

## VERIFYING MEMBER COMPLIANCE for SAFESPORT

*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. See [SafeSport Compliance Requirements](#) for these individuals.*

### WHO IS RESPONSIBLE FOR VERIFYING MEMBER COMPLIANCE?

It is the responsibility of both the individual who is required to be compliant before participating in a U.S. Figure Skating event and the local organizing committee / host club running the event.

### HOW IS MEMBER COMPLIANCE VERIFIED?

All Compliance Reports and tools to verify compliance are available on the [Members Only](#) site.

**Verifying your own compliance:** Once you log onto Members Only, if you have completed the appropriate compliance requirements for your member type, a green check mark appears.

- Click on the SafeSport icon to see your progress.
- Use the digital Membership card and Compliance card as proof of compliance.

**Verifying the compliance of any members:** A master Compliance Report is available to all members. Click on the SafeSport icon, then on the link, "Download Full Compliance Report." This searchable document shows all members that are required to be compliant, along with their status, in addition to any other members who are completing compliance requirements for volunteer or leadership roles.

**Verifying Officials:** In addition to the Compliance Report above, any member can check the compliance of an official by using the Directory Menu, and selecting "Officials". Their compliance status is displayed, and contact information is only available for those that are compliant.

**Verifying Coaches and LTS instructors:** Use the master Compliance Report as described above.

**Verifying Club Members:** Club officials can use the Club Management tab and select "Club Compliance" to see the status of all home club members. The landing page shows whether compliance is complete, and by selecting a member, you can see that individual's progress on all areas.

**Team Managers and Team Service Personnel:** Individuals attached to a synchronized or Theatre on Ice team can use the Team tab and select "Team Compliance" to see the status of members attached to their teams.

**For Test Chairs:** Test Chairs can use the Test Tab and select "pre-registration." After putting in a date to set up your test session, click on "Download Full Compliance Report."

