

HOW TO GET SAFE PLAY APPROVED



Figure 1: Go to <u>www.usta.com/safeplay</u>. Click on "Get Safe Play Approved".

Log In To Your USTA Account

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	LOG IN
	or
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	Sign in with Easebook
	Sign in with Facebook

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".

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

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Personal Information	Course	Palay Bengton Disk	Personal Independent	Course	Aulity	
By checkingthe	eccept button below, I confirm that I have read, understand and agree	to be bound by w <u>(TTN) Take Nor Policy</u>		Backgrou The USTA has restained the service	ind Check	
				National Center for Safety Initiatives for compliance	(NCSI), to conduct beolground check s with Safe Play.	
us: course		NOT: BACKGROUND CHECK		NCS provides a website for appli- acreaning. The NCS system is design rules and regulations regarding bac check process must be completed	zerts to aubmit their information for yied to ensure adherence with federal kground acreening. The background online and renewed every twit years.	
				For a list of offerses acreered for a USEA.Budgroup	nt additional information please visit (Scenerics, Palicy	
				Note: It may take up to 10 business	days for your background check to be	

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.

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Home	NCSI 360	Who We Seve	Resource Center	Special Offers	Careers	Abrut NCSI	Contact Us
SIGN UI	MATION		BACKGROUI FOR UNITED	ND SCREEN STATES TE	NING REG	GISTRATIO SSOCIATIO	N N
		Is thisyour fi	rst time using NCSI for	a background screen	?	O Yet O No	
	Do yoi have	a valid U.S. Social Sec	curity Number?		© Yet ⊙ No		
				Submit			

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 <u>www.ncsisafe.com/status</u>.



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.