

## 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** ▶

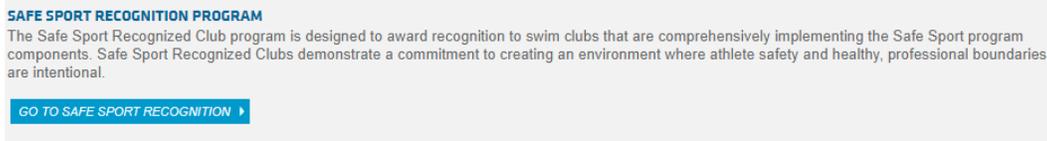
9. Again, scroll down. At the bottom of the screen enter the login information, and then “Edit Club Portal”

**EDIT CLUB PORTAL** ▶

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

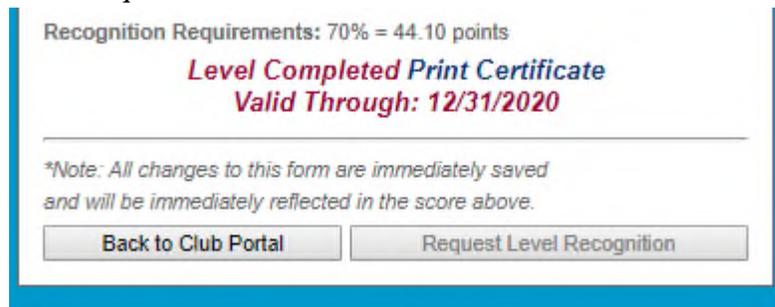


11. Scroll down and click on “Go to Safe Sport Recognition”



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 (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 below. 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](mailto: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.”



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!



## Instructions to Complete Safe Sport Education Training

Dear Athletes AND Parents,

Please take the Safe Sport training course. Athletes must take “Safe Sport for Athletes” and parents must take “Parent’s Guide to Misconduct in Sport.” The whole process literally takes 10-15 minutes, and it is free. This really is important, and the team requires it in order to become Safe Sport Recognized. Please help us get there.

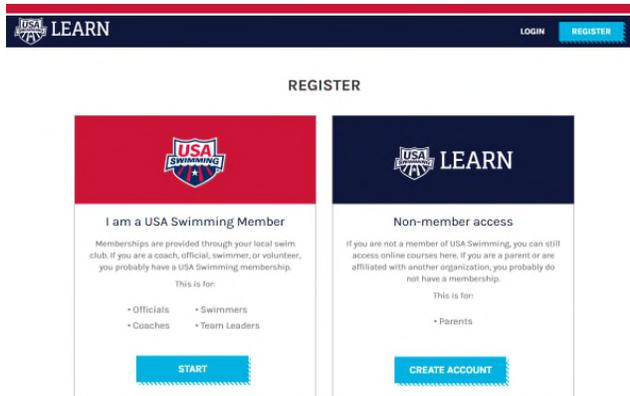
Go to <https://learn.usaswimming.org>

This screen should pop up



Click on either “LOGIN” or “REGISTER”

You will come to this page:



If you are a USA Swimming member (athlete or official), click on “START”

If you are a non-member (parent), click on “CREATE ACCOUNT”

Follow the steps according to whether you are a member or nonmember:

## Members

This screen will pop up



Scroll down and enter your first name, last name, and date of birth, then click “search”

Your name and club code will appear below the search button. Click “Continue”

That will bring you to the ATHLETE PROTECTION TRAINING portal. Click “START”

You may be asked to update your profile (enter your email, LSC and club name.

You will be told your profile has been updated and you may move to other pages. Look at the bar at the top of the screen:



Select “COURSES”

## Nonmembers

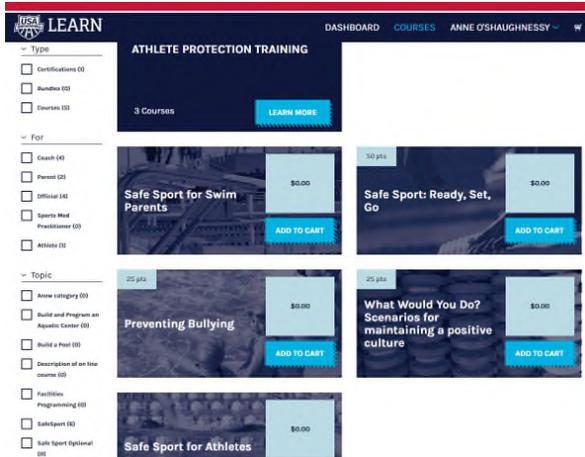
This screen will pop up

The screenshot shows the USA Swimming LEARN website registration form. At the top, there is a navigation bar with 'LEARN' and 'LOGIN'. Below this is a secondary navigation bar with 'REGISTER'. The main content area features a 'REGISTER' heading, followed by a form with fields for 'First Name', 'Last Name', 'Birthdate', 'Email', 'Password', 'LSC', and 'Club Name'. A 'REGISTER' button is located at the bottom of the form.

Enter your information. Click “REGISTER”

The site will welcome you and tell you that you have not started any courses. Click “COURSES”

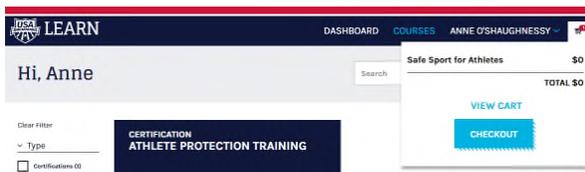
You will see a number of courses available (below).



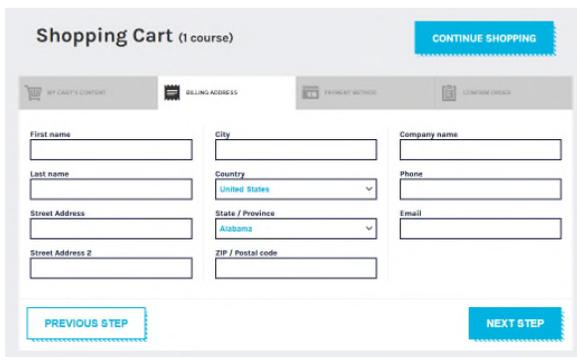
If you are an **athlete**, under “**Safe Sport for Athletes**” click “ADD TO CART”

If you are a **parent**, under “**Parent’s Guide to Misconduct in Sport**” click “ADD TO CART” It will display a checkmark, and say “IN CART”

Click on the shopping cart at the top righthand of the screen and “CHECKOUT”.



You will be required to enter your name and address, but NOT billing information. There is no charge.



Click “Next Step”

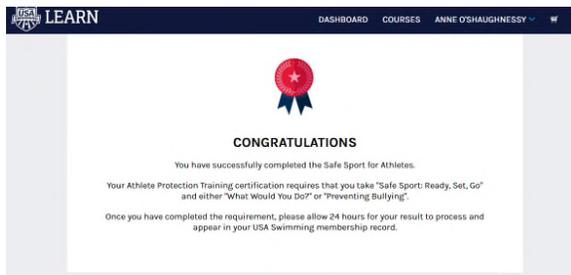
On the next screen, click “Place Order”

Now go to “DASHBOARD” and “START” your course.

Click “Next” to proceed from segment to segment. The course takes about 10 minutes.

If you have any questions, contact me or contact USA Swimming Safe Sport at [safesport@usaswimming.org](mailto:safesport@usaswimming.org).

Answer the Course Evaluation at the end. Click “SUBMIT” and you will receive a congratulatory message, indicating that you have completed the Safe Sport course.



You are encouraged to (but not required to) take additional courses.

Most importantly, remember what you have learned, and make sure to speak up if you ever hear or see anything that breaks the rules you have just learned.

