

3 Month Plan Towards Recognition - Safe Sport Club Recognition Program

Start Date	1/1/24	Measure	Points	Complete	Example Links	Enter in Application Location
Week 1	1/1/24	Assign a Safe Sport Club Coordinator - This person should become a USA Swimming member take a background check and complete Athlete Protection Training. <ul style="list-style-type: none"> We strongly recommend your club Safe Sport Coordinator be somebody other than a coach or club owner or spouse of one of these. It is best served by someone from your team who has professional experience in the topic of Safe Sport like a law enforcement officer, social worker, or therapist. We understand not every team has this option though. It is important to note, people, especially kids, often feel more comfortable bringing concerns to the team if the person filling that role is not the coach or club owner or spouse of one of these. 	5 Required	<input type="checkbox"/>	How to add roles	Swim Parent/ Volunteer Development
	1/1/24	Board/Staff Membership - It is required that all adult employees and the board of directors of a club are non-athlete members of USA Swimming in good standing. Start checking to ensure that all staff are registered and up-to-date on their credentials.	2 Required	<input type="checkbox"/>	How a club checks requirements	Swim Parent/ Volunteer Development
Week 2	1/8/24	Online Safe Sport Education for Parents - Begin communicating to parents about educational trainings. There are three ways in which parents can earn credit for education: 1. Through the online catalog, "Parents Guide to Misconduct in Sport"; 2. By attending a group training or attending provided by the team; or 3. Attending a USA Swimming Zoom live training. More information can be found on the Training Opportunities Resource webpage. 10% of parents in your club is the minimum requirement. 10% = 1 point How a 2nd parent adds an athlete so that training counts for the club	1-5 Required	<input type="checkbox"/>	Training Opportunities Resource	Swim Parent/ Volunteer Development
	1/8/24	Online Safe Sport Education for Athletes - Begin communicating to parents and athletes about educational trainings for Youth and Kids. There are three ways in which parents can earn credit for education: 1. Through the online catalog "Safe Sport For Kids" (Ages 5-12), "Safe Sport for Youth Athletes" (Ages 12-17); 2. By attending a group training or attending provided by the team; or 3. Attending a USA Swimming Zoom live training. More information can be found on the Training Opportunities Resource webpage. 10% of athletes trained is the minimum. 10% = 1 point. How a parent creates a minor athlete account. Athletes need their own account to take training.	1-5 Required	<input type="checkbox"/>	Training Opportunities Resource	Athlete Development/ Performance
Have Questions? Reach out to your LSC Safe Sport Chair						
Week 3	1/15/24	Conduct Pre-Employment Screening - As a condition of membership, USA Swimming member clubs are required to conduct pre-employment screens on their new employees. Yes/No box.	2 Required	<input type="checkbox"/>		Business/ Organization Success
	1/15/24	Review your Mission and Vision Statement - There should be emphasis on one of the following in the language: Safe and supportive environment or child protection. Where is this located on your club website?	1 Required	<input type="checkbox"/>		Business/ Organization Success
Week 4	1/22/24	Review your Club Website - There should be a club page dedicate to Safe Sport. The link to the club Safe Sport page should be visible from the home page and accessible to anyone visiting your website (i.e. Someone should not need login information).	5 Required	<input type="checkbox"/>	Example website	Business/ Organization Success
		Documents to have on the Club Safe Sport page: <ul style="list-style-type: none"> Safe Sport Best Practice Guidelines & MAAPP Policy 	2	<input type="checkbox"/>	Safe Sport Best Practice Guidelines	
		Diversity Equity & Inclusion Additional points - Add these links to the Safe Sport webpage <ul style="list-style-type: none"> 5 Take Aways Cultural inclusion resource guide 	2	<input type="checkbox"/>		
	1/22/24	Minor Athlete Abuse Prevention Policy - USA Swimming requires member clubs implement the Minor Athlete Abuse Prevention Policy (MAAPP) effective as of September 1, 2021. USA Swimming member clubs and Local Swimming Committees (LSCs) are required to implement the Minor Athlete Abuse Prevention Policy in full. <ul style="list-style-type: none"> Add the MAAPP customized with your club's name to your Club's Safe Sport webpage 	2 Required	<input type="checkbox"/>	MAAPP policy	Business/ Organization Success
Week 5	1/29/24	Review your Club Website - Reporting Information : Reporting information (Confirm the phone numbers listed on your page are correct) <ul style="list-style-type: none"> To deal with a Safe Sport concern, contact USA Swimming at (719) 866-4578 https://www.usaswimming.org/safe-sport/deal-with-a-safe-sport-concern. You may also want to include how to report anonymously. Text anonymous tips to 888-270-SWIM(7946) Contact the U.S. Center for Safe Sport to make a report. Call 833-5US-SAFE (587-7233) or use the online reporting form at https://safesport.i-sight.com/portal or find more information at http://www.uscenterforsafesport.org/ Safe Sport Club Coordinator name and contact information 	2 Required	<input type="checkbox"/>		Business/ Organization Success
	1/29/24	Reference Checks - Find out how often your club completes reference checks when hiring coaches and/or other staff members?	1-2 Required	<input type="checkbox"/>		Coach Development/ Education
Week 6	2/5/24	Online Safe Sport Education for Parents - Check to see how many parents have completed Online training of the "Parents Guide to Misconduct in Sport" course. Minimum 10% of parents in your club must complete training. Run Report . Communicate with parents about upcoming zoom trainings. (See week 3 for link to instructions on second parent account)	Required	<input type="checkbox"/>	Training Opportunities Resource	Swim Parent/ Volunteer Development
	2/5/24	Online Safe Sport Education for Athletes - Check to see how many athletes have completed "Safe Sport For Kids" (Ages 5-12), "Safe Sport for Youth Athletes" (Ages 12-17) online education. Run Report . Communicate with parents and athletes about upcoming zoom trainings. (See week 4 for link to instructions on how to create accounts for minors)	Required	<input type="checkbox"/>	Training Opportunities Resource	Athlete Development/ Performance
Week 7	2/12/24	Action Plan to Address Bullying - Clubs are required to have an action plan to address bullying. An example action plan is available on the USA Swimming website. (if you choose to use the example you need to customize fully for your club, removing all model and sample language)	2 Required	<input type="checkbox"/>	Anti-bullying policy	Business/ Organization Success
	2/12/24	Board/Staff Membership - Check your staff requirements report to see how many staff are registered and up-to-date on their credentials. Follow up with staff who are not in good standing.	Required	<input type="checkbox"/>	How a club checks requirements	Swim Parent/ Volunteer Development
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Week 8	2/19/24	Photography Policy - A photography policy is another way to enhance the protection of athlete members. A photography policy could include no picture taking from behind the blocks and could require anyone taking pictures to do so from a certain blocked-off location of the pool deck. The policy must include how parents can opt in or out of having their child photographed at team functions, including swim meets. An example policy is available on the USA Swimming website. (if you choose to use the example policy, you must to customize fully for your club, removing all model and suggested language)	2	<input type="checkbox"/>	Photography Policy	Business/ Organization Success
	2/19/24	Grievance Procedure - This procedure should outline who a concern (from a parent, athlete, volunteer, etc.) goes to and what steps that individual takes, up to and including making a report to USA Swimming Safe Sport and the U.S. Center for SafeSport.	3	<input type="checkbox"/>	Grievance Procedure	Business/ Organization Success
Week 9	2/26/24	Parent Consent Forms - Are required to be kept on file at the club for each instance of the following: <ul style="list-style-type: none"> • Unrelated Adult Athlete to share a hotel room or sleeping arrangement with a minor athlete. • Unrelated Applicable Adult providing local transportation to a minor athlete. • Licensed massage therapist or other certified professional or health care provider to treat a minor athlete. • Unrelated Applicable Adult to travel to competition with a minor athlete. (if you choose to use the examples; you must to customize fully for your club)	2	<input type="checkbox"/>	Parent Consent Forms	Business/ Organization Success
	2/26/24	USA Swimming Code of Conduct Communicated to Club - Find out if your club has documented that it distributed the USA Swimming Code of Conduct to all members and they have received it.	2 Required	<input type="checkbox"/>		Business/ Organization Success
Week 10	3/4/24	Coach Club Code of Conduct - Looking for an outward facing code of conduct so that parents and athletes can know what to expect from their coach. (if you choose to use the example you must customize fully for your club)	2	<input type="checkbox"/>	Coach Club Code of Conduct	Coach Development/ Education
	3/4/24	Parent/Athlete Club Codes of Conduct - Looking for a club code of conduct so that parents and athletes know what to expect from each other. (if you choose to use the example you must customize fully for your club)	2 for each	<input type="checkbox"/>	Team Templates	Swim Parent/ Volunteer Development/ Athlete Development/ Performance
Week 11	3/11/24	Volunteer Coordinator Membership - Who is your volunteer coordinator and are they a USA Swimming member in good standing? If yes to both questions you can get additional points. List the name and member ID.	1	<input type="checkbox"/>		Swim Parent/ Volunteer Development
	3/11/24	Meet Marshals - Do you use meet marshals and are they all USA Swimming members in good standing? If yes to both questions you can get additional points. List their names and member ID's.	2	<input type="checkbox"/>		Swim Parent/ Volunteer Development
Week 12	3/18/24	Online Safe Sport Education for Parents - Check to see how many parents have completed Online training of the "Parents Guide to Misconduct in Sport" course. Minimum 10% of parents in your club must complete training. Run Report . Communicate with parents about upcoming zoom trainings.	Required	<input type="checkbox"/>	Training Opportunities Resource	Swim Parent/ Volunteer Development
	3/18/24	Online Safe Sport Education for Athletes - Check to see how many athletes have completed "Safe Sport For Kids" (Ages 5-12), "Safe Sport for Youth Athletes" (Ages 12-17) online education. Run Report . Communicate with parents and athletes about upcoming zoom trainings.	Required	<input type="checkbox"/>	Training Opportunities Resource	Athlete Development/ Performance
Week 13	3/25/24	Board/Staff Membership - Check your staff requirements report to see how many staff are registered and up-to-date on their credentials. Follow up with staff who are not in good standing.	Required	<input type="checkbox"/>	How a club checks requirements	Swim Parent/ Volunteer Development
	3/25/24	If you have not done so already ... submit your application!!		<input type="checkbox"/>		