



Klahaya

SWIM & TENNIS CLUB

Youth Safety, SafeSport Training, and Designated Reporter Policy

Purpose

Klahaya Swim & Tennis Club is committed to maintaining a safe and respectful environment for minors while on Club premises or participating in Club activities.

Minors are present at the Club in a variety of settings, including organized programs such as swim team, lessons, and tennis instruction, as well as general recreational use of the pool, courts, and grounds. This policy establishes training expectations and reporting procedures intended to promote youth safety and ensure that concerns involving minors are addressed appropriately.

In developing this policy, the Club relies in part on the **SafeSport framework**, which is widely used across youth sports organizations to promote abuse prevention, clear reporting expectations, and appropriate adult–minor boundaries. Many athletes, coaches, and families participating in youth sports—including those affiliated with national governing bodies such as USA Swimming, USTA, USA Water Polo and similar organizations—are already familiar with this framework. Using SafeSport as a reference point helps establish a consistent and widely recognized approach to youth safety practices.

This policy is intended to promote awareness of youth safety practices and to establish clear reporting pathways for concerns involving minors. It reflects widely used youth-sports safety practices and supports responsible governance of Club activities involving youth. The policy does not replace or supersede the role of law enforcement or child protection authorities in investigating or determining allegations of abuse.

Scope

This policy applies to **all Club premises and Club-related activities**, including organized programs, recreational use of the facilities, and Club events.

The policy applies to:

1. Members
2. Employees
3. Coaches and instructors
4. Volunteers
5. Board members



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6. Guests and visitors participating in Club activities

A. SafeSport Training Requirement

To promote consistent awareness of youth safety practices, the following individuals age 18 or older shall complete SafeSport training (or equivalent abuse-prevention training) and maintain a current status of “SafeSport Trained”:

1. All members of the Board of Directors
2. The General Manager
3. Assistant or Relief Managers
4. The Swim Director
5. The Tennis Director
6. The Head Swim Coach
7. The Head Tennis Coach
8. The Head Water Polo Coach
9. Assistant Coaches age 18 or older
10. Employees age 18 or older who regularly supervise youth programming

Training must be completed:

- i. Upon assuming the role requiring training; and
- ii. At renewal intervals recommended by the training provider.

The General Manager shall maintain records confirming completion of required training.

Employees under the age of 18 will have the opportunity to take SafeSport training as well, with permission from a parent/guardian.

B. Designated Reporters

The Club designates certain individuals to receive and manage reports involving potential youth safety concerns.

Designated Reporters shall include:

1. The President of the Board of Directors
2. The General Manager
3. The Swim Director



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4. The Tennis Director
 5. The Head Swim Coach
 6. The Head Tennis Coach
 7. The Head Water Polo Coach

The Board may designate additional reporters when appropriate. The group of Designated Reporters shall include individuals of different genders so that minors and other reporting individuals may choose to speak with a reporter with whom they are most comfortable.

If a report involves a Designated Reporter or if the reporting individual is uncomfortable reporting to a particular Designated Reporter, the concern may be reported to any other Designated Reporter or directly to the Board President.

Designation as a Designated Reporter under this policy does not create or alter any individual's legal status as a mandatory reporter under applicable law.

C. Reporting Youth Safety Concerns

Any Club member, employee, volunteer, coach, or guest may report concerns involving the safety or welfare of a minor occurring on Club premises or in connection with Club activities or programs.

Such concerns may include:

1. Suspected abuse or neglect of a minor
2. Inappropriate conduct toward a minor
3. Boundary violations or grooming behaviors
4. Violations of Club youth-safety expectations

Reports may be made verbally or in writing to any Designated Reporter.

Reporting a concern to a Designated Reporter does not replace or limit any individual's obligation to comply with mandatory reporting requirements under applicable law.

The Club prohibits retaliation against any individual who makes a report in good faith.

Employees, coaches, and volunteers are expected to promptly report any reasonable concern involving the safety or welfare of a minor.



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D. Responsibilities of Designated Reporters

When a report is received, the Designated Reporter shall:

1. Document the report, including
 - i. Date and time of the report
 - ii. Description of the concern
 - iii. Individuals involved, if known
2. Determine whether mandatory reporting obligations apply under Washington law.
3. Notify appropriate authorities when required, including
 - i. Child Protective Services; or
 - ii. Local law enforcement.
4. Notify the Board President and General Manager if the report was received by another Designated Reporter.
5. Maintain confidentiality to the extent reasonably possible while ensuring proper reporting and response.

E. Immediate Safety

If a minor is believed to be in immediate danger, the Designated Reporter shall:

1. Contact emergency services or law enforcement immediately; and
2. Notify the Board President and General Manager as soon as practicable.

F. Interim Protective Measures

When appropriate and consistent with guidance from authorities, the Club may take interim measures to protect participants, including:

1. Temporary removal of an individual from youth activities
2. Restricting access to youth areas of the Club
3. Administrative leave for employees pending review

The Board may consult legal counsel when necessary.



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G. Recordkeeping

Reports and related documentation shall be maintained securely and retained in accordance with applicable legal requirements and Club governance practices.

H. General Youth Safety Practices

The Club supports the following practices intended to reduce risk when minors are present on Club premises or participating in Club activities:

1. Adults supervising youth activities should avoid being alone with a minor in a private setting when possible.
2. Youth activities should occur in visible and appropriately supervised settings.
3. Staff, volunteers, and participants are expected to maintain appropriate personal and communication boundaries with minors.
4. Private electronic communication between adults and minors related to Club activities should include a parent or guardian when practical¹.
5. One-on-one meetings between an adult and a minor related to Club activities should occur in observable and interruptible settings when possible.
6. Because the Club maintains shared locker rooms used by members of different ages, all members, staff, and guests are expected to respect privacy and appropriate boundaries. Adults should avoid prolonged or unnecessary presence in locker rooms when youth activities are underway and should use the family restroom when practical. Conversations between adults and minors should not occur in locker rooms except as necessary for normal supervision or safety.

¹ This guideline does not apply to employment-related communication between Club management and staff members regarding scheduling, payroll, operational logistics, or other routine workplace matters.

All such electronic communication between management and staff regarding work responsibilities should occur through Club approved platforms when practical and may be reviewed by the General Manager or Board if questions arise.



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I. Board Oversight

The Board of Directors retains responsibility for ensuring that youth-safety policies are maintained, training requirements are met, and appropriate procedures are followed when concerns arise.