



To: Athletes Selected By the USEF to Represent the USA in Competition on a Team or as an Individual

From: USEF Legal Department – Safe Sport Division

Date: November 21, 2019

Re: Background Check Requirements

The United States Olympic & Paralympic Committee (“USOPC”) has implemented a new background check policy as part of their efforts to ensure athlete safety for all sports. This policy expands USEF’s current policy and will affect all U.S. athletes who are chosen by the USEF through a selection process to compete as a team member or an individual at a designated team event, effective January 1, 2020.

If you are 18 years of age or older and selected by the USEF to compete on a team or as an individual at a designated team event, as of January 1, 2020, you are required to comply with the updated USEF Background Check Policy, which adopts the USOPC minimum requirement. This means you must have successfully completed the background check prior to participating in the competition. See [USOPC Responsible Sport Organization Background Policy](#) for more information.

A few important notes:

- If you are planning to participate in a selection process for any team event in 2020 including NAYC, we encourage you to complete your background check as soon as possible.
- The cost of a domestic background check is currently \$20.00, but will increase to \$30.00 on January 1, 2020. The background check is valid for two years. Athletes are responsible for the cost of the background check.
- The process takes approximately 1-2 minutes to complete. You can complete your consent to the background check using your mobile device by signing into your myUSEF account at www.usef.org and clicking on the tile titled “Background Check.”



- There are no exceptions to this new requirement. If you are selected through a USEF selection process to compete on a team or as an individual at a team event you are required to successfully complete the background check in order to compete.

Included with this memorandum, you will find a Background Check FAQ. If you have any questions or need assistance, please contact Teresa Roper by email at troper@usef.org or by phone at (859) 225-6915. Thank you in advance for taking the necessary steps to preserve a safe environment for all athletes and comply with the new USOPC and USEF requirements.

Background Check FAQ

Q – What events does this apply to?

Athletes who are selected and approved by the USEF to participate as a team member or individual in designated team events are subject to the background check requirement. Below you will find a list of events that USEF plans to include on our 2020 calendar of designated team competitions. This list is tentative and subject to change at the sole discretion of the USEF. This list is being provided to assist you in compliance with the background check requirement.

Dressage

CDIO3* Wellington
CDIO-U25 Wellington
CDIO5* Compiègne
CDIOY Hagen
CDIO5* Aachen
CDIO-U25 Aachen
CDIO5* Rotterdam
CDIO5* Falsterbo
FEI North American Youth Championships
Olympic Games

Eventing

CCIO4*-S Bromont
CCIO4*-S Aachen
North American Youth Championships
Olympic Games
CCIO4*-L Boekelo

Jumping

CSIO5* Palm Beach Masters
CSIOJ Palm Beach Masters
CSIOY Palm Beach Masters
CSIO4* Wellington

CSIO5* Coapexpan
CSIO5* Rome
CSIO5* La Baule
CSIO5* Langley
CSIOJ Langley
CSIO4* Lisbon
CSIOY Hagen
CSIO5* Aachen
CSIO5* Sopot
CSIO5* Rotterdam
CSIO5* Falsterbo
CSIO5* Dublin
CSIO5* Hickstead
FEI North American Youth Championships
Olympic Games
CSIO5* Spruce Meadows Masters
Youth Nations Cup Final
Senior Nations Cup Final

Driving

FEI Four in Hand Horse Driving World Championship
FEI Single Horse Driving World Championship

Endurance

FEI Senior World Championship

ParaEquestrian

CPEDI3* Wellington I
CPEDI3* Wellington II
CPEDI3* Caledon
CPEDI3* Tryon
Paralympic Games
FEI Para-Driving World Championship

Vaulting

CVIO4* Aachen
FEI Vaulting Senior World Championships

Q – Who is required to complete a criminal background check?

A – Since 2013, certain categories of individuals have been required to successfully complete criminal background checks. These include USEF Board members, USEF staff members, Licensed Officials, Team Chefs d'Equipe, Team Vets, Team Technical Advisors, among others. Beginning January 1, 2020, all athletes, 18 years of age and older, selected by the USEF to represent the USA on a team or as an individual at a

team competition must have successfully cleared a background check prior to the start of the competition. Athletes have 45 days from their 18th birthday to successfully complete the background check.

Q – Why are athletes required to undergo the background check?

A- Protecting our sport and athlete community is a priority for USEF. This new requirement is one strategy to ensure sports are as safe as possible for athletes to train and compete. The background check is similar to screenings that employers do for their employees.

Q – What happens if I turn 18 years of age during a competition?

A – Athletes who are turning 18 years of age will have 45 days from their birthday to successfully complete their background check. If this date occurs during the competition, we require athletes to have completed the background check.

Q – Who is responsible for checking my background who pays the cost of the Background Check?

A – USEF utilizes the services of a third party vendor, NCSI. Athletes are responsible for the cost of their own background check. The current cost is \$20.00 for domestic searches, however that cost will increase to \$30.00 on January 1, 2020.

Q – How long does a Background Check take to be completed?

A – Domestic background checks typically take 3-5 business days if all the information supplied by the athlete is submitted correctly. International background checks can take much longer and are only required if the athlete has resided in a foreign country for six consecutive months. There are no options for an expedited process available.

Q – Will I be able to participate on a team I have been selected for if I have given consent, but I've not yet been cleared?

A – No, there are no exceptions to the policy. You must have cleared the background check prior to the start of the competition.

Q - Are you checking my credit and civil court records?

A – No. The background check screens for criminal history only. When you submit your personal information and consent to run the background check, you will disclose any criminal history you may have. Only criminal history is checked. We are not checking for civil lawsuits, divorces, etc.

Q - What happens if I have a criminal history?

A – Only your criminal history will be screened and certain crimes will raise a “red flag.” If that occurs, you will have an opportunity to submit a request for an exemption, which involves a brief telephonic hearing before a panel where you can explain the circumstances surrounding the situation and why USEF should clear you to compete.

Q – How long does a hearing on a red flag take?

A – If a competition is imminent, USEF will aim to provide a hearing within 48 hours of receiving a request. However, this is not a guarantee and athletes are encouraged to complete their background check early in the selection process or before the expiration of their current background check. There are no options for an expedited process available.

Q- Do I have to do a background check every time I’m selected for an event?

A – No. Once you’ve successfully completed the background check, you are clear for two years, unless you are arrested or charged with a crime. You have a duty to disclose such information immediately to the USEF General Counsel, Sonja S. Keating at skeating@usef.org

Q – How do I apply for a Background Check?

A - You can complete your consent to the CBC using your mobile device by signing into you myUSEF account at www.usef.org and clicking on the tile titled “Background Check.” The process takes approximately 2-5 minutes to complete. The system will prompt you to enter your payment information.

Q – How often do I have to take a Background Check?

A – You are required to refresh your background check every two years.

Q – What happens if my Background Check expires during a competition?

A – The requirement is that your background check is cleared by the day the competition begins. If it expires during the competition, you are permitted to complete the event.

Q – If I completed a USOPC Background Check for Lima, will the USEF accept those results?

A – Yes, we will accept the results from the background check run for Lima. USEF utilizes the same vendor as the USOPC to run background screens.

Q – Will athletes be reminded when a renewal of their Background Check is needed?

A – Athletes will receive 45, 30 and 15 day renewal reminders by e-mail prior to the deadline. However, it is the athlete's responsibility to stay in compliance with this requirement. Therefore, it is vital that athletes provide the USEF with their personal email in order to receive these reminders.

Q – Who do I contact if I have questions or problems?

A - If you have any questions or need assistance, please contact Teresa Roper by email at troper@usef.org or by phone at (859) 225-6915.