



Safe Sport Coordinator – Club

Job Description

Current Non-Athlete Member of USA Swimming

Serves on Club Board of Directors/Reports directly to the Owner

Be knowledgeable about all Safe Sport program components and able to direct members to relevant materials and resources.

1. Understand complaint reporting structure
2. Ensure confidentiality is maintained and information is shared on “need to know” basis.

Works with Club Leadership to:

1. Update Safe Sport information on Club website
2. Include Safe Sport information/fliers in Club meet information, heat sheets, meet packets, etc.

Works with athletes and parents to:

1. Educate them about Safe Sport Program
2. Encourage participation in online Athlete Protection Training

Organizes in person training

1. Secures trainer, venue, any handouts and refreshments
2. Coordinates logistics for date/time/location and communicates to members
3. Completes online documentation

Serves as “eyes and ears” at club level for the Safe Sport Committee/National Safe Sport Office

1. This is not reporting function primarily
2. Identifies barriers to training and education
3. Makes suggestions to enhance Safe Sport implementation at Club level