



HOW TO BECOME SAFE PLAY APPROVED



Figure 1: Go to usta.com/safeplay and click “Get Safe Play Approved.”

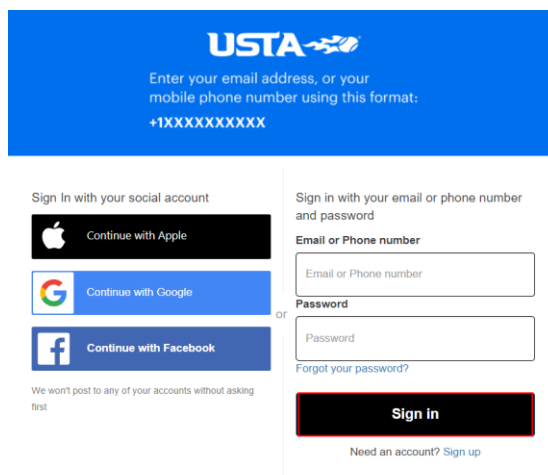


Figure 2: Choose one of the sign-in options, input your credentials, and sign in. If you’ve forgotten your USTA Account password, click “Forgot Password.”

1 Personal Information 2 Course & Policy 3 Background Check

These notes that your safe play information will be included in a safe play provider report.

Personal Information

NAME _____

DATE OF BIRTH _____

Profile Photo

(Optional) Uploading a photo is a great way for players and parents to get to know you. Images must be a maximum 500kb.

Professional Tennis Organizations

Attention Coaches: In order for USTA/PTR to verify your Safe Play status you must enter your member number below.

USTA (Please contact info@usta.com for help finding your USTA member number.)

USTA NUMBER _____

PTR (Please contact info@ptr.com for help finding your PTR member number.)

PTR NUMBER _____

Facility

Facility (Optional) _____

[Click here to find your facility or add a new facility to our database.](#)

YOUR FACILITIES

You are not connected to any facility.

*PLEASE SELECT ALL THAT APPLY:

☐ Affiliated with a School	☐ Parent or Volunteer
☐ Affiliated with a Service Organization	☐ Tournament Director
☐ Coach (Certified and Non-Certified)	☐ USTA Team Official
☐ Manager/Trainer	☐ USTA Team Tennis Coordinator or Team Manager/Coach/Manager
☐ Other _____	

Next: Course

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

exemptions@safesport.org. Accommodations for persons with disabilities and individuals with limited English proficiency may also be available, please contact safeplay@usta.com for additional details.' Below this, a note states: 'Minors MUST obtain consent from their parent or guardian prior to accessing the course. Please contact safeplay@usta.com immediately to obtain the required documentation.' At the bottom, there are two buttons: 'VIEW COURSE HISTORY' and 'LAUNCH TRAINING' (highlighted with a red box)."/>

1 Personal Information 2 Course & Policy 3 Background Check

Complete Your SafeSport Training

Training and education helps to raise awareness about misconduct in sport. The USTA has adopted the resources from the U.S. Center for SafeSport to provide training on how to recognize, prevent, and respond to misconduct in sport. Training is required on an annual basis.

PLEASE BE ADVISED: THIS COURSE CONTAINS INFORMATION ABOUT VARIOUS FORMS OF ABUSE INCLUDING SEXUAL ABUSE. The content may be uncomfortable or trigger trauma for some participants. If you have personally experienced sexual abuse and need help, please contact RAINN at rainn.org. Exemptions from this SafeSport Training requirement may be made on a case-by-case basis for survivors of abuse. Requests may be made directly to the U.S. Center for SafeSport at exemptions@safesport.org. Accommodations for persons with disabilities and individuals with limited English proficiency may also be available, please contact safeplay@usta.com for additional details.

Minors MUST obtain consent from their parent or guardian prior to accessing the course. Please contact safeplay@usta.com immediately to obtain the required documentation.

Note: After the video there may be a slight delay in receiving your completion status. Feel free to refresh the page or check back later.

VIEW COURSE HISTORY **LAUNCH TRAINING**

Figure 4a: Click “Launch Training” to continue the process.

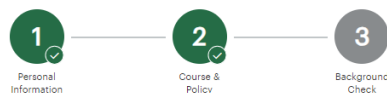


Figure 4b: Before you begin the course, you must first review and accept the SafeSport Terms and Conditions and the Safe Play Policy. Check the box to agree and click “Continue.” The SafeSport Training will open in a new window. Complete the SafeSport Training as prompted.

Figure 4c: Once the SafeSport Training is completed, close the window and return to your USTA account. You can download your certificate by clicking “View Course History” under the step 2 circle. There is a delay of 15 minutes for the systems to sync. Click “Next: Background Check”

Figure 5a: Click “Launch Background Check.” You will be directed to the NCSI website to complete the screening process.

Figure 5b: Complete the NCSI background check. Please make sure you get to the Confirmation of Submission Page, which will contain a 16-digit ID for your records.



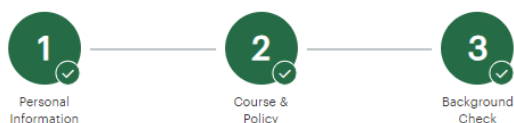
Your Background Check is Pending

National Center for Safety Initiatives (NCSI) is processing your background check application. Results are typically returned between 3 – 10 business days from the date your application is submitted. Please go to the "Check Your Status" page for updates.

Note: Please email safeplay@usta.com with any questions.

[SAFE PLAY HOME](#)

Figure 5c: 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 is pending, approved, denied, or if NCSI needs additional information from you.



You Are Safe Play Approved

Thank you for completing the Safe Play Program and for your commitment to keeping our sport safe for all of our athletes. As a reminder, you will have to renew your NCSI Background Check every two years and your Safe Sport Education and Training annually. We will send you reminders for when you need to complete these steps.

For your reference, you can find your expiration dates below.

Figure 6: When you are Safe Play Approved, the three circles will appear in green.



HOW TO RENEW YOUR SAFE PLAY STATUS

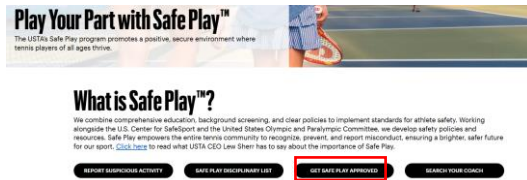


Figure 1: Go to usta.com/safeplay and click “Get Safe Play Approved.”

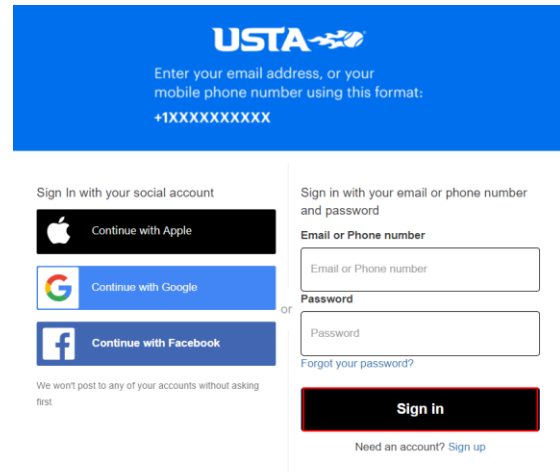


Figure 2: Choose one of the sign-in options, input your credentials, and sign in. If you’ve forgotten your USTA Account password, click “Forgot Password.”



Your Safe Play is Ready to be Renewed

One or more components of your Safe Play status requires renewal. Once expired you will lose access to your provider benefits.

Safe Sport Video Course	Expired 02/09/2023
Safe Play Policy	Expired 02/08/2023
NCSI Background Check	Expiration 07/17/2024

Should you have any questions regarding the Safe Play Program please contact us anytime at safeplay@usta.com.

RENEW

Figure 3: Your USTA account will show you that you need to renew either your training and/or background check. If you need to renew your training, the step 2 circle will be red. Click “Renew” to begin the process.



Figure 4a: When renewing the training, click “Launch Training.” A dialog box will open.



WELCOME TO YOUR SAFESPORT TRAINING

To continue on the SafeSport course that is needed to satisfy your USTA Safe Play Approval, read and accept the [Terms and Conditions](#).

By checking the accept button below, I confirm that I have read, understand and agree to be bound by the [USTA's Safe Play Policy](#).

☒ I ACCEPT THE SAFE PLAY POLICY

CONTINUE

Please be patient; this process can take up to 60 seconds.

Figure 4b: Before you start the course, you must first review and accept the SafeSport Terms and Conditions and the Safe Play Policy. Check the box to agree and click “Continue.” The SafeSport Training will open in a new window. Complete the SafeSport Training as prompted.

1 Personal Information

2 Course & Policy

3 Background Check

Your Safe Play is Ready to be Renewed

One or more components of your Safe Play status requires renewal. Once expired you will lose access to your provider benefits.

Safe Sport Video Course	Expiration 04/19/2025
Safe Play Policy	Expiration 04/19/2025
NCSI Background Check	Expiration 06/21/2024

Should you have any questions regarding the Safe Play Program please contact us anytime at safeplay@usta.com.

RENEW

Figure 5: If you need to renew your background check, the step 3 circle will be red. Click “Renew” to begin the process.

1 Personal Information

2 Course & Policy

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You Have Completed Your SafeSport Training

Every year, the U.S. Center for SafeSport and the USTA require annual training on the latest information to help our tennis community recognize, prevent, and respond to misconduct in sport. To maintain your Safe Play compliance, you must complete annual training about preventing misconduct in sport. We appreciate your efforts to be a part of our daily effort to make athlete well-being the centerpiece of our nation's sports programs. You may begin your renewal process now.

VIEW COURSE HISTORY

TRAINING COMPLETE

Figure 4c: Once the SafeSport Training is completed, close the window and return to your USTA account. You can download your certificate by clicking “View Course History.” There is a delay of 15 minutes for the training systems to sync.

1 Personal Information

2 Course & Policy

3 Background Check

Background Check

The USTA has retained the services of an independent third-party, the National Center for Safety Initiatives (NCSI), to conduct background checks for compliance with Safe Play.

NCSI provides a website for applicants to submit their information for screening. The NCSI system is designed to ensure adherence with federal rules and regulations regarding background screening. The background check process must be completed online and renewed every two years.

For a list of offenses screened for and additional information please visit [USTA Background Screening Policy](#).

Note: It may take up to 10 business days for your background check to be processed. Feel free to check back later for updates.

LAUNCH BACKGROUND CHECK

Figure 5b: Click “Launch Background Check.” You will be directed to the NCSI website to complete the screening process.

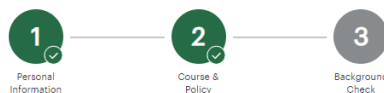


Background Screening Registration for UNITED STATES TENNIS ASSOCIATION

Is this your first time using NCSI for a background screen
in the past 5 years?
Do you have a valid U.S. Social Security Number?

☐ Yes ☐ No
☐ Yes ☐ No

Submit



Your Background Check is Pending

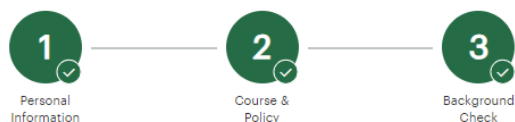
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[SAFE PLAY HOME](#)

Figure 5c: Complete the NCSI background check. Please make sure you get to the Confirmation of Submission Page, which will contain a 16-digit ID for your records.

Figure 5d: The Background Check page on your USTA account will also provide information on the status of your background screen. You will be able to see if your background check is pending, approved, denied, or if NCSI needs additional information from you.



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For your reference, you can find your expiration dates below.

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HOW TO CHECK YOUR SAFE PLAY STATUS



Figure 1: Go to usta.com/safeplay and click “Get Safe Play Approved.”

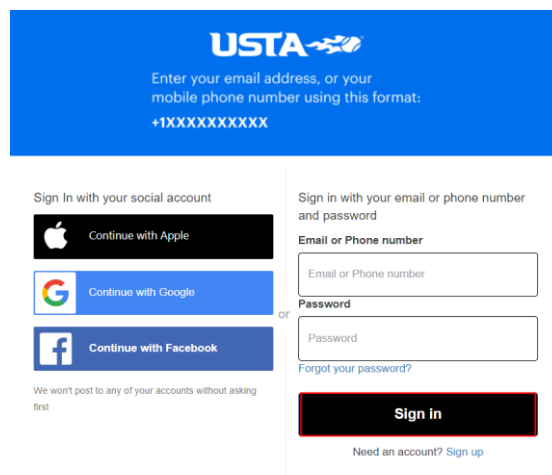


Figure 2: Choose one of the sign-in options, input your credentials, and sign in. If you’ve forgotten your USTA Account password, click “Forgot Password.”

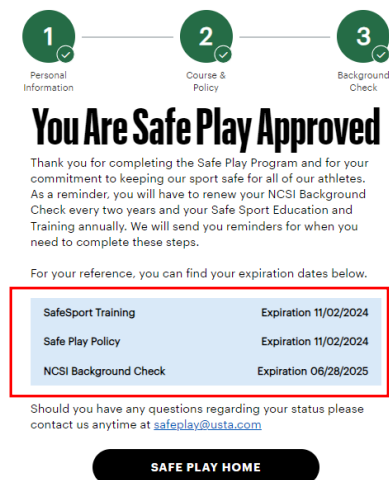


Figure 3: If you are Safe Play approved, you can view your SafeSport training, Policy Acknowledgement and Background Check expiration dates from this page.

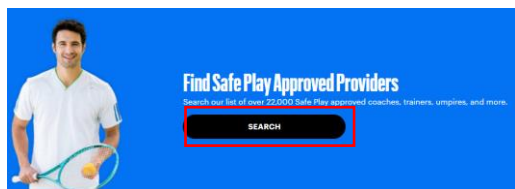


Figure 4a: You can also confirm Safe Play compliance by visiting the “Find Safe Play Approved Providers” from the Safe Play homepage. This is accessible to the public.

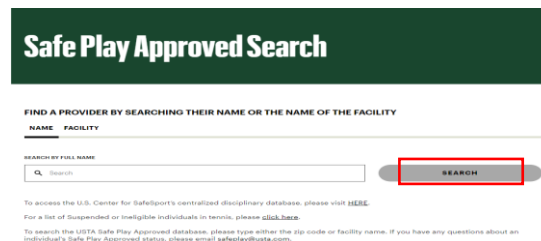


Figure 4b: Only individuals who are in compliance with Safe Play will appear in the search tool. Their date of Safe Play expiration will also be provided.