

US SPEEDSKATING BACKGROUND SCREENING FREQUENTLY ASKED QUESTIONS

1) Why does US Speedskating have a Background Screening Program?

Criminal background screenings are a standard practice in the sports industry requiring not only coaches but also requiring officials and others who have authority and direct interaction with athletes to complete background screenings. Like previously mandated US Speedskating safety and education requirements, the background screening program is another layer of protection for athletes in our sport.

It is important to emphasize that the purpose of the background screening is to determine an individual's eligibility to play an authoritative role in US Speedskating based on the criteria stated in the USS Background Screening Policy. This screening is not intended to serve as a pre-employment background screening program. The background screening process is a criminal record search and is not a substitute for a club conducting appropriate pre-employment screening of applicants. It is a club's responsibility to screen potential employees. Clubs should carefully check references and prior employers, and consider requiring additional information before making a hiring decision.

2) Who is required to complete the background screening?

All individuals required to satisfactorily complete the US Speedskating background screening process are listed in the USS Background Screening Policy. This includes coaches, officials, employees and contractors of US Speedskating who have authority over and interact directly with athletes as a regular part of their duties.

3) Who decides which other speedskating volunteers and/or speedskating employees need to complete a background screening outside the USS required list?

USS recommends training programs and clubs that are not USS sanctioned require background screenings for all individuals coaching athletes or any individuals who have authority and direct interaction with athletes within their program.

4) Who will be performing the background screenings?

USS has selected the National Center for Safety Initiatives, an independent Consumer Reporting Agency, to perform background screenings for US Speedskating members. All information received shall be kept private and protected according to federal regulations.

5) How do I signup for a background screening?

1. Visit <http://www.ncsisafe.com>
2. At bottom of page you will find "Start your background screening now"
3. Enter the USS self-registration number **82331291**
4. Enter your information as requested
5. Provide legal authorization and certification

6) New York County Record Search Fees

Due to the unusually high access fees in certain counties of New York State, some members may be subject to an additional fee for county criminal record searches conducted in these counties. The counties that charge this



fee are: Allegany, Bronx, Cayuga, Cortland, Erie, Fulton, Hamilton, Kings (Brooklyn), Montgomery, Nassau, New York (Manhattan), Orleans, Queens, Richmond (Staten Island). Any member that has been associated with an address in one of these counties is subject to an additional \$65 fee per name for county criminal record searches (this is the actual fee charged for the search).

The National Center for Safety Initiatives will conduct county searches in these counties for the name provided, alternate last names (like maiden names) or alternate first names, or nicknames if applicable. The search will not include middle names or middle initials. The National Center for Safety Initiatives will search alternate first names (Chuck vs. Charles, Peggy vs. Margaret) but will not search obvious shortened names (Jen vs. Jennifer, Dan vs. Daniel).

7) What if I already have a current valid background screening through my employer?

As long as your current background screening is through the National Center for Safety Initiatives and covers the same criminal background information as defined in the USS Background Screening Policy, USS can evaluate your background screening on a case-by-case basis.

8) When does my background screening expire?

Background screenings conducted by the National Center for Safety Initiatives are valid for 24 months from the time your background screening is approved. 90 days and 45 days prior to your expiration date, you will receive an automated email from the USS Membership Database that your background screening will be expiring soon.

9) With the current concerns about privacy and identity theft, why do we use social security numbers?

Background screenings based on name, date of birth, address history and social security number are standard throughout the background screening industry. These are the key identifiers used to search national databases and county criminal records. The National Center for Safety Initiatives, our background screening provider, must follow federal regulations to manage and protect this information. The National Center for Safety Initiatives will not share your SSN with US Speedskating.

10) What information will I be asked to provide?

You will be asked to provide the following information to the National Center for Safety Initiatives:

Required Information

First and Last Name
History of Recent Addresses
Current City, State, and Zip Code
Date of Birth
Social Security Number
Email Address

Other Information Requested

Middle Name
Maiden Name
Phone Number

US Speedskating's service agreement with the National Center for Safety Initiatives does not permit this information to be shared with any other entity.

11) Can I only do a background screening online?

Everyone subject to the USS background screening requirement must go online to the National Center for Safety Initiatives website to initiate and perform a background screening.

12) What offenses does the background screening look for?

For information regarding the components of the background screening and the criteria by which the background screening report will be evaluated please see the USS Background Screening Policy.

13) How will I be notified of the background screening results? How long will it take?

You will receive the results of the background screening by email within 10 business days.

14) What should I do if my background screening returns inaccurate criminal information?

Please contact the National Center for Safety Initiatives directly by email at www.ncissafe.com or by phone at (866) 833-7100.

15) If I am disqualified due to my background screening may I appeal for reinstatement?

Yes. If you feel your membership should be reinstated you have the ability to request further review by the USS Safesport Task Force for consideration.