Steps to Becoming a Safe Sport Recognized Club

NOTES: The Club Administrator (or someone with the Administrator's login information) will need to complete these steps because you need to log into the club portal. Have electronic versions of all club codes of conduct, policies, handbooks, educational programs, and the website available. You will be asked to attach and/or cut-and-paste certain portions of these materials. And they will check them. If you need examples of model policies, etc., go here: https://www.usaswimming.org/articles-landing-page/2017/10/27/safe-sport-model-policies. You will also want to ensure that these materials (along with the Safe Sport Best Practices and your clubs reporting procedure) are available on your club's website.

DETAILED STEPS:

- 1. Go to <u>https://usaswimming.org/ssrp</u>
- 2. Scroll down to the bottom. Click on "Club and LSC Portal Search"
- 3. At the bottom, click "click here to login to the USA Swimming website."
- 4. Sign in using the administrator's USA Swimming username and password
- 5. Click "TO ACCESS YOUR CLUB & LSC PORTAL CLICK HERE"
- 6. Search for your club
- 7. In the far right column, click "Club Portal"
- 8. At the bottom of the screen, enter the Club Administrator Login

CLUB ADMINISTRATOR LOGIN >

9. Again, scroll down. At the bottom of the screen enter the login information, and then "Edit Club Portal"

EDIT CLUB PORTAL 🕨

10. Once you enter the portal, click on the "Home" tab (top left)

Home Announc	ements	Practice	Schedules	Up	coming Meet	is I	Meet Results	Facil	lities	Reports
CLUB DASHBOARD	(2010)	(2011)	(2012)	(2013)	(2014)	(2015)	(2016)	(2017)	2018	2019
If you would like to ask a qu	lestion or provi	de feedback (on the dashbo	ard analytics	please email	(stats@usa	swimming.org)	Comments a	are always	appreciated.
Average Rates of Imp	provement						Co	urses: SCY	& LCM 🔻	DETAIL 🕨

11. Scroll down and click on "Go to Safe Sport Recognition"

SAFE SPORT RECOGNITION PROGRAM The Safe Sport Recognized Club program is designed to award recognition to swim clubs that are comprehensively implementing the Safe Sport program components. Safe Sport Recognized Clubs demonstrate a commitment to creating an environment where athlete safety and healthy, professional boundaries are intentional.
GO TO SAFE SPORT RECOGNITION >

- 12. Indicate the "ownership type" appropriate for your club, and hit "continue"
- 13. This will pull up a large chart with various checkboxes

- 14. Each checkbox is worth a certain value of points. Certain items (left column) are required; while others (right column) are "additional." Your club will need to complete all of the required items, and at least some of the "addition" items in order to get enough points (44.10) to qualify for recognition.
- 15. Begin clicking on the checkboxes and entering/attaching/pasting the information requested.
- 16. The biggest hurdle you will likely find is satisfying the "Online Safe Sport Education for Parents / Athletes" requirements. You must have at least 10% of your parents/athletes complete this step to earn the minimum required point. This step is like herding cats, because in order to gain credit, the person taking the course must be logged into the USA Swimming Learn Portal. Detailed instructions to enter the learn portal and access the Safe Sport Education courses are provided below. Alternatively, you can give a presentation where you play the courses for large groups of athletes/parents. Keep a list of people that attended the meeting, and submit that list of names to USA Swimming ssrp@usaswimming.org (Please be sure the identified people actually participated).
- 17. Once you have entered the requisite information and receive sufficient points (more than 44.1), click "Request Level Certification."
 - Recognition Requirements: 70% = 44.10 points

 Level Completed Print Certificate

 Valid Through: 12/31/2020

 *Note: All changes to this form are immediately saved

 and will be immediately reflected in the score above.

 Back to Club Portal
 Request Level Recognition
- 18. USA Swimming will respond with requests to address certain issues prior to approval. Otherwise, you should receive confirmation within 2 - 4 weeks that you have earned recognition!
- 19. Congratulations!

Instructions to Complete Safe Sport Education Training

Dear Athletes AND Parents,

Please take the Safe Sport training course. Athletes must take "Safe Sport for Athletes" and parents must take "Safe Sport for Swim Parents." The whole process literally takes 10-15 minutes, and it is free. This really is important, and the team requires it in order to become Safe Sport Recognized. Please help us get there.

Go to https://learn.usaswimming.org

This screen should pop up



Click on either "LOGIN" or "REGISTER"

You will come to this page:



If you are a USA Swimming member (athlete or official), click on "START" If you are a non-member (parent), click on "CREATE ACCOUNT" Follow the steps according to whether you are a member or nonmember:

Members	Nonmembers				
This screen will pop up	This screen will pop up				
POR YOU NEWS THESE EVENTS RESOURCES MEETTHE TEAM SAFE SHORT ABOUT					
WELCOME TO USA SWIMMING LEARN	REGISTER				
NEW PLATFORM, NEW COURSES U.B. Scheming LADY: In the new terber education hash for all members of USA to conversing USABI stand for Loadership Education And Revolves and Hervin. U.B. Scheming LADY: In the new terbers discussed and inducation and resource appartations for advances, seatures, pages, and official so all heads of one standard and the special accounted and public terbers are estimated and defaulties and all heads of one standard and the special accounted and public terbers are estimated. Scheming characterized to develop one active and exchanges that and end on the special accounted and the advances are estimated. Sub Scheming Characterized to develop one active and exchanges that and and the advances are estimated. Sub Scheming Characterized to develop one active and exchanges and there are provided and that of the poly. Sub Scheming Characterized to develop one active active characterized and the advances are estimated. Sub Scheming Characterized to develop one active accounted and the advances are estimated. Sub Scheming Characterized to develop one active active characterized and the advances are estimated. Sub Scheming Characterized to develop one active active characterized active active active accounted and the advances are estimated. Sub Scheming Characterized to develop one active active characterized active ac	First Name				
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Scroll down and enter your first name, last name, and date of birth, then click "search"	Select LSC ~ Select LSC ~				
Your name and club code will appear below the search button. Click "Continue"	REGISTER				
That will bring you to the ATHLETE PROTECTION TRAINING portal. Click "START"	Enter your information. Click "REGISTER" The site will welcome you and tell you that you have not started any courses. Click				
You may be asked to update your profile (enter your email, LSC and club name.	COURSES				
You will be told your profile has been updated and you may move to other pages. Look at the bar at the top of the screen:					
LEARN DASHBOARD COURSES ANNE O'SHAUGHNESSY ~ *					
Select "COURSES"					

You will see a number of courses available (below).

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- Туре	ATHLETE PROTECTION TRA	AINING				
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If you are an athlete, under "Safe Sport for Athletes" click "ADD TO CART"

If you are a parent, under "Parent's Guide to Misconduct in Sport" click "ADD

TO CART" It will display a checkmark, and say "IN CART"

Click on the shopping cart at the top righthand of the screen and "CHECKOUT".

🛞 LEARN		DASHBOARD	COURSES	ANNE O'SHAUGHN	ESSY~ 🧬
			Safe Sp	ort for Athletes	\$0
HI, Anne		Searc	h		TOTAL \$0
				VIEW CART	
Clear Filter	CERTIFICATION			CHECKOUT	
~ Туре	ATHLETE PROTECTION TRAINING				
Certifications (0)					

You will be required to enter your name and address, but NOT billing information. There is no charge.

Shopping	Cart (1 course)		CONTINUE SHOPPING
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First name	City		Company name
Last name	Country United States	~	Phone
Street Address	State / Province	v	Email
Street Address 2	ZIP / Postal code		
PREVIOUS STEP]		

Click "Next Step"

On the next screen, click "Place Order"

Now go to "DASHBOARD" and "START" your course.

Click "Next" to proceed from segment to segment. The course takes about 10 minutes.

If you have any questions, contact me or contact USA Swimming Safe Sport at <u>safesport@usaswimming.org</u>.

Answer the Course Evaluation at the end. Click "SUBMIT" and you will receive a congratulatory message, indicating that you have completed the Safe Sport course.



You are encouraged to (but not required to) take additional courses.

Most importantly, remember what you have learned, and make sure to speak up if you ever hear or see anything that breaks the rules you have just learned.



