

Safe Sport Club Checklist

Policies and Guidelines from [USAV Safesport Handbook](#) *

Is child protection included in your mission statement? *

Yes No

Do you have a club travel policy similar to that described in Appendix B? *

Yes No

Do you have a social media and electronic communication policy similar to that described in Appendix A? *

Yes No

Do you have an anti-bullying plan? *

Yes No

Do you have a photography 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? *

Staff and Volunteer 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 Only when there's a problem

Does your club 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 Regional and National Office regarding Safe Sport topics? *

- Never Only when there's an issue
 Occasionally Regularly

Does your club participate in other Safe Sport or similar 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

Does your club have a grievance process? *

- Yes No

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