



## **LSC Sanctioned Meet 360**



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### **What is Meet 360?**

This is an informational resource guide intended to assist meet administrators, meet directors and clubs in creating a healthy and positive environment free from abuse for athletes. Following this entire guide is not required, except where highlighted. Please use this guide to:

- Implement preventative Safe Sport measures before, during, and after a meet.
- Address Safe Sport concerns and reports that may arise.
- Comply with the Minor Athlete Abuse Prevention Policy.
- Comply with rules that dictate that all sanctioned events follow a quality control system approved by the U.S. Center for SafeSport and that all Meet Directors read and follow the approved QCS once a sanction is granted.

The Meet Director, Meet Referee, club, and facility management shall work together to ensure compliance with the USA Swimming Code of Conduct and Athlete Protection Policies during USA Swimming sanctioned meets for the protection of athlete and non-athlete members of USA Swimming.

This entire guide is available online at [www.usaswimming.org/protect](http://www.usaswimming.org/protect).



## **Meet Director: Safe Sport Protocol**

### **Meet Planning and Communication:**

- **\*Include the following language in the meet sanction:**
  - A quality control system has been implemented to ensure that individuals who are ineligible for participation are unable to participate in this competition. Additionally, all adult members of USA Swimming who have not completed their Athlete Protection Training will not be able to participate in this competition.
- **\*Include the following statements in the meet information that is made available ahead of the meet, to all participating clubs, coaches, parents, and athletes either by distribution and/or online:**
  - The USA Swimming Safe Sport program is USA Swimming's comprehensive abuse prevention program dedicated to creating a healthy and positive environment free from abuse for all its members. Components of the program include, but are not limited to, providing education and training, enforcing policies (such as the Minor Athlete Abuse Prevention Policy), rules and best practice guidelines, promoting healthy boundaries and mandatory reporting of violations.
  - The Minor Athlete Abuse Prevention Policy ([www.usaswimming.org/maapp](http://www.usaswimming.org/maapp)) prohibits Adult Participants (as defined) from having one-on-one interactions with minor athletes which are not within an observable and interruptible distance from another adult participant. Adult Participants are required to abide by this policy in full during this meet.
  - Pursuant to USA Swimming Rules and Regulations and federal law, it is every member's responsibility to immediately (i.e., within 24 hours) report any incident of child abuse, including physical or sexual abuse, to law enforcement and 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. A report to the U.S. Center for SafeSport may be made via telephone at 833-5US-SAFE (833-587-7233) or online at [www.uscenterforsafesport.org/report-a-concern](http://www.uscenterforsafesport.org/report-a-concern). Various state laws may also require reporting to law enforcement or to a designated child protection agency.
  - For information on how to report other alleged violations, including without limitation, the USA Swimming Code of Conduct and the Minor Athlete Abuse Prevention Policy, please visit [www.usaswimming.org/report](http://www.usaswimming.org/report).
  - All athletes age 18 and older must complete Athlete Protection Training in order to be a USA Swimming registered member in good standing. Any athlete who turns 18 on or after **[insert first date of the actual competition]**, who has not completed Athlete Protection Training by the **first** day of competition, will be prohibited from participating in the competition until



such time as all membership requirements are completed. Times achieved by an athlete who turns age 18 on or after [insert same date], who competes in this USA Swimming sanctioned event without completing this membership requirement, will NOT count for qualification or recognition. This includes participation as a member of a relay.

- Identify appropriate emergency services and relevant contact information for the facility. This Information should be carried by and immediately accessible to the Meet Director and Meet Referee. The contacts should include but are not limited to:
  - Law enforcement contact
  - Child Protective Services contact
  - Medical services (if other than 911)
  - Address and phone number of the facility
- Designate the primary individual responsible for administering the USA Swimming Code of Conduct (Article 304) and Athlete Protection Policies (Article 305).
  - If it is Facility Management:
    - Provide names and contact information of the appropriate facility staff to the Meet Director so it may be referenced by the Meet Management, Officials and Meet Marshals during the meet.
    - Establish a Chain of Command.
  - If it is Meet Management:
    - Use this guide to develop a plan for handling situations that might occur.
    - Establish a Chain of Command at the meet.
- Confer with the Meet Referee:
  - Discuss how the Code of Conduct and Athlete Protection Policy violations will be administered during the meet.
  - Have a clear reporting structure for meet staff and volunteers that can be easily communicated to all workers at the meet. For example:
    - Volunteers such as concessions, admissions, meet management, etc., report to the Meet Director. Timers, meet marshals, and officials report to the Meet Referee.
    - Meet Referee and Meet Director shall confer with each other on all Safe Sport-related reports received.
  - Determine which individual will conduct briefings for each group of coaches, officials, meet marshals and timers on Safe Sport policies and best practices.
  - Discuss facility aspects:
    - How many entrances and exits there are and how those will be monitored.
    - Assess whether members of the general public will be using the facility during the course of the meet.



- Monitoring and supervision plan for the locker rooms and deck.
- \*Run a meet recon report for all participating athletes. Adult athletes flagged due to not completing Athlete Protection Training are not permitted to have deck access or participate in the meet until such time as all membership requirements are completed.
  - A notification should be sent to any athletes flagged in the meet recon report notifying the athlete, of the need to complete the requirement(s) and that if the requirement(s) are not completed prior to the start of the meet that the athlete will be prohibited from participating. This notification should be copied to the athlete's club head coach.
- Prepare briefing sheets for meet marshals, officials, timers, coaches and other volunteers regarding Safe Sport policies and best practices using those included below. All briefing sheets should, at a minimum, contain the following statements:
  - The Safe Sport program is USA Swimming's comprehensive abuse prevention program dedicated to reducing the risk of sexual, emotional and physical abuse to athletes. This is achieved by promoting healthy boundaries and enforcing policies, rules and best practice guidelines including the Minor Athlete Abuse Prevention Policy.
  - The Minor Athlete Abuse Prevention Policy prohibits you from having a one-on-one interaction with minor athletes that is not within an observable and interruptible distance from another adult. In your role you will interact with minor athletes, therefore you are required to abide by this policy in full during your time at this meet.
- \*Permanently suspended or ineligible individuals cannot be present on deck, coach, or perform any function at a meet requiring USA Swimming Membership.
  - During registration, ensure all coaches, officials, trainers, massage therapists, LSC or host club staff, and medical professionals show proof of current USA Swimming membership (e.g., require them to show their Membership Card via the USA Swimming app) at registration. If such an individual cannot demonstrate proof of membership in good standing, deck access will not be granted.
  - Individuals permanently suspended or ineligible can be spectators at a meet and may be in the stands.
  - Violators shall be reported to the Meet Director or Meet Referee, who can then direct that individual to the spectator area. A subsequent report should also be made to USA Swimming.

During the meet:

- Ensure Safe Sport posters are placed in:
  - Every locker room and changing area.
  - In the designated massage and rubdown area.
  - Behind the blocks.



- In the officials area.
- In hospitality.
- Be prepared to provide coaches, officials, athletes, volunteers, spectators and others with a copy of the USA Swimming Minor Athlete Abuse Prevention Policy upon request. This can be accomplished by having a hard copy of the policy document available or by posting a QR code to the policy at the venue.
- \*For open water meets, that allow single-meet open water athlete registration, those individuals' names must be checked against the banned lists. Any individuals who are on the USA Swimming "Individuals Permanently Suspended or Ineligible" list and the "Individuals Suspended or Ineligible- Specific Date" as well as the U.S. Center for SafeSport Centralized Disciplinary Database, are not eligible to participate.
  - <https://www.usaswimming.org/safe-sport/individuals-suspended-or-ineligible>
  - <https://uscenterforsafesport.org/response-and-resolution/centralized-disciplinary-database/>

In addition to referencing these resources, the USA Swimming membership database, SWIMS, should be accessed to ensure the individual is eligible to participate per other USA Swimming requirements. [Note: athletes who register for a Single Meet Open Water membership are not required to complete Athlete Protection Training in order to participate.] No credentialed access will be given to any individual ineligible to participate in the event.
- Ensure volunteer and coaches briefing sheets are distributed appropriately.
- Encourage the meet announcer, if there is one, to remind all attendees about Safe Sport policies (e.g., deck changing, photography, the Minor Athlete Abuse Prevention Policy, etc.) using the Safe Sport meet announcements in this guide.
- Meet Referee, Meet Director, or designee:
  - Brief Meet Marshals prior to each session or change of staff.
  - Participate in Officials/Timers briefings as determined by your pre-meet meetings.
- Meet presence:
  - Be visible and active on deck as much as possible.
  - Be proactive: interact with athletes and coaches regarding rules and policies of the meet.
  - Set an example of positive behavior for all volunteers of the meet to emulate.

After each session:

- Review any concerns raised during the session.



- Create a plan of action for the remainder of the meet to address the safety or risk concern at hand, if needed.
- Report concerns to the appropriate jurisdictions, if warranted.
  - Criminal – law enforcement
  - Child abuse – Child Protective Services
  - Sexual abuse or misconduct – U.S. Center for SafeSport & USA Swimming
  - Other Code of Conduct and/or Minor Athlete Abuse Prevention Policy concerns – USA Swimming
  - Should it be determined that a banned or suspended individual had access to the deck, report this to USA Swimming immediately.

**Remember, the Meet Director and Meet Referee must together demonstrate a consistent application of USA Swimming Rules and policies for the protection of all USA Swimming members, volunteers and spectators of the meet.**



### **Potential issues and Recommended Responses**

#### **If you receive a report that someone in the stands is acting suspiciously:**

Go directly to the individual and politely ask them who their swimmer is and their team affiliation to determine the purpose of their attendance. If they are taking pictures, ask to see their pictures. Explain that your concern is athlete safety. You have now put the person on notice that they are being watched. If the answers you receive are not satisfactory, take the appropriate action, up to and including contacting authorities.

#### **If you receive a report that there is a suspicious person in the locker room:**

Notify facility staff/security if you are in a shared use facility. If the facility does not have its own response procedure, you and another adult and/or facility security should go immediately to the locker room and confront this individual. Make sure all athletes in the locker room are safe and then determine why the individual is in the locker room. If the individual attempts to leave, follow him/her until you have determined there is no further threat and that no further action is necessary. Remember, you are not law enforcement – be sure to report suspicious behavior to facility staff and law enforcement if appropriate.

#### **A report of a peer-to-peer incident on deck or in the locker room:**

Talk with all athletes involved to determine what has happened in an observable and interruptible location. It is important to involve parents/guardians and the coach in any discussions with athletes. Remind all involved of USA Swimming rules prohibiting bullying, emotional, physical and sexual misconduct.

#### **How to document the issue:**

Keep a written record (e.g., notes, emails, documented responses) of the report including “who, what, when, and where” for all reported concerns. Include details about the incident but also who reported to you and your follow up steps – including any mandatory reports you made. (Note: Reference the Sample Reporting Form provided in this resource).



## Safe Sport Briefing Sheet: MEET MARSHALS

The USA Swimming Safe Sport program is USA Swimming's comprehensive abuse prevention program dedicated to creating a healthy and positive environment free from abuse for all its members. Components of the program include, but are not limited to, providing education and training, enforcing policies (such as the Minor Athlete Abuse Prevention Policy), rules and best practice guidelines, promoting healthy boundaries and mandatory reporting of violations. As a volunteer, it is important to know, understand and abide by all USA Swimming rules and policies. Here are key things you need to know:

- The Minor Athlete Abuse Prevention Policy prohibits you from having a one-on-one interaction with a minor athlete that is not within an observable and interruptible distance from another adult. In your role you will interact with minor athletes, therefore you are required to abide by this policy in full during your time volunteering.
- No cameras (including cell phone cameras) or other recording devices are allowed behind the blocks at any time. If you see a camera you should:
  - Inform the camera user of the policy and request the device be put away.
  - Inform the Meet Director of the camera use. Do this even if the camera user puts the camera away when asked.
  - Exception: a credentialed, official meet photographer identified by the Meet Director, announced in the meet announcement and available to all athletes, is allowed behind the blocks **after** the start.
- Good sportsmanship is expected at all times.
  - Bullying or taunting is prohibited at all times on deck.
  - If you observe taunting or bullying behaviors:
    - Stop the behavior immediately.
    - Inform the Meet Director or Meet Referee so they can handle the situation.
- Deck changing is prohibited. If you see someone deck changing, take note of the athlete's club affiliation, if, any, and inform the Meet Referee or Meet Director.
- Rubdowns, massages and athletic training modalities are not allowed except by a licensed massage therapist or other certified professional. Coaches cannot perform massages, rubdowns or athletic training modalities – this includes stretching.
  - If you observe a coach performing a massage, rubdown or athletic training modality on an athlete, report this behavior immediately to the Meet Director or the Meet Referee.
- Swimmers are not allowed to sit on the lap of any non-family member coach



or official. If you see this happening, you should:

- Remind the adult that this is a Code of Conduct violation and ask them to stop.
  - Inform the Meet Director or Meet Referee of the behavior.
- Only registered coaches, officials, swimmers and meet volunteers are allowed on deck.
    - Non-athlete members, such as coaches and officials, must have a registration card or deck credential. If no identification is produced, escort him/her to the Meet Director.
    - If he/she has no reason/right to be on deck, ask him/her to leave and provide an escort off the deck if necessary. Inform the Meet Director or facility manager if there is any refusal to leave and/or threatening or belligerent behavior.
    - If you see someone who does not appear to belong on deck, ask that person why he/she is on deck and report to the Meet Director or Meet Referee.
  - Red flag behavior is inappropriate or suspicious behaviors. Red Flag behavior can include too much physical contact with athletes, ignoring Safe Sport rules and policies and even behaving as a peer rather than a supervising adult. Trust your intuition. If you notice behaviors, by anyone, that cause you concern, make sure you report it as soon as possible to the Meet Director or Meet Referee, or a designated Safe Sport representative .
  - Key things to remember if you need to report:
    - Take note of the person breaking the rules or crossing a boundary as well as how they are doing so.
    - Look for identifying information of all those involved - listen for a name, look at what they are wearing, such as a team shirt, where they are sitting and/or what race they were swimming.
  - Remember, you have an active role in keeping swimmers at this meet safe. You are not on deck to be a parent, a fan or a coach. Be vigilant in keeping your assigned area safe for all athletes, volunteers and non-athlete members of USA Swimming.
  - Thank you for attending our meet. (HOST CLUB NAME or We) want(s) a successful and safe event for all teams, coaches, and athletes. If you have any questions about the meet, please contact us at any time.



## **Safe Sport Briefing Sheet: TIMERS**

The USA Swimming Safe Sport program is USA Swimming's comprehensive abuse prevention program dedicated to creating a healthy and positive environment free from abuse for all its members. Components of the program include, but are not limited to, providing education and training, enforcing policies (such as the Minor Athlete Abuse Prevention Policy), rules and best practice guidelines, promoting healthy boundaries and mandatory reporting of violations. As a volunteer, it is important to know, understand and abide by all USA Swimming rules and policies. Here are key things you need to know:

- The Minor Athlete Abuse Prevention Policy prohibits you from having a one-on-one interaction with a minor athlete that is not within an observable and interruptible distance from another adult. In your role you will interact with minor athletes, therefore you are required to abide by this policy in full during your time volunteering.
- You are acting in an official capacity at this meet.
  - Do not text or use cell phones during the meet. Ask the head timer for relief if you need to do so.
  - No cameras, cell phone cameras, or other recording devices are allowed behind the blocks at any time.
  - If you observe camera use behind the blocks, notify the head timer or the nearest official, who will then notify the Meet Referee.
- Remember, you have an active role in keeping swimmers at this meet safe. You are not on deck to be a parent, a fan or a coach.
- Thank you for attending our meet. (HOST CLUB NAME or We) want(s) a successful and safe event for all teams, coaches, and athletes. If you have any questions about the meet, please contact us at any time.



## **Safe Sport Briefing Sheet: VOLUNTEERS**

The USA Swimming Safe Sport program is USA Swimming's comprehensive abuse prevention program dedicated to creating a healthy and positive environment free from abuse for all its members. Components of the program include, but are not limited to, providing education and training, enforcing policies (such as the Minor Athlete Abuse Prevention Policy), rules and best practice guidelines, promoting healthy boundaries and mandatory reporting of violations. As a volunteer, it is important to know, understand and abide by all USA Swimming rules and policies. Here are key things you need to know:

- The Minor Athlete Abuse Prevention Policy prohibits you from having a one-on-one interaction with a minor athlete that is not within an observable and interruptible distance from another adult. In your role you will interact with minor athletes, therefore you are required to abide by this policy in full during your time volunteering.
- Remember, you have an active role in keeping swimmers at this meet safe.
- Thank you for attending our meet. (HOST CLUB NAME or We) want(s) a successful and safe event for all teams, coaches, and athletes. If you have any questions about the meet, please contact us at any time.
- As we ask all our volunteers and staff, if you see something suspicious or something that makes you uncomfortable at the meet, please immediately report this to the Meet Referee or Meet Director.



## **Safe Sport Briefing Sheet: COACHES**

Thank you for attending our meet. (HOST CLUB NAME or We) want(s) a successful and safe event for all teams, coaches, and athletes. If you have any questions about the meet, please contact us at any time.

Several reminders to ensure everyone can have a great experience at this meet:

- The USA Swimming Safe Sport program is USA Swimming's comprehensive abuse prevention program dedicated to creating a healthy and positive environment free from abuse for all its members. Components of the program include, but are not limited to, providing education and training, enforcing policies (such as the Minor Athlete Abuse Prevention Policy), rules and best practice guidelines, promoting healthy boundaries and mandatory reporting of violations.
- The Minor Athlete Abuse Prevention Policy prohibits you from having a one-on-one interaction with a minor athlete that is not within an observable and interruptible distance from another adult.
- No cameras or other recording devices are allowed behind the blocks. If you are going to be taking video of your swimmers, you must stand on the side or at the turn end of the pool.
- Deck changing is prohibited at all times. Please help us by requiring your swimmers to use the locker rooms or other designated areas for changing and support our meet marshals when they remind your swimmers, or you, about this rule.
- Consistent with the Minor Athlete Abuse Prevention Policy, there will be locker room monitoring and supervision during the course of this meet.
- Rubdowns, massages and athletic training modalities are not allowed except by a licensed massage therapist or other certified professional who is not a coach. Any rubdown, massage or athletic training modality performed at the venue by a licensed professional must be conducted in an observable and interruptible distance from another adult and must never be done with only the athlete and licensed massage therapist in the room. If you plan to have a massage therapist with you at the meet, please inform the Meet Director and discuss an appropriate location for their services.
- Swimmers are not allowed to sit on the lap of any non-family member coach or official. If you see this happening, you should:
  - Remind the adult that this is a Code of Conduct violation and ask them



- to stop.
  - Inform the Meet Director or Meet Referee of the behavior.
- Permanently suspended or ineligible individuals cannot be present on deck, coach, or perform any function at a meet requiring USA Swimming membership.
- Individuals permanently suspended or ineligible can be spectators at a meet and may be in the stands. Violators shall be reported to the Meet Director or Meet Referee.
- If you see violations of the USA Swimming Code of Conduct, or observe suspected child abuse, you must report this to the appropriate jurisdictions including law enforcement, U.S. Center for SafeSport and USA Swimming. Violations of MAAPP should be reported to the Meet Referee or Meet Director.



## **Safe Sport Briefing Sheet: OFFICIALS**

Thank you for attending our meet. (HOST CLUB NAME or We) want(s) a successful and safe event for all teams, coaches, athletes, and volunteers. If you have any questions about the meet, please contact us at any time.

Several reminders to ensure everyone can have a great experience at this meet:

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- The Minor Athlete Abuse Prevention Policy prohibits you from having a one-on-one interaction with a minor athlete that is not within an observable and interruptible distance from another adult.
- No cameras or other recording devices are allowed behind the blocks. If you witness someone recording, ask the individual to stop and report the violation to the Meet Referee.
- Deck changing is prohibited at all times. Report the violation to the Meet Referee providing information about who the athlete was and/or what club they are affiliated with.
- Consistent with MAAPP there will be locker room monitoring and supervision during the course of this meet.
- Rubdowns, massages and athletic training modalities are not allowed except by a licensed massage therapist or other certified professional. Coaches cannot perform massages, rubdowns or athletic training modalities – this includes stretching.
  - If you observe a coach performing a massage, rubdown or athletic training modality on an athlete, report this behavior immediately to the Meet Referee
- Swimmers are not allowed to sit on the lap of any non-family member coach or official. If you see this happening, you should:
  - Remind the adult that this is a Code of Conduct violation and ask them to stop.
  - Inform the Meet Referee of the behavior.



- Permanently suspended or ineligible individuals cannot be present on deck, coach, or perform any function at a meet requiring USA Swimming Membership.
- Individuals permanently suspended or ineligible can be spectators at a meet and may be in the stands. Violators shall be reported to the Meet Referee.
- If you see violations of the USA Swimming Code of Conduct, or observe suspected child abuse, you must report this to the appropriate jurisdictions including law enforcement, U.S. Center for SafeSport and USA Swimming. Violations of MAAPP should be reported to the Meet Referee or Meet Director.



## **Deck Changing: A Guide for LSC Leadership**

Deck Changing should be addressed at the meet at the time it is observed and/or reported. Meet administration should speak with the coach of the team, informing the coach that an athlete member was observed deck changing. The coach should be directed to educate the athlete about the rule and that there could be consequences if deck changing is observed and/or reported again.

If a deck changing incident is not resolved during the meet at which it occurs, the Meet Director or Meet Referee should contact the LSC General Chair and/or Safe Sport Chair. The LSC General Chair and Safe Sport Chair together should decide who should speak with the coach. At that point, the following steps should be taken:

1. Obtain information from the Meet Referee and Meet Director as to the situation which occurred, the mentoring steps taken, and the response of the coach.
2. Review the situation with the General Chair.
3. Determine who will address the matter with the coach.
4. Potential speaking points with the coach:
  - a. This is a rule which must be followed like any other rule.
  - b. Recognize it takes time to change behavior and coaches have tremendous influence and respect over athletes. If the coach is not supportive of the rule in front of the athlete, it is unlikely the athlete's behavior or buy-in will change.
  - c. Younger athletes may pattern their behavior after older teammates or role models, such as National Team athletes. The older athletes need to serve as an example of appropriate behavior and decorum for the younger athletes.
  - d. In most municipalities, there are laws/statutes against public nudity (if the body is exposed during deck changing).
  - e. This is a Safe Sport/safety issue for the athlete. People in the stands are more likely to observe deck changing (e.g., in high bleachers, balcony seating, etc.) and with a more unobstructed view, than officials, coaches and meet marshals on deck. This increases the potential that an image can be taken, which can then be distributed (rapidly) via social media.
  - f. An image on the internet or distributed through social media may be out there forever bringing lasting ramifications for the athlete.
  - g. A compromising picture of an athlete can be used to blackmail or bully an athlete into a riskier and more dangerous situation.
5. Notify the USA Swimming Safe Sport staff of the initial report and the actions taken.
6. This may be an opportunity to involve the Zone Safe Sport Chair/Coordinator, who can assist the LSC Safe Sport Chair and provide mentoring if needed.



## **Additional Resources**