

## 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 <https://usaswimming.org/ssrp>
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. Instructions to access your club portal [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 ▶](#)

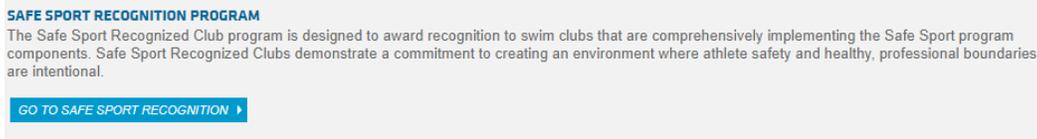
9. Again, scroll down. At the bottom of the screen enter the login information, and then “Edit Club Portal”

[EDIT CLUB PORTAL ▶](#)

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

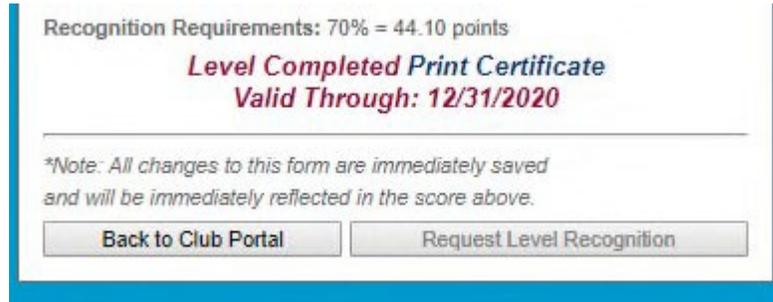


11. Scroll down and click on “Go to Safe Sport Recognition”



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 to qualify for recognition.
15. Begin clicking on the checkboxes and entering/attaching/pasting the information requested.
16. You must have at least 10% of your parents/athletes complete this step to earn the minimum required point. In order to get credit, the parents/athletes must be logged into the USA Swimming Learn Portal. (See instructions [HERE](#)). Alternatively, you can give a presentation where you play the courses for groups of athletes/parents. Keep a list of people that attended the meeting and submit that list of names to USA Swimming’s Education and Curriculum Manager, Maggie Vail at [mvail@usaswimming.org](mailto:mvail@usaswimming.org)
17. Once you have entered the requisite information and receive sufficient points click “Request Level Certification.”



19. Congratulations!