

U.S. FIGURE SKATING SAFESPORT COMPLIANCE REQUIREMENTS

U.S. Figure Skating requires individuals it, or its member clubs, formally authorizes, approves or appoints (1) to a position of authority over, or (2) to have regular contact with athletes to have successfully completed a background check with a green light finding prior to participating in and/or preparing for U.S. Figure Skating-related activities.

COVERED INDIVIDUALS REQUIRED TO COMPLETE SAFESPORT TRAINING AND BACKGROUND CHECK (Must be 18 years or older as of July 1, 2019)		
ASSOCIATED WITH ACTIVITIES OVERSEEN BY U.S. FIGURE SKATING*	ASSOCIATED WITH ACTIVITIES OVERSEEN BY MEMBER CLUBS**	COACHES AND OTHER INDIVIDUAL PROFESSIONALS***
<ul style="list-style-type: none"> U.S. Figure Skating staff. U.S. Figure Skating-hired independent contractors and/or vendors who have regular contact with Athletes. U.S. Figure Skating Board Members. U.S. Figure Skating Committee Chairs. U.S. Figure Skating Officials. Adult Participants appointed to travel with Team USA: <ul style="list-style-type: none"> Faculty, staff, chaperones and lead volunteers for U.S. Figure Skating training camps. Volunteer medical staff supporting U.S. Figure Skating national or international events. S.T.A.R.S. anchors. <p><i>*U.S. Figure Skating responsible for cost of background checks</i></p>	<ul style="list-style-type: none"> All volunteers in any sanctioned events or club activities who have regular contact with Athletes. Team Managers / Team Service personnel for synchronized skating and theatre on ice teams. Locker room volunteers for all competitions, ice shows, club events, programs, etc. Club SafeSport Compliance Chairs. <p><i>**U.S. Figure Skating is responsible for the cost of background checks for one SafeSport Compliance Chair per club. The club/individual is responsible for the cost of all others in this category.</i></p>	<ul style="list-style-type: none"> All coaches who are U.S. Figure Skating Members. Adult partners assisting in pair or dance tests with Minor Athletes. All registered Learn to Skate USA instructors, coaches and directors. Any professional service provider (i.e., sport psychologist, nutritionist, choreographer, etc.) wishing to obtain a credential for a U.S. Figure Skating-sanctioned event. Adult Athletes who are Covered Individuals. <p><i>***Those listed in this column are responsible for cost of background checks.</i></p>

SafeSport training and background checks

SafeSport training and background checks are accessed through the U.S. Figure Skating Members Only site, through the process below. If you need further instruction, please view the SafeSport compliance webinar available on Members Only.

For those with a U.S. Figure Skating Membership Account

- Log into your **Members Only** account at usfsaonline.org.
- Click red bar: "Your member compliance is NOT COMPLETE," or the U.S. Figure Skating SafeSport icon (second from left)
- All compliance items are in the blue box that will appear on the screen.
 - For **SafeSport Initial Training**, click red "BEGIN" button.
 - Enter your member number.
 - Validate the information is yours.
 - Complete the Account Setup, create a password.
 - You will need access to the email address entered to validate the email before you can begin the training.
 - For a **Background Check**, click the red "BEGIN" button.
 - You will be required to validate your information before being sent to the National Center for Safety Initiatives in a new window. Based on your role, if you are directed to payment, it must be collected before you can begin the background check.
 - Please have your Social Security Number, past addresses and driver's license available.

TROUBLESHOOTING: If you are not directed to the NCSI site to complete a background check, or to the U.S. Center for SafeSport to complete the SafeSport training, the pop-ups on your internet browser may be blocked. Please enable pop-ups and try again.

For those without a U.S. Figure Skating Membership Account

- Go to the Members Only site
- Click "Non-Member? Create Account" link.
- Enter profile information and set a password on following page.
- Click the U.S. Figure Skating SafeSport icon.
- All compliance items are in the blue box at the top of the page. Follow steps "a" and "b" from above to complete the SafeSport training and NCSI background check.

PLEASE NOTE: It can take up to 48 hours to receive updated compliance status information regarding the SafeSport Training. It takes 5-10 business days for the NCSI background check to be completed, with an additional 1-2 business days for the updated compliance status to appear on your Member Profile.

Clubs Leadership can track all members' compliance through:

- Event Management System (EMS), if using for competition registration.
- The Club Management menu on Members Only: Search, select and filter to check the compliance of coaches, officials and club members you are inviting to coach, officiate or volunteer at a club event or activity.

SAFESPORT COMPLIANCE FAQ

As of Dec. 20, 2019. Please check back, as these questions will be updated periodically.

Q Who is required to complete a background check and who pays for it?

A The individuals listed in the chart below are required to complete a background check via U.S. Figure Skating's partnership with NCSI. Who covers the cost varies based on a person's capacity with U.S. Figure Skating. Please see the chart below:

COVERED INDIVIDUALS REQUIRED TO COMPLETE SAFESPORT TRAINING AND BACKGROUND CHECK (Must be 18 years or older as of July 1, 2019)		
ASSOCIATED WITH ACTIVITIES OVERSEEN BY U.S. FIGURE SKATING*	ASSOCIATED WITH ACTIVITIES OVERSEEN BY MEMBER CLUBS**	COACHES AND OTHER INDIVIDUAL PROFESSIONALS***
<ul style="list-style-type: none"> U.S. Figure Skating staff. U.S. Figure Skating-hired independent contractors and/or vendors who have regular contact with Athletes. U.S. Figure Skating Board Members. U.S. Figure Skating Committee Chairs. U.S. Figure Skating Officials. Adult Participants appointed to travel with Team USA: <ul style="list-style-type: none"> Faculty, staff, chaperones and lead volunteers for U.S. Figure Skating training camps. Volunteer medical staff supporting U.S. Figure Skating national or international events. S.T.A.R.S. anchors. <p><i>*U.S. Figure Skating responsible for cost of background checks</i></p>	<ul style="list-style-type: none"> All volunteers in any sanctioned events or club activities who have regular contact with Athletes. Team Managers / Team Service personnel for synchronized skating and theatre on ice teams. Locker room volunteers for all competitions, ice shows, club events, programs, etc. Club SafeSport Compliance Chairs. <p><i>**U.S. Figure Skating is responsible for the cost of background checks for one SafeSport Compliance Chair per club. The club/individual is responsible for the cost of all others in this category.</i></p>	<ul style="list-style-type: none"> All coaches who are U.S. Figure Skating Members. Adult partners assisting in pair or dance tests with Minor Athletes. All registered Learn to Skate USA instructors, coaches and directors. Any professional service provider (i.e., sport psychologist, nutritionist, choreographer, etc.) wishing to obtain a credential for a U.S. Figure Skating-sanctioned event. Adult Athletes who are Covered Individuals. <p><i>***Those listed in this column are responsible for cost of background checks.</i></p>

Q What changes were made to U.S. Figure Skating's background checks?

Screens Submitted Prior to January 1, 2020	Screens Submitted on or After January 1, 2020
\$20	\$30
Background check valid for the season in which it is completed with an automatic six month recheck	Background check valid for the season in which a determination is issued and the following season
Local level searches – 2 County Criminal Records search of longest/most recent residency in the past 5 years	Local level searches – County Criminal Records search for name used and county where the individual currently lives or has lived during the past 7 years (up to 3 included)
No Federal District Courts searches	Federal District Courts searches – For name used and district where the individual currently lives or has lived during that past 7 years (up to 3 included)
Automatic re-check at 6 months of multi-jurisdictional national database and SOR	Automatic re-check at 12 months of multi-jurisdictional national database and SOR
No National Watch List searches	Multiple National Watch Lists

SAFESPORT COMPLIANCE FAQ

As of Dec. 20, 2019. Please check back, as these questions will be updated periodically.

Q I have a current U.S. Figure Skating background check that is valid until June 2020. Do I need to submit a new one based on the changes to the screens?

A No. Individuals with a current background check are not affected by these changes until the 2020-21 season compliance period which begins 6/1/2020.

Q What about foreign coaches or foreign officials at non-qualifying events who are not U.S. Figure Skating members?

A They will be required to present the LOC with a letter from their Federation verifying they are a member in good standing with their Federation.

Q Can I submit my background check and do my SafeSport training on paper?

A No. Both rely on very large data bases to verify information and share your compliancy. Please ask a family member or friend to assist you on their personal computer or perhaps on a computer at the library. You can also contact your club's SafeSport Chair who may find a member volunteer to help.

Q I'm an announcer/I facilitate the music at our club's non-qualifying competition. Do I need to be SafeSport compliant?

A No. Only those in a position of authority or in regular contact with athletes must comply. However, announcers/music positions at the U.S. Championships and ISU events hosted by U.S. Figure Skating are considered "officials" and therefore must be compliant.

Q My employer requires a background check and I also have one as a baseball coach. Can I submit one of those?

A No. The background check U.S. Figure Skating requires is specific to U.S. Figure Skating and must be completed through your U.S. Figure Skating Members Only portal. We do not accept any other screenings.

Q How often do I need to do the SafeSport training and background check?

A U.S. Figure Skating has moved to bi-annual background checks. Background checks submitted on or after 1/1/2020 will be valid for the season in which it is completed, plus the following season. Beginning 6/1/2020, the SafeSport training will be an annual requirement.

Q What calendar is being used for compliance?

A Compliancy will follow the U.S. Figure Skating membership year which begins July 1 and ends June 30.

Q After I complete my SafeSport training and background check, how long will it take to show I'm compliant?

A It takes 5-10 business days for NCSI to complete a domestic background check. International screens may take up to 14 days to be complete. Once U.S. Figure Skating is notified, it takes one business day or less for a person's compliance status to be updated.

SAFESPORT COMPLIANCE **FAQ**

As of Dec. 20, 2019. Please check back, as these questions will be updated periodically.

Q What if I choose not to complete the SafeSport training and background check?

A You will not be permitted to participate in a role that requires compliance.

Q Who is responsible for making sure individuals at events are compliant?

A It is the responsibility of both the individual who is required to be compliant and the Local Organizing Committee who is running the event.

Q What about foreign coaches or foreign officials at non-qualifying events who are not U.S. Figure Skating members?

A They will be required to present the LOC with a letter from their Federation verifying they are a member in good standing with their Federation.