



Dear Club Safety Coordinator,

Welcome to the Safe Sport team! My name is Cathy Vaughan. I am the Safe Sport Chairperson for Utah Swimming. Please accept my sincere and heartfelt thanks for your willingness serve as the Club Safe Sport Coordinator for your team. I'm sure there are many demands on your time and appreciate your willingness to spend some of it, helping to create a positive culture of athlete and member protection.

USA Swimming is fully committed to the Safe Sport program and has many resources, both informational and human, in place to help aid your success. The hub of Safe Sport information is found on the USA Swimming website. The direct link is: www.usaswimming.org/protect. You can also navigate there by clicking: www.usaswimming.org > Resources > Safe Sport. In addition to this wealth of information, people are also in place to help at the national, zone and Local Swim Community (LSC, i.e. Utah Swimming) levels.

What is needed from you? Within a month, please complete the following:

1. **Read** the detailed description of this role. (see page 2 of this packet)
2. **Complete your first MISSION: POSSIBLE** (see page 3 of this packet)
 - a. This "Mission" is designed to help you start laying the groundwork for your safe and positive club culture. Completing it will also:
 - i. Help to familiarize you with the basics of Safe Sport
 - ii. Start your use of the USA Swimming Safe Sport website, and
 - iii. Get you in contact with key people
3. If not already registered, **get USA Swimming registered and complete the other requirements** on the *Club Safety Coordinator Position Description* on page 2 of this packet. A club coach or administrator should be able to help you with this, if needed.
4. As needed, **problem-solve** with club leaders and myself, to overcome any initial obstacles to success.

I will keep in contact with you and send out a monthly email with ideas to facilitate the development of a positive, safe club culture. Additionally, the Utah Swimming website (www.swimutah.com) has safety information too. (See Safe Sport/Safety buttons on home page.) I am also available to answer questions and problem-solve, if needed.

Thank you for your commitment to creating safe spaces for kids and others!

Sincerely,

Cathy Vaughan

Utah Swimming Safe Sport & Operational Risk Chair



Club Safety Coordinator Position Description

Charge

To help your club increase the safety of its members through:

- Increasing awareness of safe practices and
- Encouraging and enabling three specific safety related actions: **Prevent, Respond and Report**

Current Goal for Utah Swimming Clubs

All club members and parents know and use USA Swimming Athlete Protection Policies to create a safe and positive environment. *(Policies located in USA Swimming rulebook and page 4 of this packet)*

- Known and enforced policies help us see, "What's okay and what's not." They also
 - **Prevent** problems
 - Help us know when to **respond**, and
 - What to **report**.

Requirements

1. Be a [USA Swimming Non-Athlete Member](#). This includes:
 - Passing the USA Swimming criminal [background check](#)
 - Completing the online [USA Swimming Athlete Protection Training](#)

Selection and Term of Service

Shall be determined by the club

Responsibilities

1. Actively collaborate with the club leadership and LSC Safe Sport Chair
2. Be a resource for the development of a positive Safe Sport culture
3. Work with Club Leadership to:
 - Update Club Safe Sport website content
 - Include Safe Sport information/fliers in club meet information, heat sheets, meet packets, etc.
 - Facilitate the successful completion of the Safe Sport Team Assessment
4. Communicate with new athletes and parents to
 - Provide information about the Safe Sport Program
 - Encourage participation in educational opportunities provided by USA Swimming
5. Assist in scheduling training
6. Solicit feedback regarding Safe Sport policies and resources from the club membership and provide that feedback to the LSC Safe Sport Chair

MISSION: POSSIBLE!

New Club Safe Sport Coordinators: Please complete the following three “missions” within the next month.

I. Make contact with LSC Safe Sport Chair

II. Identify if the USA Swimming required Safe Sport policies are on your club website and get them there if they are not.**

** If the club does not have a website, distribute hard copies to club members. (NOTE: Travel policies only need to be distributed to those doing team travel.)

Steps to Success

1. Find out what the required Safe Sport policies are (see pages 5-6 of this packet)
 - a) 305.5.4 Club Travel Policies
 - b) 305.6 Club Action Plan to Address Bullying (a.k.a. Anti-bullying policy)
 - c) 305.7 Club Electronic Communication/Social Media Policy
2. Work with club leadership to find out what has been developed to fulfill these requirements
3. Compare the policies your club has with USA Swimming model policies (Location of model policies: <http://www.usaswimming.org/protect> > Club Toolkit > Policies & Guidelines)
 - a) Model Policy: Team Travel
 - b) Model Policy: Electronic Communication
 - c) Model Policy: Action Plan to Address Bullying
4. If needed, work with club leadership to develop or change current club policies
5. Ensure these 3 required club policies are posted on your club website
6. Contact the LSC Safe Sport Chair if you run into obstacles which stop or hinder progress, or when they have been posted

III. Learn if USA Swimming’s Safe Sport Mondays are currently being done in your club and give feedback to LSC Safe Sport Chair

Steps to Success

1. What is *Safe Sport Mondays*? Find out here: <http://www.usaswimming.org> > Resources > Safe Sport > Club Toolkit > Team Resources > Safe Sport Mondays
2. Talk with coaches about club use of the program
 - a) *Is it being used?*
 - b) *Is it being used at all sites (if applicable) and with all groups (if applicable)*
 - c) *If not, why?*
 - (1) What could be done to implement it?
 - d) *If yes, how is it going? Are there other topics they would like to see addressed? What works well? What doesn’t? Any and all feedback is appreciated*
3. Share coach feedback (positive and negative -- all is useful) with the LSC Safe Sport Chair within one week of receiving it



From the 2018 [USA Swimming Rulebook](#):

ARTICLE 305

ATHLETE PROTECTION POLICIES

The following policies related to Athlete Protection are mandatory components of the USA Swimming Code of Conduct:

305.1 Inappropriate touching between an athlete and an adult non-athlete member or Participating Non-Member (as defined in 401.1) is prohibited, including, but not limited to, excessive touching, hugging, kissing, and having an athlete sit on a non-family member adult's lap.

305.2 Any inappropriate sexual conduct or advance, or other inappropriate oral, written, visual, or physical conduct of a sexual nature at any time, past or present toward any person under the age of eighteen (18) by (i) a coach member or other non-athlete member, or (ii) any other adult participating in any capacity whatsoever in the activities of USA Swimming (whether such adult is a member or not) is prohibited.

305.3 Any rubdown or massage performed on an athlete by any adult member or Participating Non-Member, excluding the spouse, parent, guardian, sibling, or personal assistant of such athlete, is prohibited unless such adult is a licensed massage therapist or other certified professional. Any rubdown or massage performed at a swim venue by a licensed professional must be conducted in open/public locations and must never be done with only the athlete and licensed massage therapist in the room. Even if a coach is a licensed massage therapist, the coach shall not perform a rubdown or massage of an athlete under any circumstances.

305.4 Use of audio or visual recording devices, including a cell phone camera, is not allowed in changing areas, rest rooms or locker rooms.

305.5 Employees and volunteers of USA Swimming, Zones, LSCs and member clubs who interact directly and frequently with athletes as a regular part of their duties and individuals with any ownership interest in a member club must be non-athlete members of USA Swimming and satisfactorily complete criminal background checks as required by USA Swimming. This does not apply to volunteers such as timers, marshals, computer operators, etc., who only have limited contact with athletes during a meet. Any individual who is banned, currently suspended or ineligible for membership is prohibited from serving as a timer, marshal, or computer operator, or otherwise being on deck at any time in connection with a USA Swimming activity.

305.6 TRAVEL

.1 Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete unless the coach is the parent, guardian, sibling, or spouse of that particular athlete.

.2 Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-required criminal background check.

.3 When only one athlete and one coach travel to a competition, the athlete must have his/her parent's (or legal guardian's) written permission in advance to travel alone with the coach.

.4 Clubs and LSCs shall develop their own travel policies. USA Swimming will provide a model club travel policy as an example. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club.

305.7 Clubs shall establish their own action plans for implementing USA Swimming's anti-bullying policy. USA Swimming shall provide a model plan as an example which shall serve as the default for any club that fails to establish its own plan. Club anti-bullying plans must be reviewed and agreed to annually by all athletes, parents, coaches and other non-athlete members of the club.

305.8 Clubs shall establish their own electronic communication/social media policy. USA Swimming shall provide a model policy as an example, which shall serve as the default for any club that fails to establish its own policy. Club electronic communication policies should be reviewed and agreed to annually by all athletes, parents, coaches and other non-athlete members of the club.



ARTICLE 306
SEXUAL MISCONDUCT REPORTING REQUIREMENTS

306.1 It is every member's responsibility to promptly report any incident regarding sexual misconduct by a member as described in the SafeSport Code for the U.S. Olympic and Paralympic Movement to the U.S. Center for SafeSport. 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.

306.2 Filing a knowingly false allegation of sexual misconduct is prohibited and may violate state criminal law and civil defamation laws. Any person making a knowingly false allegation of sexual misconduct shall be subject to disciplinary action by USA Swimming.

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

ARTICLE 307
PROHIBITIONS AGAINST RETALIATION FOR GOOD FAITH REPORTING OF ABUSE

307.1 No Member shall retaliate against any individual who has made a good faith report under 306.1 or 304.3.17.

307.2 For the purposes of 307.1, there shall be a rebuttable presumption that any adverse action regarding the employment, membership, or other material rights of an individual who has made a good faith report under 306.1 or 304.3.17 within 90 days of a report is retaliatory. An adverse action includes, without limitation: discharge or termination; demotion or reduction in compensation for services; or the removal of or from, or restrictions on, access to facilities, team activities or team membership privileges.