



Safe Sport Club Checklist

First Name *

Last Name *

Club Name *

Phone Number *

Email Address *

Club type *

☐

Policies and Guidelines

Is child protection included in
your mission statement, vision
statement, or values
statement? * ☐ Yes ☐ No

Please share your mission
statement *

Do you have a team travel
policy? * ☐ Yes ☐ No

Do you have an electronic
communication policy? * ☐ Yes ☐ No

Do you have an anti-bullying
plan? * ☐ Yes ☐ No

**Do you have an anti-bullying
plan? ***

**Do you have a photography
policy? *** ☐ Yes ☐ No

**Do you have a locker room
monitoring policy? *** ☐ Yes ☐ No

**How often do you communicate
the policies to the members of
your club (including coaches,
athletes, parents, and
volunteers)? *** ☐ Never ☐ Rarely
☐ Occasionally ☐ Often

**Who do you target your
communication to regarding
policies? (Select as many as
apply) *** ☐ Coaches ☐ Athletes ☐ Parents
☐ Volunteers ☐ Lifeguards ☐ Other

**Who developed and evaluates
the policies, and what is their
role within the club? ***

**Does your club give members
instructions on how to report
policy violations? *** ☐ Yes ☐ No

**How are new members, staff,
and/or volunteers taught team
policies and/or norms? ***

**How is feedback from club
members on the policies
solicited and acted on? ***

Screening and Selection

What is the onboarding procedure for new hires? *

How are new staff members recruited? (Select as many as apply) *

- ☐ Internally ☐ Word-of-mouth
☐ Open call ☐ Other

How are regular volunteers recruited? (Select as many as apply) *

- ☐ Internally ☐ Word-of-mouth
☐ Open call ☐ Other

How often are reference checks completed for new staff members? *

- ☐ Every hire ☐ Only head coach hires
☐ Only assistant coach hires ☐ Whenever we think we need to
☐ Never

What are the top 3 criteria you look for when hiring coaches? *

How often are performance reviews completed for staff members? *

- ☐ Quarterly or more ☐ Every 6 months
☐ Annually ☐ When there's a problem
☐ Never

Does your team have a standard hiring procedure? *

- ☐ Yes ☐ No

Do you regularly hire former athletes? *

- ☐ Yes ☐ No

Training and Education

Do you engage athletes in Safe Sport education or the online courses? If so, how? *

Do you engage parents in Safe Sport education or the online courses? If so, how? *

How often do you discuss Safe Sport with your team? *

- ☐ Weekly ☐ Monthly
☐ Every other month ☐ At the start of each season
☐ Annually ☐ Only when an issue comes up
☐ Never

How often do you communicate with local experts or the National Office regarding Safe Sport topics? *

- ☐ Never ☐ Only when there's an issue
☐ Occasionally ☐ Regularly

Beyond the required APT, how many Safe Sport trainings do you and/or your staff members participate in each year? *

Monitoring and Supervision

Does your team have a designated Safe Sport Coordinator? *

- ☐ Yes ☐ No

How are behavioral expectations communicated within the team—coaches and athletes? *

How often does the head coach
check in with his/her assistant
coaches? *

- ☐ Daily ☐ Weekly
☐ Monthly ☐ Quarterly
☐ At the start of each season

What topics does the head coach
check in with the assistant
coaches about? *

How often are assistant coaches
supervised in-person by the head
coach? *

- ☐ Daily ☐ Weekly
☐ Monthly ☐ Quarterly
☐ Once or twice a season

Are coaches on your staff
actively mentored? *

- ☐ Yes ☐ No

How often do you ask athletes to
evaluate their coaches? *

- ☐ Never ☐ Only when there's an issue
☐ Occasionally ☐ Regularly

How often do you reach out to
parents to solicit feedback about
coach behavior and coaching
styles? *

- ☐ Never ☐ Only when there's an issue
☐ Occasionally ☐ Regularly

Recognizing, Responding, and Reporting

Do you have a club code of
conduct for athletes? *

- ☐ Yes ☐ No

Do you have a club code of
conduct for coaches? *

- ☐ Yes ☐ No

Do you have a club code of
conduct for parents? *

- ☐ Yes ☐ No

- ☐ Yes ☐ No

Does your club have a grievance process? *

How is your grievance process communicated? *

How often do you hear of Safe Sport complaints from your athletes, coaches, or athletes' parents? *

- ☐ I've never heard a complaint. ☐ Rarely
☐ Occasionally ☐ Issues are brought to my attention regularly

How often do you communicate with the National Office regarding Safe Sport complaints? *

- ☐ I've never contacted the National Office ☐ Once or twice
☐ Only when I don't know what to do ☐ Regularly

When a policy violation happens or a complaint is handled, how are outcomes communicated to coaches, athletes, parents, and leadership? *

Grassroots Engagement and Feedback

How do you solicit feedback from your members? *

- ☐ Only if the individual seeks me out ☐ Only from select individuals
☐ Only when changes occur ☐ At the start of each season
☐ Regularly from a broad selection of people

What type of feedback do you solicit? *

What do you do with that feedback? *

How often do you communicate
feedback on Safe Sport to the
National Office? *

☐ Never ☐ Rarely
☐ Occasionally ☐ Often
☐ Only when asked

Additional Comments

If you would like individual feedback on your team's self-assessment, please contact Maggie Vail at (719) 866-3552 or mvail@usaswimming.org.

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SUBMIT

Safe Sport Inventory Self-Assessment User Guide

Thank you for taking the time to complete this self-assessment for your club! The purpose of this tool is to help your club gain a greater understanding of how engaged it is with the Safe Sport movement and how the available resources can help the club create a Safe Sport culture, characterized by open communication, transparency, and positivity.

There are six sections of the self-assessment, consistent with the six program areas of Safe Sport. While there are not necessarily right or wrong answers to the assessment, the questions and the following recommendations are designed to provide a step by step map to create a Safe Sport culture on your team.

Take the self-assessment first. When you are finished, you will receive a copy of your responses. Use this guide to review your self-assessment with the other leaders of your swim club. If you would like individualized feedback on your self-assessment, please contact Maggie Vail at (719) 866-3552 or mvail@usaswimming.org.

Section 1: Policies and Guidelines

- ✓ We recommend that you customize mission statement and all team policies specific to your team. As team leadership, you know best the strengths and challenges of your team and facility. Use the model policies on <http://www.usaswimming.org/toolkit> to get started.
- ✓ A team travel policy, an electronic communication policy, and an anti-bullying plan are all required policies for USA Swimming member clubs. We also recommend that your club have a photography policy and a locker room monitoring policy. You can find model policies that can be adapted to fit your club's structure and needs at <http://www.usaswimming.org/toolkit>.
- ✓ It is important to communicate your team policies to everyone involved with your team – coaches, athletes, parents, and volunteers - in order to create accountability to the policies and to empower individuals to speak up when they observe behavior that is inconsistent with the expectations of the club.

Section 2: Screening and Selection

- ✓ Hiring the right people to lead your team is critical to creating and maintaining a positive and safe club culture.
- ✓ Whether you are hiring from within your team or conducting a national search, it is important to maintain consistent hiring procedures that include reference checking. Don't let your familiarity with the applicant get in the way of due diligence when hiring from within your team. Checking references for people you know well will either bring up something you didn't know or reaffirm what a great addition this individual will be to your staff.
- ✓ For a streamlined hiring process, use Swim Staff Select. This free, online tool can be found at <http://www.swimstaffselect.com> and will you to develop job descriptions, interview scripts, and performance review templates.

Section 3: Training and Education

- ✓ USA Swimming's online courses are not the only way to educate members of your club community, but they are convenient. We offer three free courses: Safe Sport for Parents, Safe Sport for Athletes, and Bullying Prevention. Host a parent night, view the course as a group, and then review your club's policies so that all are up to date. Find the parent course and more at <http://www.usaswimming.org/safesport>.

Safe Sport Inventory Self-Assessment User Guide

- ✓ Discussing Safe Sport with your athletes is as simple as a 5-10 minute team talk once a week. Discuss topics such as team culture, speaking up, and boundaries.
- ✓ Do you have questions about those topics? Contact local experts through the school districts, local resource centers, or other sports organizations.

Section 4: Monitoring and Supervision

- ✓ It is not a requirement to have a Safe Sport coordinator at your club, however it can be a useful role in defining your team's commitment to Safe Sport. A club coordinator can take on such responsibilities as planning educational and/or awareness events for Safe Sport and helping to develop policies that make sense for your club.
- ✓ Regardless of staff size, it is important for all members of your staff to share an understanding of your team's vision for Safe Sport and the protection of its athletes.
- ✓ Establishing open communication between club leadership, the coaching staff, and the athletes creates a transparent culture and fosters an environment where concerns are handled efficiently before they escalate.

Section 5: Recognizing, Responding, and Reporting

- ✓ Club codes of conduct for athletes, coaches, and parents are not required, but these can serve as a useful tool for establishing expectations for behavior among your members. If your members know what is expected of them, it is easier to respond to circumstances in which those expectations are not being met. Find model codes of conducts at www.usaswimming.org/toolkit.
- ✓ A grievance process should include who receives reports of concerns and how they will be addressed, including a reasonable timeframe and expectations of confidentiality.
- ✓ You may always call or email Safe Sport at the national office if you are unsure of how to handle a situation at (719) 866-4578 or safesport@usaswimming.org.

Section 6: Grassroots Feedback and Engagement

- ✓ Good swim teams cannot operate in a vacuum. Regularly soliciting feedback from your staff, athletes, and the athletes' parents serves to help club leadership understand the culture of the team and how certain actions are perceived.
- ✓ Soliciting feedback *and acting on that feedback* establishes trust between club leadership and the member families.

Thank you for taking the USA Swimming Safe Sport Self-Assessment! We hope these recommendations will guide you through the steps to create or enhance Safe Sport culture at your club. If your club would like customized feedback on its self-assessment, please contact Maggie Vail at mvail@usawimming.org.