

New England Swimming
SAFE SPORT COMMITTEE CHAIR
JOB DESCRIPTION
(updated 05/2024)

Reports to: Program Operations Vice-Chair

Length of Term: 2 years

Appointed by: General Chair

The Safe Sport Committee Chair shall assume office on September 1st following the election of the General Chair, or upon appointment if appointed after September 1st, and shall serve until August 31st following the next election of the General Chair.

JOB REQUIREMENTS & RESPONSIBILITIES:

1. Attend and participate in all Board of Directors and House of Delegates Meetings.
2. Chair the Safe Sport Committee.
 - a) Attend and lead all meetings.
 - b) Create, review, and approve the meeting agenda in advance.
 - i) Meetings should be held at least quarterly; however, more frequent meetings may be necessary and should be scheduled based on the needs of the LSC.
 - c) Support focused dialogue and decision making.
 - d) Ensure the Committee designates a Committee Secretary to take meeting minutes and submit all reports.
 - e) Recruit potential new members of the Safe Sport Committee.
 - f) Oversee all Safe Sport initiatives and programs within the LSC.
 - i) Coordinate and oversee ongoing, effective Safe Sport education programs, including the Minor Athlete Abuse Prevention Policy (MAAPP), for all athletes, parents, coaches, volunteers, and clubs.
 - ii) Create and implement strategies and programs that fulfill USA Swimming's continuing efforts to foster safe, healthy, and positive environments for all members.
 - iii) Coordinate with USA Swimming Safe Sport staff and the USA Swimming Safe Sport Committee to communicate and implement relevant aspects of USA Swimming's Safe Sport program within New England Swimming.
 - iv) Serve as a liaison for all NES members and connect them with relevant local, regional, and national Safe Sport-related educational partners and resources.
 - g) Solicit feedback from all members of the LSC on Safe Sport policies and programs.
 - h) Coordinate and collaborate with committee members to achieve the LSC Strategic Plan.
3. Complete training regarding the Safe Sport complaint reporting structure.
 - a) Refer all reports of Athlete Protection policy violations to the club, General Chair, USA Swimming Safe Sport staff, U.S. Office of Safe Sport, and/or local authorities as appropriate in accordance with the complaint reporting structure.
4. Share Safe Sport information from USA Swimming, the Eastern Zone, and NES with relevant stakeholders.
5. Coordinate with the NES Office and Athletes Committee to utilize the LSC website and social media to promote Safe Sport initiatives within the LSC, Zone, and USA Swimming.
6. Respond to all inquiries and communications from the NES Office, Board of Directors, Committee members, and the general membership in a timely manner.
7. Attend all USA Swimming workshops and meetings as deemed appropriate and necessary by the LSC.
8. Perform all duties in a professional manner that coincides with and represents the New England Swimming mission to: "Provide opportunities for all to achieve their highest potential in competitive swimming."
9. Perform all other duties as requested by the Program Operations Vice-Chair, General Chair, Board of Directors, or House of Delegates.