



## Swim Torrance Reporting Instructions

### Safe Sport



With our athletes' safety being our primary concern, the coaching staff and board of Swim Torrance are committed to providing a safe and supportive environment for our members. In doing so, we abide by USA Swimming and the U.S. Center for Safe Sport's policies and guidelines, as well as National and California State Laws.

Regardless if the incident is peer-to-peer bullying or sexual misconduct, we take reporting every issue seriously at Swim Torrance.

If you would like to report an incident we suggest you follow the chain of command: swimmer's lead coach, Head Age Group Coach/Head Coach, then Board Member or Board President. You may also use the following resources:

USA Swimming - (719) 866-4578  
U.S. Center for Safe Sport - 833-5US-SAFE (587-7233)  
[www.safesport.org](http://www.safesport.org)

[Deal with a Safe Sport Concern  
Online Reporting Form](#)

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### **Mandatory Reporting Rule**

*Pursuant to federal law, all adults authorized to interact with minor or amateur athletes who learn of facts that give reason to suspect that a child has suffered an incident of child abuse, including sexual abuse, shall make a report of the suspected abuse to law enforcement and/or your state's designated agency within 24 hours.*

### **USA Swimming Rulebook – Article 306: Sexual Misconduct Reporting Requirements**

.1 It is every member's responsibility to promptly report any incident regarding sexual misconduct by a member as described in Article 304.3.8 to USA Swimming's Director of Safe Sport. 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. Various state laws may also require reporting to law enforcement or to a designated child protection agency.

.2 No member shall retaliate against any individual who has made a good faith report under 306.1.

.3 False reporting of sexual misconduct made in bad faith is prohibited.

.4 Neither civil nor criminal statutes of limitation apply to reports of cases of sexual abuse.

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### **Peer-to-peer incidents will be handled through the following process:**

1. The inappropriate situation is reported, and all necessary members of the leadership team (i.e., Lead Coach, Head Age Group Coach, Head Coach and/or Board President) are notified.
2. Depending upon the nature, severity, and ages of children involved, we may be required to report the incident to local law enforcement. USA Swimming may assist us with this.

3. The parents or guardians of the children involved are all notified of the situation.
4. The leadership team meets with the targeted child and his/her parent/guardian to understand their requests and explain the next steps.
5. The leadership team meets with the aggressor child and his/her parent/guardian to discuss the situation and develop a safety plan.
6. Copies of the safety plan are distributed to all parties for their reference.

### **How to Develop a Safety Plan**

There are a number of steps that should be covered when developing a safety plan

1. Ask the child to describe the problematic behavior and the impact such behavior has on the other child and teammates.
2. Identify the child's motivation and find out what made him/her act out in this manner.
3. Explain the behavioral expectations for the child to remain on the team.
4. Identify specific risk areas and help the child control his/her behavior.
5. Demonstrate respect for both parties, and express belief in the aggressor child's ability to control his/her behavior.

It is very important throughout the development of the safety plan that the thoughts and feelings of both the aggressor child and the targeted child are considered. Responsibility and accountability are key components to supervision. Using statements of thoughts, feelings and lessons that have been learned when completing a safety plan are more effective and helps increase accountability. Expectations and consequences will be clear and realistic.

The safety plan is an accountability tool and will include consequences for behavior that violates the plan. Consequences will be discussed in conjunction with behavioral expectations and clearly articulated to the child and his/her parent/guardian during the safety-planning meeting.

A safety plan is made official by a statement of agreement. The statement of agreement includes all those parties involved in the development and implementation of the safety plan – club leadership, coach(es), parent/guardian, and athlete. It will also specify the duration of the safety plan and a short description of the progress review when the safety plan reaches its end date.

For a safety plan to be effective, the club's leadership and the parents/guardians of the child in question must agree to actively supervise the child according to the agreements made in the plan. Through a structured safety plan, the goal is to prevent future abusive situations from happening while emphasizing an educational approach that in most instances can allow the child who demonstrated inappropriate behavior to remain on the team and learn to make better choices in the future.