

## U.S. FIGURE SKATING STAFF SAFESPORT COMPLIANCE REQUIREMENTS

As a condition of employment, all U.S. Figure Skating staff members are required to successfully complete the online SafeSport Training and a U.S. Figure Skating background check.

- **SAFESPORT ONLINE TRAINING:** Required Adults 18 years and older must successfully complete “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 date of completion.
  - Location: U.S. Figure Skating [Members Only](#).
  - Training Cycle: Yr. 1: SafeSport Trained, Yr. 2: Refresher 1, Yr. 3: Refresher 2, Yr. 4: Refresher 3; etc.
  - Results Submitted: Automatically reflected in member profile within 48 hours of successful completion.
  - Cost: \$0 for U.S. Figure Skating staff when completed through U.S. Figure Skating [Members Only](#).
  - 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:** Required Adults 18 years and older 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. Background screens from other agencies will not be accepted. Additionally, due to the more rigorous search requirements mandated by the USOPC’s new background policy, 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.
  - 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. U.S. Figure Skating covers the cost of the background check(s).
  - Materials Needed:
    - A digital copy of your valid driver’s license, state ID or current passport ready to upload.
    - A list of your physical residences for the previous 7 years
    - A credit card to submit payment for the background check
  - 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](mailto:safesport@usfigureskating.org).

For assistance with technical issues, please contact [productsupport@usfigureskating.org](mailto:productsupport@usfigureskating.org).