



LSC Sanctioned Meet 360

Iowa Swimming



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What is Meet 360 and the Quality Control System?

Meet 360 is an informational resource guide intended to assist meet administrators, meet directors, and clubs in creating a healthy and positive environment free from abuse for athletes. The Quality Control System on page 3-4 is required by the U.S. Center for SafeSport while operating a meet. Following this *entire* guide is not required, *only* the Quality Control System is required. However, the Optional Resources and Best Practices at Meets on page 5-7 will be helpful to you and will be valuable in integrating Safe Sport throughout your event. 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 rules that dictate that all sanctioned events follow a Quality Control System approved by the U.S. Center for SafeSport and that all Meet Directors read and follow the approved QCS once a sanction is granted. On the next page, you will find what is required as a part of the Quality Control System. Following these requirements are additional resources and best practices that you can choose to implement for your meet.

The Meet Director, Meet Referee, club, 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.



Quality Control System Requirements

These items are REQUIRED by the US Center for SafeSport

Pre-Event

- Include the following language in the meet sanction:

This was sent to you in
your sanction letter →
Done!

A quality control system has been implemented to ensure that individuals who are ineligible for participation are unable to participate in this competition. Additionally, all adult members of USA Swimming who have not completed their Athlete Protection Training will not be able to participate in this competition.

- Include the following statements in the meet information that is made available ahead of the meet, to all participating clubs, coaches, parents, and athletes either by distribution and/or online:
 - 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 ([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 participant. 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, or who turn 18 during the meet, must complete Athlete Protection Training in order to be a USA Swimming registered member in good standing by the first day of the meet. A member not in good standing 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 during the meet, 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.

IASI has ensured a
link to these 6
statements is included
in your Meet
Information →
Done!



Send your full backup file to IASI by Tuesday prior to the meet →

- All U.S. athletes, coaches, and staff expecting to receive a deck pass should be prepared to show proof of current USA Swimming membership. Coaches must meet and have current certifications for all the requirements of coach membership including successfully passing the required background check and APT course.

- 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.

The IASI office will run your pre-meet recon, will notify clubs of flagged athletes, will notify you of errors to fix in the meet file, and will follow up with you the day prior to the meet to let you know any remaining issues (unregistered athletes, APT issues, etc)

At Event

Compare your volunteer list against these two banned/suspended/ineligible lists →

- Permanently suspended or ineligible individuals cannot be present on deck, coach, or perform any function at a meet requiring USA Swimming Membership.
 - <https://www.usaswimming.org/safe-sport/individuals-suspended-or-ineligible>
 - <https://uscenterforsafesport.org/response-and-resolution/centralized-disciplinary-database/>
 - During registration, ensure all coaches, officials, trainers, massage therapists, LSC or host club staff, 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.
 - 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, who can then direct that individual to the spectator area. A subsequent report should also be made to USA Swimming.

Not In Good Standing = not permitted on deck. Period. →

Post-Event

Report! →

- Should it be determined that a banned or suspended individual had access to the deck, report this to USA Swimming immediately. IASI will follow up with you the week following your meet. If you aren't certain about reporting requirements for ANY concerns or incidents, please start here to determine your path: <https://www.usaswimming.org/safe-sport/report-a-concern>. Remember, reporting is REQUIRED.

Open-Water Meets with single-meet athlete registration

For open water meets, that allow single-meet open water athlete registration, those individuals' names must be checked against the banned lists. Any 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.

- <https://www.usaswimming.org/safe-sport/individuals-suspended-or-ineligible>
- <https://uscenterforsafesport.org/response-and-resolution/centralized-disciplinary-database/>

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.



Optional Resources and Best Practices at Meets

These items are NOT required by the US Center for SafeSport, however, they are helpful tools to aid you as Meet Director, along with the Meet Referee, in planning and prevention, integrating SafeSport into all aspects of your meet, and response to Safe Sport issues. ALL necessary docs are provided for you on page 10!

Pre-Event

Print this [worksheet](#) to compile key contacts, develop a plan for dealing with Code of Conduct/MAAPP violations, and conduct Safe Sport briefings at the meet.

- 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.



- 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.

During the meet

- Ensure Safe Sport posters at the end of this packet are placed in:
 - Every locker room and changing area
 - Around the deck
 - In any 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.
 - 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 packet.
- 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
 - Should it be determined that a banned or suspended individual had access to the deck, report this to USA Swimming immediately.

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



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

Links

1. Policies

- [Minor Athlete Abuse Prevention Policy \(MAAPP\)](#) – print and place one copy in Officials Room
- [USA Swimming Code of Conduct](#) – Article 304 in the current year USA Swimming Rulebook
- [US Center for SafeSport Code](#) – US Center for SafeSport website

2. Banned/Suspended lists –

- <https://www.usaswimming.org/safe-sport/individuals-suspended-or-ineligible>
- <https://uscenterforsafesport.org/response-and-resolution/centralized-disciplinary-database/>

Printables (all in one location on the IASI website for easy access)

3. **Briefing sheets** for Meet Marshalls, Coaches, Officials, Timers, Volunteers

4. **Meet Marshall Safety Card Checklist**

5. **Meet Announcements** – 5 messages for your announcers to read aloud

6. **Reporting A Concern** quick reference

7. **WORKSHEET** - compile your Key Contacts, develop a plan for dealing with Code of Conduct/MAAPP violations, plan a Chain of Command, and determine who will do Briefings

8. **Posters**

- Locker Room poster – place 1-2 in every locker room/changing area
- Recognize, Respond, Report poster – place around the pool deck
- No Cameras poster – place behind the blocks, including in any spectator areas above and behind the blocks
- No Deck Changing poster – place around the pool deck where teams are sitting
- Massage poster– place several around the deck. If your meet has designated for licensed massage professionals, place this poster there, too.