



## **U.S. Figure Skating Background Screening Policy**

### **1. Introduction**

U.S. Figure Skating requires background searches on individuals working directly with skaters to provide a safe and secure environment.

### **2. Designated Individuals to be Checked**

Effective July 1, 2008, background searches shall be conducted on all coaches who want to be members of U.S. Figure Skating. All coaches shall have a background search completed as a condition of membership in U.S. Figure Skating. In addition, background searches shall be conducted on all individuals who are named to a U.S. Team for international competitions, ISU competitions and the Olympic Winter Games (including, but not limited to, team leaders, team doctors, team physiotherapists, and any other assigned official). In addition, it is strongly recommended that all members of the U.S. Figure Skating Board of Directors submit to a background check as soon as practical after each election.

### **3. Search Organization**

The National Center for Safety Initiatives (NCSI) shall be the authorized search organization that performs background searches for US Figure Skating. NCSI is a full-service screening organization that works in accordance with the recommended guidelines established by the National Council on Youth Sports (NCYS). NCSI operates as an independent company but is owned and governed in partnership with NCYS.

In addition to conducting the background search, NCSI is responsible for interpreting the search results, communicating with the applicant regarding the search result and reporting to U.S. Figure Skating all search results. NCSI will also be responsible for complying with the Fair Credit Reporting Act and maintaining the confidentiality of information obtained in the background search process.

### **4. Procedure for Registration for Background Check**

NCSI will develop a background check authorization and disclosure form for U.S. Figure Skating via a secure website. NCSI will provide US Figure Skating with the web site information so U.S. Figure Skating can communicate with those individuals designated to be checked on how to access the site and register for a check. Designated individuals must complete the online background check authorization and disclosure form prior to participation as a U.S. Team member or, as applicable, prior to registration for membership in U.S. Figure Skating.

## **5. Information to be Checked**

All individuals screened for U.S. Figure Skating shall undergo a background check that includes:

- Two independent national databases
- Sex offender registries of all available states
- Social Security number and address verification
- Federal terrorist database search
- Non-database (county courthouse runner) search of county criminal records in the jurisdiction of longest and most recent residence in the past five years
- International background checks for countries where the individual has lived, worked or studied for three or more consecutive months during the past five years

## **6. Findings**

NCSI will issue results to the applicant and U.S. Figure Skating based on a “Red Light/Green Light” system. A “Green Light” or “Meets the Criteria” finding indicates an individual is suitable for participation in U.S. Figure Skating with regard to the background search. A “Red Light” finding means the individual “Does Not Meet the Criteria” and is not suitable for participation in U.S. Figure Skating with regard to the background search. If questions arise concerning a background search, the applicant will be contacted by NCSI and provided the opportunity to correct potential errors in the applicant’s record or provide additional information prior to issuing a “Red Light.” In such situations, the U.S. Figure Skating executive director may also be contacted.

A conviction or disclosure from an applicant that contains the following information will be flagged as a “Red Light” or “Does Not Meet the Criteria”:

- Any felony (any crime punishable by confinement of greater than one year)
- Any lesser crime involving force or threat of force against a person
- Any lesser crime in which sexual relations is an element, including “victimless” crimes of a sexual nature (including pornography)
- Any lesser crime involving controlled substances (not paraphernalia or alcohol)
- Any lesser crime involving cruelty to animals
- Any sex offender registrant

Additionally, the following information will result in further investigation involving the applicant and the appropriate courts, which will lead to a determination of either a “Red Light” or a “Green Light”:

- An arrest of one or more of the criterion offenses with no disposition noted
- Expunctions, restoration of rights or pardons of a criterion offense
- Any charge involving a child resulting in a disposition favorable to the applicant
- An arrest or conviction where it is not readily apparent if drugs or alcohol are involved

The above criteria are contained within the guidelines developed by the NCYS and have been adopted by NCSI. The NCYS considers the criteria for a “Red Light” or “Does Not

Meet the Criteria” findings to be consistent with the principles of the Federal PROTECT Act of 2003.

## **7. Review of Background Search Findings**

Should an applicant contest the content of a record provided to the applicant as part of the U.S. Figure Skating background search, the applicant may seek an appeal of the record with NCSI pursuant to the Fair Credit Reporting Act.

Should an applicant contest a U.S. Figure Skating decision to deny membership or participation based on a “Red Light” finding resulting from the background search, the applicant has the right to appeal the decision to U.S. Figure Skating pursuant to a process established by U.S. Figure Skating.