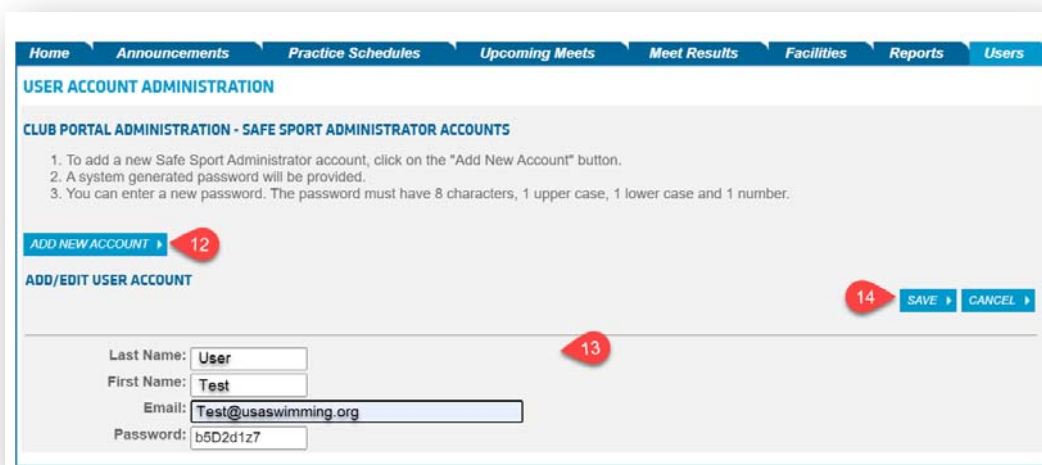

Step 2.   Click on "Add New Account"

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"