



HOW TO GET SAFE PLAY APPROVED



Figure 1: Go to www.usta.com/safeplay. Click on “Get Safe Play Approved”.

Log In To Your USTA Account



Figure 2: Log into your USTA Account. If you have a USTA membership, Net Generation or TennisLink account, the log-in information will be the same. If you do not have a USTA account, create your account.

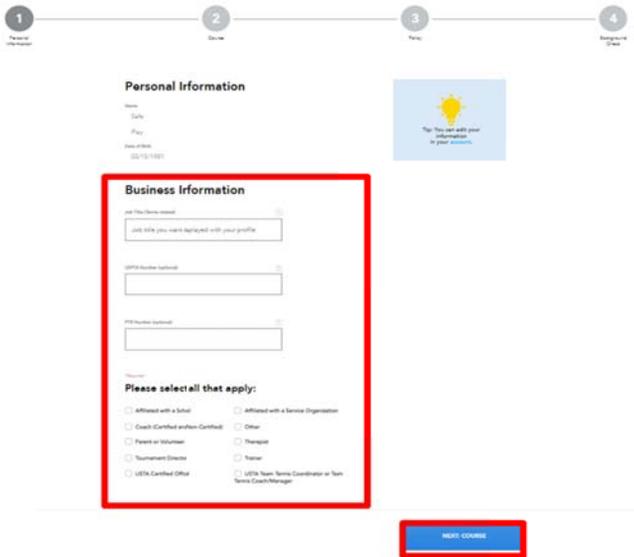


Figure 3: Complete the Personal Information section. Once completed, click “Next: Course”.

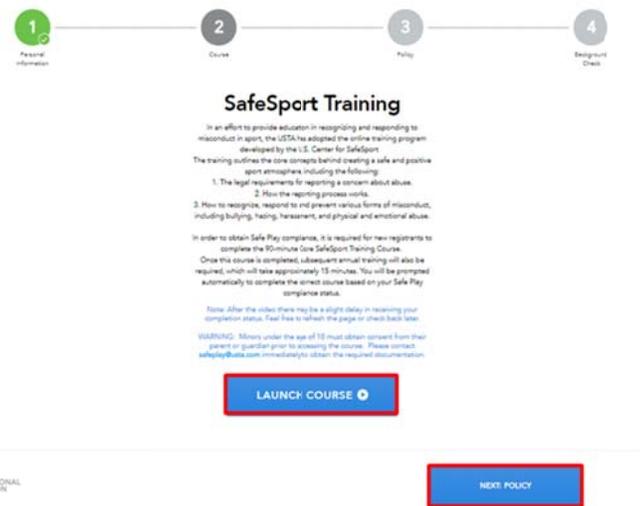


Figure 4: Click “Launch Course” and complete the SafeSport Training. Once completed, click “Next: Policy”.

While the site will allow you to skip a step, you will not be approved until all steps have been completed. You can use the grey steppers at the top of the page to navigate to any step.

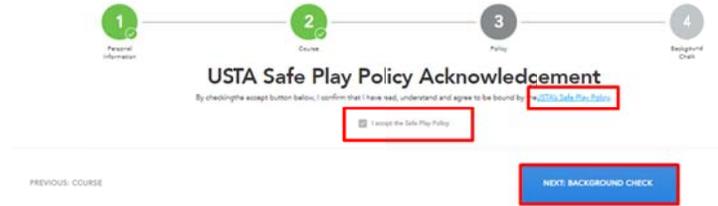


Figure 5: Review the USTA’s Safe Play Policy and check the “I accept the Safe Play Policy” box. Click “Next: Background Check”.

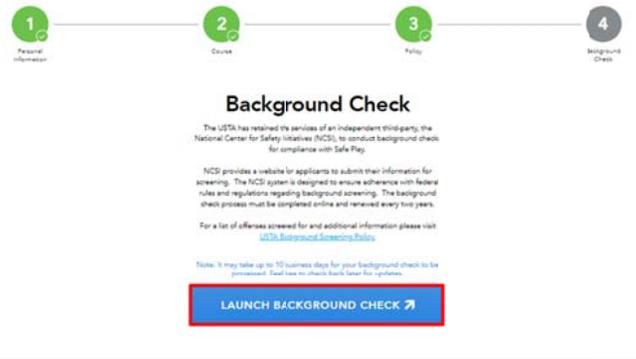


Figure 6-a: Click “Launch Background Check”. You will be directed to the NCSI website to complete the screening process.



Figure 6-b: Complete the NCSI background check. You will receive a 16-digit NCSI Applicant ID on the Background Screening Confirmation page. This will be automatically entered into your USTA account for you.

Please make note of your ID for your records. You can use this ID to check the status of your screen by visiting www.ncisafe.com/status.

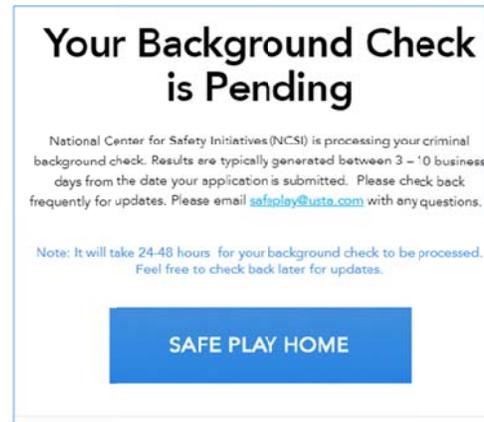


Figure 6-c: The Background Check page in your USTA account will also provide information on the status of your background screen. You will be able to see if your background check has been approved or denied, is pending or NCSI needs additional information from you.



CHECKING SAFE PLAY COMPLIANCE



Figure 1-a: An applicant can view the status of their Safe Play compliance by clicking “Check Your Status” from the Safe Play homepage. They will be able to complete any steps they may be missing if they are not Safe Play approved.



Figure 1-b: If the applicant is Safe Play approved, they can view their SafeSport training, Policy Acknowledgement and Background Check expiration dates from this page too.



Figure 2-a: You can also confirm Safe Play compliance by visiting the “Find Approved Coaches & More” from the Safe Play homepage. This is accessible to the public.



Figure 2-b: Only individuals who are in compliance with Safe Play will appear in the search tool. Their date of Safe Play expiration will also be provided.