

# ZERO TOLERANCE

## FOR ABUSE & HARASSMENT



## SafeSport Compliance FAQ

*As of June 1, 2018. 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. It varies as to who pays for it and is based on their capacity with U.S. Figure Skating. Please see the chart below:

<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>

**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**

**I don’t have a computer and I don’t like using computers. 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.



**I'm an announcer/music at our club's nonqualifying competition. Do I need to be SafeSport compliant?**

- A** No. Only those in a position of authority or in frequent 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.



**How much does a background check cost?**

- A** For those required to cover the cost, background checks will cost \$20 (plus administration fee) via U.S. Figure Skating's portal with NCSI.



**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. Olympic Committee national governing bodies. It may be used for compliance with all NGBs, such as USA Baseball, USA Hockey or US Speedskating. You can add an NGB to your SafeSport profile under "menu."



**Our club has been doing background checks for years. Can't we just submit those?**

- A** Unfortunately, no. The U.S. Figure Skating required NCSI background check is specific to the requirements of U.S. Olympic Committee national governing bodies.



**How often will I have to take SafeSport training and get a background check?**

- A** At this time, SafeSport training must be completed every two years. Background checks must be completed annually.



**What calendar is being used for compliancy?**

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



**What if I completed my SafeSport training in February? Is it still good for this season?**

- A** In this initial mandatory season, all members who completed SafeSport training July 2, 2016, or after will be compliant through the 2018-19 membership year. This includes the refresher course.



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

- A** It takes 5 to 10 business days for NCSI to execute a background check. Once U.S. Figure Skating is notified, it takes 1 or 2 days for an individual's compliance status to be updated. So, the answer is as few as 6 business days or as many as 12 business days.



**What if I choose not to have a background check or do not complete SafeSport training?**

- A** If you are not in compliance, you will not be allowed to perform your specified duty at a U.S. Figure Skating event.



**I've completed all compliance requirements. How will clubs know that I'm compliant?**

- A** Beginning July 1, 2018, clubs can individually search all members for compliance through the U.S. Figure Skating Members Only site. However, as a best practice, those required to complete compliance are encouraged to keep a copy of their compliance card in their wallet or the digital SafeSport compliance card in their phone to present at sanctioned events, if necessary.



**Who is responsible for making sure officials, volunteers and others are compliant at an event?**

- A** It is the responsibility of both the individual who is required to be compliant before participating at a U.S. Figure Skating event and the local organizing committee (event organizers) running the event.



**I'm running my club's event. How do I know if my volunteer completed the SafeSport training and background check?**

- A** Beginning July 1, 2018, all members in the U.S. Figure Skating data base can be individually searched for compliance.



**If I'm having trouble with the background check or SafeSport website, whom should I contact?**

- A** Email [productsupport@usfigureskating.org](mailto:productsupport@usfigureskating.org) or call 719.635.5200 during regular business hours (8 a.m. to 4:30 p.m. MT, Monday through Friday) and best efforts will be made to reply within 24 hours.



**I have a question not answered here. Whom should I contact?**

- A** Email [SafeSport@usfigureskating.org](mailto:SafeSport@usfigureskating.org) or contact Member Services at [memberservices@usfigureskating.org](mailto:memberservices@usfigureskating.org) or 719.635.5200.