

INDEPENDENT CONTRACTORS / VENDORS COMPLIANCE REQUIREMENTS

U.S. Figure Skating-hired Independent Contractors and/or Vendors who have regular contact with athletes are required to complete the online SafeSport training and successfully pass a U.S. Figure Skating background check in order to participate in any U.S. Figure Skating sanctioned events and/or club hosted activities.

- ☐ **SAFESPORT TRAINING ONLY:** Independent Contractors and/or Vendors age 18 years and older who have regular contact with athletes must complete the “SafeSport Trained” online course offered by the U.S. Center for SafeSport which consists of three modules: (1) Sexual Misconduct Awareness Education, (2) Mandatory Reporting, and (3) Emotional & Physical Misconduct. “Refresher” courses are then offered by the U.S. Center for SafeSport on an annual basis to coaches who have already completed the online “SafeSport Trained” course.

 - Renewal: Annual. Training is valid for 365 days from completion date.
 - Training Cycle: Yr. 1: SafeSport Trained, Yr. 2: Refresher 1, Yr. 3: Refresher 2, Yr. 4: Refresher 3, etc.
 - Location: U.S. Figure Skating [Members Only](#).
 - Results Submitted: Automatically reflected in member profile within 48 hours of successful completion.
 - Cost: \$0 when completed through U.S. Figure Skating [Members Only](#).
 - Individuals turning 18 mid-season who require compliance must complete the training on or before their 18th birthday. Parental consent is required for 17-year-olds who wish to complete SafeSport Training ahead of their 18th birthday.
 - Time: The core training consists of three, 30-minute courses that include pre- and post-quizzes. Upon completion, you’ll received a SafeSport Trained certificate. Refresher courses are approximately 30 minutes long. You will not have the option to complete a Refresher course until you complete the SafeSport Trained course.

- ☐ **BACKGROUND CHECK:** Independent Contractors and/or Vendors age 18 years and older who have regular contact with athletes must successfully complete a Background Check through U.S. Figure Skating’s background check provider, National Center for Safety Initiatives (NCSI). Effective January 1, 2020, U.S. Figure Skating’s background check criteria was updated per the requirements of the U.S. Olympic and Paralympic Committee (USOPC). Additionally, due to the more rigorous search requirements mandated by the USOPC, anyone who has lived in another country for six months or more in the past seven years will require an international screen for every country of residence in that time period. International background screening costs are \$75 for a Canadian screening and \$150 for other countries. Individuals turning 18 mid-season who require compliance must successfully complete a background check within 45 days of turning 18. Background checks completed for other organizations will not be accepted.

 - Renewal: Every other season
 - Location: U.S. Figure Skating [Members Only](#).
 - Results Submitted: Automatically reflected on a member profile upon finding by NCSI.
 - Cost: \$0 for independent contractors and vendors hired by U.S. Figure Skating. The individual or club are responsible for the cost of the background check(s) for independent contractors and vendors hired through clubs and/or local organizing committees.
 - Materials Needed:
 - A list of your physical residences for the previous seven years;
 - A credit card to submit payment for the background check;
 - A digital copy of your valid driver’s license, state ID or current passport ready to upload.
 - Time: Allow approximately 10 minutes to complete a domestic background screen. NCSI Processing time is 3-10 business days for domestic processing. If you are in a situation where an international screen is needed, please expect additional paperwork to be required and allow 2-4 weeks for screening to be completed. NCSI will contact you directly with instructions on this process should an international search be required.

Please visit our [Compliance Toolkit](#) for instructions on how to complete these requirements. For questions regarding SafeSport compliance, please contact safesport@usfigureskating.org. For assistance with technical issues, please contact productsupport@usfigureskating.org.