



Safe Sport Briefing Sheet: COACHES

Thank you for attending our meet. **Columbia Swim Club** wants a successful and safe event for all teams, coaches, and athletes. If you have any questions about the meet, please contact us at any time.

Several reminders to ensure everyone can have a great experience at this meet:

- 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 prohibits you from having a one-on-one interaction with a minor athlete that is not within an observable and interruptible distance from another adult.
- No cameras or other recording devices are allowed behind the blocks. If you are going to be taking video of your swimmers, you must stand on the side or at the turn end of the pool.
- Deck changing is prohibited at all times. Please help us by requiring your swimmers to use the locker rooms or other designated areas for changing and support our meet-marshals when they remind your swimmers, or you, about this rule.
- Consistent with the Minor Athlete Abuse Prevention Policy, there will be locker room monitoring and supervision during the course of this meet.
- Rubdowns, massages and athletic training modalities are not allowed except by a licensed massage therapist or other certified professional who is not a coach. Any rubdown, massage or athletic training modality performed at the venue by a licensed professional must be conducted in an observable and interruptible distance from another adult and must never be done with only the athlete and licensed massage therapist in the room. If you plan to have a massage therapist with you at the meet, please inform the Meet Director and discuss an appropriate location for their services.
- Swimmers are not allowed to sit on the lap of any non-family member coach or official. If you see this happening, you should:
 - Remind the adult that this is a Code of Conduct violation and ask them to stop.
 - Inform the Meet Director or Meet Referee of the behavior.

- Permanently suspended or ineligible individuals cannot be present on deck, coach, or perform any function at a meet requiring USA Swimming membership.
- 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.
- If you see violations of the USA Swimming Code of Conduct, or observe suspected child abuse, you must report this to the appropriate jurisdictions including law enforcement, U.S. Center for SafeSport and USA Swimming. Violations of MAAPP should be reported to the Meet Referee or Meet Director.



Safe Sport Briefing Sheet: OFFICIALS

Thank you for attending our meet. **Columbia Swim Club** wants a successful and safe event for all teams, coaches, athletes, and volunteers. If you have any questions about the meet, please contact us at any time.

Several reminders to ensure everyone can have a great experience at this meet:

- 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 prohibits you from having a one-on-one interaction with a minor athlete that is not within an observable and interruptible distance from another adult.
- No cameras or other recording devices are allowed behind the blocks. If you witness someone recording, ask the individual to stop and report the violation to the Meet Referee.
- Deck changing is prohibited at all times. Report the violation to the Meet Referee providing information about who the athlete was and/or what club they are affiliated with.
- Consistent with MAAPP there will be locker room monitoring and supervision during the course of this meet.
- Rubdowns, massages and athletic training modalities are not allowed except by a licensed massage therapist or other certified professional. Coaches cannot perform massages, rubdowns or athletic training modalities – this includes stretching.
 - If you observe a coach performing a massage, rubdown or athletic training modality on an athlete, report this behavior immediately to the Meet Referee
- Swimmers are not allowed to sit on the lap of any non-family member coach or official. If you see this happening, you should:
 - Remind the adult that this is a Code of Conduct violation and ask them to stop.
 - Inform the Meet Referee of the behavior.

- Permanently suspended or ineligible individuals cannot be present on deck, coach, or perform any function at a meet requiring USA Swimming Membership.
- Individuals permanently suspended or ineligible can be spectators at a meet and may be in the stands. Violators shall be reported to the Meet Referee.
- If you see violations of the USA Swimming Code of Conduct, or observe suspected child abuse, you must report this to the appropriate jurisdictions including law enforcement, U.S. Center for SafeSport and USA Swimming. Violations of MAAPP should be reported to the Meet Referee or Meet Director.



Safe Sport Briefing Sheet: VOLUNTEERS

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. As a volunteer, it is important to know, understand and abide by all USA Swimming rules and policies. Here are key things you need to know:

- The Minor Athlete Abuse Prevention Policy prohibits you from having a one-on-one interaction with a minor athlete 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 volunteering.
- Remember, you have an active role in keeping swimmers at this meet safe.
- Thank you for attending our meet. **Columbia Swim Club** wants a successful and safe event for all teams, coaches, and athletes. If you have any questions about the meet, please contact us at any time.
- As we ask all our volunteers and staff, if you see something suspicious or something that makes you uncomfortable at the meet, please immediately report this to the Meet Referee or Meet Director.



Safe Sport Briefing Sheet: Timers

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. As a volunteer, it is important to know, understand and abide by all USA Swimming rules and policies. Here are key things you need to know:

- The Minor Athlete Abuse Prevention Policy prohibits you from having a one-on-one interaction with a minor athlete 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 volunteering.
- You are acting in an official capacity at this meet.
 - Do not text or use cell phones during the meet. Ask the head timer for relief if you need to do so.
 - No cameras, cell phone cameras, or other recording devices are allowed behind the blocks at any time.
 - If you observe camera use behind the blocks, notify the head timer or the nearest official, who will then notify the Meet Referee.
- Remember, you have an active role in keeping swimmers at this meet safe. You are not on deck to be a parent, a fan or a coach.
- Thank you for attending our meet. **Columbia Swim Club** wants a successful and safe event for all teams, coaches, and athletes. If you have any questions about the meet, please contact us at any time.



Safe Sport Briefing Sheet: MEET MARSHALS

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. As a volunteer, it is important to know, understand and abide by all USA Swimming rules and policies. Here are key things you need to know:

- The Minor Athlete Abuse Prevention Policy prohibits you from having a one on-one interaction with a minor athlete 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 volunteering.
- No cameras (including cell phone cameras) or other recording devices are allowed behind the blocks at any time. If you see a camera you should:
 - Inform the camera user of the policy and request the device be put away.
 - Inform the Meet Director of the camera use. Do this even if the camera user puts the camera away when asked.
 - Exception: a credentialed, official meet photographer identified by the Meet Director, announced in the meet announcement and available to all athletes, is allowed behind the blocks **after** the start.
- Good sportsmanship is expected at all times.
 - Bullying or taunting is prohibited at all times on deck.
 - If you observe taunting or bullying behaviors:
 - Stop the behavior immediately.
 - Inform the Meet Director or Meet Referee so they can handle the situation.
- Deck changing is prohibited. If you see someone deck changing, take note of the athlete's club affiliation, if, any, and inform the Meet Referee or Meet Director.
- Rubdowns, massages and athletic training modalities are not allowed except by a licensed massage therapist or other certified professional. Coaches cannot perform massages, rubdowns or athletic training modalities – this includes stretching.
 - If you observe a coach performing a massage, rubdown or athletic training modality on an athlete, report this behavior immediately to the Meet Director or the Meet Referee.

- Swimmers are not allowed to sit on the lap of any non-family member coach or official. If you see this happening, you should:
 - Remind the adult that this is a Code of Conduct violation and ask them to stop.
 - Inform the Meet Director or Meet Referee of the behavior.

- Only registered coaches, officials, swimmers and meet volunteers are allowed on deck.
 - Non-athlete members, such as coaches and officials, must have a registration card or deck credential. If no identification is produced, escort him/her to the Meet Director.
 - If he/she has no reason/right to be on deck, ask him/her to leave and provide an escort off the deck if necessary. Inform the Meet Director or facility manager if there is any refusal to leave and/or threatening or belligerent behavior.
 - If you see someone who does not appear to belong on deck, ask that person why he/she is on deck and report to the Meet Director or Meet Referee.

- Red flag behavior is inappropriate or suspicious behaviors. Red Flag behavior can include too much physical contact with athletes, ignoring Safe Sport rules and policies and even behaving as a peer rather than a supervising adult. Trust your intuition. If you notice behaviors, by anyone, that cause you concern, make sure you report it as soon as possible to the Meet Director or Meet Referee, or a designated Safe Sport representative .

- Key things to remember if you need to report:
 - Take note of the person breaking the rules or crossing a boundary as well as how they are doing so.
 - Look for identifying information of all those involved - listen for a name, look at what they are wearing, such as a team shirt, where they are sitting and/or what race they were swimming.

- Remember, you have an active role in keeping swimmers at this meet safe. You are not on deck to be a parent, a fan or a coach. Be vigilant in keeping your assigned area safe for all athletes, volunteers and non athlete members of USA Swimming.

- Thank you for attending our meet. **Columbia Swim Club** wants a successful and safe event for all teams, coaches, and athletes. If you have any questions about the meet, please contact us at any time.