

Safe Sport Club Coordinator Letter

Dear CLUB CONTACT:

The Eastern Zone Safe Sport Chairs are committed to inspiring a culture of athlete and member protection at all levels of USA Swimming. To this end WE NEED YOUR HELP!

One of our goals is for each club to select a Safe Sport Coordinator prior to the start of your next competitive season. Having this person in place prior to the season starting allows them to help introduce Safe Sport to all the families on your team and start the season off in a positive way!

The key responsibilities of this position include:

- ✓ Serve as the Safe Sport resource for your club.
- ✓ Provide Safe Sport updates to your club membership.
- ✓ Encourage an environment that cultivates positive team culture.

A more detailed description of this role is attached on page 2 below.

Once you have identified a person to fulfill this role please contact me at the email address below no later than **As Soon As Possible Please!**

To support this individual, I will stay in touch with them regarding their role and the resources available to them. In the meantime, please feel free to contact me anytime.

Leo C. Gibbons, Jr.

Safety@Niagaraswim.org

Operational Risk & Safe Sport Chairperson

USA Swimming Official



Thank you for your commitment to the advancement of our sport **Job Description: Safe Sport Club Coordinator**

Charge: The purpose of the Club Safe Sport Coordinator is to raise awareness of Safe Sport within the club and is not to be an investigator of grievances.

I. Requirements

- a. **Be a registered member of USA Swimming in good standing including successful completion of the APT and criminal background check**

II. Selection and Term of Service

- a. To be dictated by the club

III. Responsibilities

- a. Actively collaborate with the club leadership and LSC Safe Sport Chair
- b. Be a resource or the development of Safe Sport culture at the club
- c. Work with club leadership to:
 - i. Update club's website to include Safe Sport content
 - ii. Include Safe Sport promotional and informational materials in heat sheets, meet information, posters, and other club communications
 - iii. Facilitate the successful completion of the Safe Sport Club Checklist and Safe Sport Certified Club status.
- d. Communicate with new coaches, parents, and athletes to:
 - i. Provide information about the club's Safe Sport program
 - ii. Encourage participation in educational opportunities provided by the Safe Sport club chair, LSC Chair, and USA Swimming
- e. Assist in scheduling trainings for the club
- f. Solicit feedback regarding club policies and resources from club membership. Work to incorporate that feedback in to future club efforts and provide the feedback to the LSC Safe Sport Chair where applicable.