

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. 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 ▶

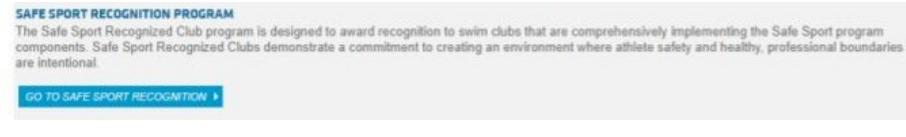
9. Again, scroll down. At the bottom of the screen enter the login information, and then "EditClub Portal"

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 (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 in another document. 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’s Education and Curriculum Manager, Maggie Vail at mvail@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.”

The screenshot shows a web-based form for requesting level recognition. At the top, it displays "Recognition Requirements: 70% = 44.10 points". Below this, there is a section titled "Level Completed Print Certificate" with the text "Valid Through: 12/31/2020". A note below states: "*Note: All changes to this form are immediately saved and will be immediately reflected in the score above." At the bottom of the form are two buttons: "Back to Club Portal" and "Request Level Recognition".

18. USA Swimming may respond with requests to address certain issues. Otherwise, you should receive confirmation within a few days that you have earned recognition!
19. Congratulations!

Please don't hesitate to contact me with any questions.

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