

# ZERO TOLERANCE

FOR ABUSE & HARASSMENT



## 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 and 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>*Club/individual responsible for cost of background checks.</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

1. Log into your **Members Only** account at usfsaonline.org.
2. Click red bar: "Your member compliance is NOT COMPLETE," or the U.S. Figure Skating SafeSport icon (second from left)
3. All compliance items are in the blue box that will appear on the screen.
  - a. For **SafeSport Initial Training**, click red "BEGIN" button.
    - i. Enter your member number.
    - ii. Validate the information is yours.
    - iii. Complete the Account Setup, create a password.
    - iv. You will need access to the email address entered to validate the email before you can begin the training.
  - b. For a **Background Check**, click the red "BEGIN" button.
    - i. 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.
    - ii. 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

1. Go to the Members Only site
2. Click "Non-Member? Create Account" link.
3. Enter profile information and set a password on following page.
4. Click the U.S. Figure Skating SafeSport icon.
5. 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.