

# 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 frequent 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.

<b>ADULTS REQUIRED TO COMPLETE SAFESPORT TRAINING AND BACKGROUND CHECKS</b> <i>(Must be 18 years or older as of July 1, 2018)</i>		
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"> <li>U.S. Figure Skating staff.</li> <li>U.S. Figure Skating-hired independent contractors and/or vendors who come into frequent contact with athletes.</li> <li>U.S. Figure Skating Board Members.</li> <li>U.S. Figure Skating Committee Chairs.</li> <li>U.S. Figure Skating Officials.</li> <li>Members appointed to travel with Team USA:               <ul style="list-style-type: none"> <li>Team Leaders</li> <li>Team Support Staff</li> <li>Team Physicians</li> </ul> </li> <li>Faculty, staff, chaperones and lead volunteers for U.S. Figure Skating training camps.</li> <li>Volunteer medical staff supporting U.S. Figure Skating national or international events.</li> <li>S.T.A.R.S. anchors.</li> </ul> <p><i>*U.S. Figure Skating responsible for cost of background checks</i></p>	<ul style="list-style-type: none"> <li>All volunteers in any sanctioned events or club activities who come in close contact with athletes.</li> <li>Team Managers / Team Service personnel for synchronized skating and theatre on ice teams.</li> <li>Locker room volunteers for all competitions, ice shows, club events, programs, etc.</li> <li>Club SafeSport Compliance Chairs.</li> </ul> <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"> <li>All U.S. Figure Skating member coaches.</li> <li>Partners assisting in pair or dance tests with minor athletes.</li> <li>All registered Learn to Skate USA instructors, coaches and directors.</li> <li>Any professional service provider (i.e., sport psychologist, nutritionist, choreographer, etc.) wishing to obtain a credential for a U.S. Figure Skating sanctioned event.</li> </ul> <p><i>*Coaches, individual professionals 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.

## Take The Training

The SafeSport Program training and education is provided through an online platform and its purpose is to educate our members in becoming aware of opportunities to assist in the prevention of harassment and abuse within our sport. Members are able to access the program through the Members Only site (just login to your members only account, click on the SafeSport Initial Training icon and follow the instructions to create an account and access the Training). **The online program is free to our members!** Course completions will be tracked in your member profile. If you are not a member and are required by U.S. Figure Skating to complete the SafeSport Training, please contact us at **Member Services** P:719.635.5200 or send us an email to [memberservices@usfigureskating.org](mailto:memberservices@usfigureskating.org).

The **initial training** provides information to educate our members on opportunities to assist in the provision of a positive experience and the creation of a safe environment for every athlete, coach and volunteer. SafeSport Training is valid for two (2) years after the completion date for those who are required to complete the Training.

The training consists of three courses which take approximately 30-45-minutes each to complete. You can start and stop the Training at any time. If you stop at any point prior to completion, you will return at the same place where you left off. Each course consists of a pre-test, videos, learning scenarios and a final test that those required to take the Training must pass.

### **SafeSport**

Critical information to help keep every program safe: Athletes will perform better, soar higher, and get more from sport if they feel safe. Misconduct threatens that safety, and it can happen in every sport and at every competitive level. This SafeSport online training program teaches you about the nature of misconduct in sport: how to recognize it, how to prevent it and how to take action. The information in this course will help to keep sport a positive experience for every athlete, coach and volunteer.

### **SafeSport Parent (coming Spring 2018)**

Developed for parents of athletes, this course addresses important topics around recognizing, preventing and taking action against misconduct in sports, from a parent perspective. This course, which takes a little over half an hour to complete, helps parents become active participants in creating safe, positive sports environments for their child.

### **SafeSport Refresher (coming Spring 2018)**

Review key concepts to help keep athletes safe. If it's been a year or more since your members have completed the initial SafeSport training, we recommend this brief refresher course. This 30-minute training reviews critical concepts to help keep your sport program safe and positive for every participant.

# Submitting Your Background Check for U.S. Figure Skating Members

The National Center for Safety Initiatives (NCSI) is the authorized search organization that performs the background searches for U.S. Figure Skating.

**To submit your background check you will need to provide your valid U.S. Social Security number (if you have one), as well as current and past physical street addresses (not PO Boxes) for at least the past five years.**

Members who do not have a valid U.S. Social Security number can still complete the background check. When the form asks if you have a valid Social Security number, simply select “No”.



**You will also need to answer a series of yes/no questions regarding your criminal history. An answer of yes to any of these questions will require details concerning where and when the incident occurred.**

**We recommend using Google Chrome for your background check. Internet Explorer is known to not render the process/program.**

Please utilize the instructions below if you think you may need help through the process.

1. **To begin, go to the U.S. Figure Skating Members Only website – <https://usfsaonline.org> – and sign in with your membership number and password.**
2. **Click the red bar at the top stating “Compliance is NOT COMPLETE”. This will navigate you to the Compliance tab.**
3. **The compliance section will indicate what is complete, in progress or not started.**
4. **Click Begin button for the Background Check.**

The screenshot shows the website's navigation bar with links for "2018-2019 Competition Season Profile", "Print Temporary Membership Card", "View Transactions", and "Photo Upload". Below the navigation bar, the "Compliance" tab is selected. A message states: "Some compliance items are only valid for one membership year and must be completed again for the next membership year. Be aware of the valid thru date! As a reminder, a membership year officially begins on July 1st. Based on one or more of the roles you participate in with U.S. Figure Skating, you have been identified as: Compliance: Mandatory Role(s): General". A table titled "General Compliance" lists two items: "SafeSport Online Training (Valid Thru 2/15/2020)" with a green checkmark icon, and "Background Check (Not Started)" with a red prohibition sign icon. A red "Begin" button is located to the right of the "Background Check" row.

General Compliance	
	SafeSport Online Training (Valid Thru 2/15/2020)
	Background Check (Not Started)

5. You will be asked to check your name, your date of birth and your U.S. Figure Skating member number:

BACKGROUND CHECK

The background check is processed through and results automatically passed back into your member profile through National Center for Safety Initiatives. Please verify the information below carefully! If any information is incorrect, click EDIT or log in to the correct account.

**Member Verification**

Name  \*This must be your full legal name

Member Number

Date Of Birth

Edit

By continuing, you agree the information above is accurate and is the person the background check will be conducted on. There will be no refunds for payments made or results for the wrong member.

Cancel Continue

- A. If the name or membership number listed is not your name or membership number, you are in the wrong account. Click on the blue “Cancel” button, click on “Sign Out” in the upper right hand corner, and then log in to the proper account.
- B. If your Date of Birth is incorrect or missing, click on the “Edit” button to edit your date of birth, click “Save” to save the changes, and then click on the green “Continue” button to continue to the next page.
6. The “Background Check Screening Registration for U.S. Figure Skating” page for the National Center for Safety Initiatives should open in a new window.

NATIONAL CENTER FOR SAFETY INITIATIVES

THE CONFIDENT CHOICE

Home NCSI 360 Who We Serve Resource Center Special Offers Careers About NCSI Contact Us

SIGN UP FOR MORE INFORMATION

**BACKGROUND SCREENING REGISTRATION FOR U.S. FIGURE SKATING**

Is this your first time using NCSI for a background screen?  Yes  No

Do you have a valid U.S. Social Security Number?  Yes  No

Submit

napbs VeriSign Trusted Identity Theft Protected AlertSite PAYMENTS BY PayPal

© 2018 NCSI SUMMARY OF RIGHTS | PRIVACY NOTICE | TERMS OF USE

**If nothing happens, be sure that you have Pop Ups enabled for that site within your Internet browser.**

If you're not sure how to do this, utilize a search engine and search for "How do I enable pop ups on [name of browser]". Be sure you know which browser you're trying to use – Google Chrome, Microsoft Edge, Internet Explorer, Safari, Firefox, etc.

If you have multiple browsers available on your device, you can also try utilizing a different browser to see if that solves the problem. **We recommend using Google Chrome. Internet Explorer is known to not render the process/program.**

If you continue to have issues, please contact [productsupport@usfigureskating.org](mailto:productsupport@usfigureskating.org).

- 7. Follow the instructions on the National Center for Safety Initiatives website to complete your background check.**
- 8. Once you complete your background check, you should receive the following confirmation page and an Applicant ID Number. Be sure to save or print this page and keep it for your records.**

## BACKGROUND SCREENING REGISTRATION FOR U.S. FIGURE SKATING

**Background Screening Confirmation**

Your background screening information has been submitted for processing. Please print this page and keep it for your records.

Applicant ID Number: ██████████

**IMPORTANT - STATUS INFORMATION!!**

The background screening process generally takes 10 business days to complete. During that time, it is common for NCSI to have questions or need information from you in the course of the background screening process. You will be contacted via e-mail at the address you provided. Additionally, please log in to our secure online status check tool at [www.ncsisafe.com](http://www.ncsisafe.com) and click on the "Check Your Background Screening Status" link. You should check this until your status indicates COMPLETED, which means NCSI has issued a determination to your organization. Failure to respond to our requests for additional information may result in a RED LIGHT determination.

[NCSI Home](#)

You should also receive a confirmation email from [clientservices@ncsisafe.com](mailto:clientservices@ncsisafe.com).

**IMPORTANT - STATUS INFORMATION**

The background screening process generally takes 10 business days to complete.

You can log into NCSI's secure online 'Applicant Status Check' tool by going to [www.ncsisafe.com](http://www.ncsisafe.com) and clicking on 'Check Your Background Screening Status' on the bottom of the screen to check the status of your background screening. You should check this until your status indicates COMPLETED, which means NCSI has issued a determination to your organization.

**IMPORTANT – POSSIBLE FOLLOW UP**

While your background check is being processed, it is common for NCSI to have questions or need more information from you. If this is the case, you will be contacted by NCSI, not U.S. Figure Skating, via e-mail at the address you provided. Please keep an eye out for such emails, as it is critical that you provide the additional information to complete the process. Failure to respond to NCI's requests for additional information may result in a RED LIGHT determination.