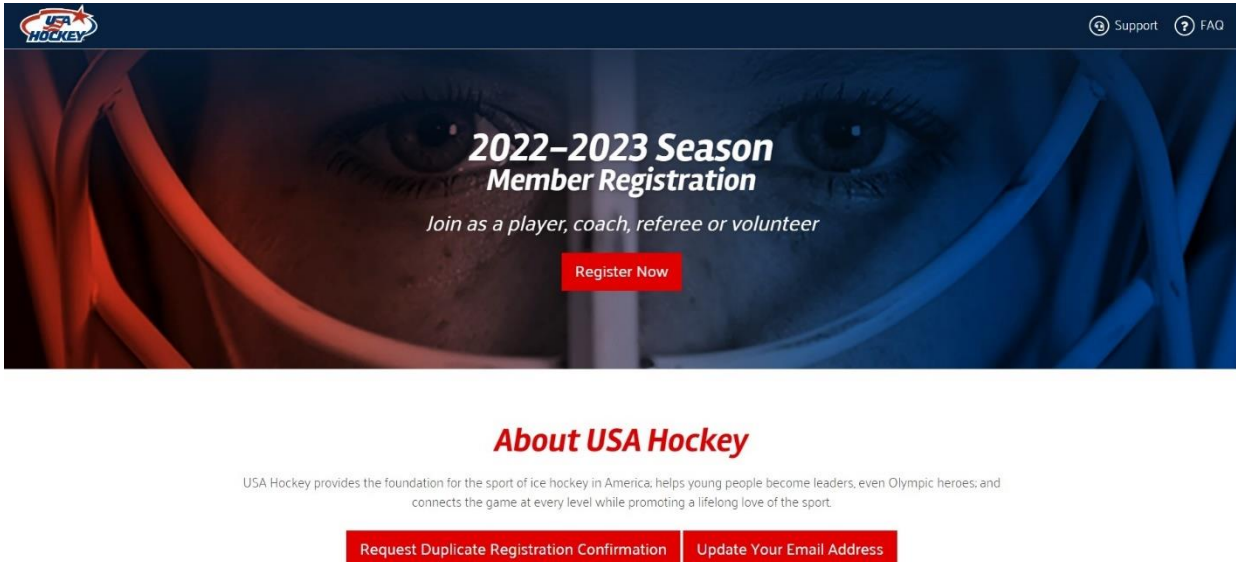


# Instructions to complete SAFESPORT training and background screening

To complete SAFESPORT training, you will need to first register in USA Hockey for you will need your USA Hockey registration # to access the SAFESPORT training. Below is the link for member registration in USA Hockey.

[USA Hockey Member Registration](#)



The screenshot shows the USA Hockey website's registration page. At the top left is the USA Hockey logo. In the top right corner, there are links for 'Support' and 'FAQ'. The main banner features a close-up of a hockey player's eyes through the cage of a helmet. The text on the banner reads: '2022-2023 Season Member Registration' and 'Join as a player, coach, referee or volunteer'. A prominent red button labeled 'Register Now' is centered below the text. Below the banner, the heading 'About USA Hockey' is displayed in red. Underneath, a short paragraph describes USA Hockey's mission. At the bottom of the banner area, there are two red buttons: 'Request Duplicate Registration Confirmation' and 'Update Your Email Address'.

Click the big, orange, REGISTER NOW button shown on the screen shot above.

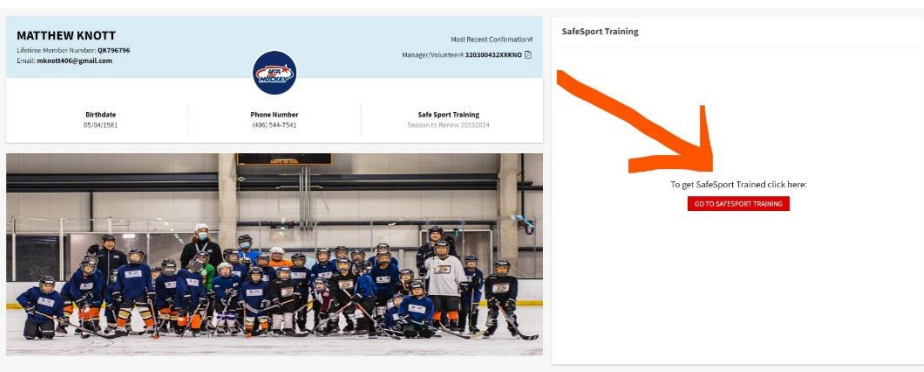
Most of you will register as a volunteer if you are not a coach or a referee. Follow the instructions and fill in the information fields (name, address, phone etc.). No fee required for volunteer members in USA Hockey.

A USA hockey registration # will be given to you at completion of the registration. An email will also be sent to you with the registration #. Save this number for you will need to give it to your team manager so we can track your training status. You will also need this number next year when you have to log into SAFESPORT to take your annual refresher!

Once you have your registration #, click the link below to access the SAFESPORT training programs

[SafeSport Program Training \(usahockey.com\)](#)

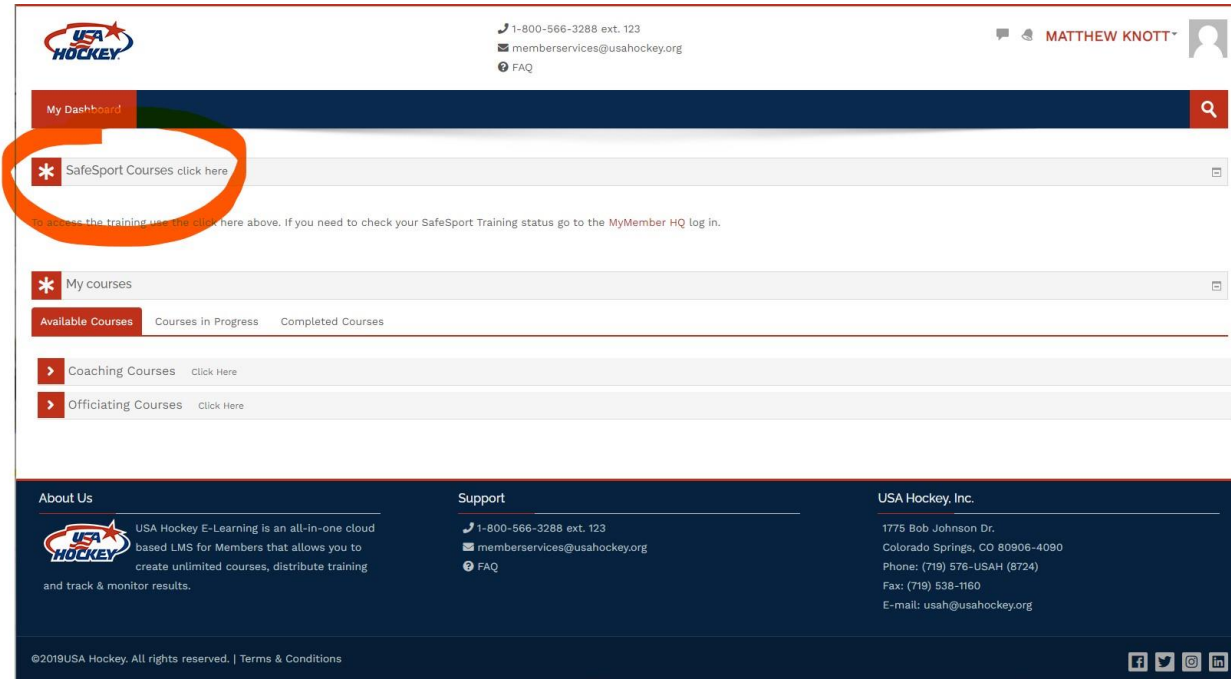
For first time users, you will need create an account/password. Once you are into the training website, click the button on the right side.



The screenshot shows a member profile page for Matthew Knott. The profile includes his name, lifetime member number (OK796756), email (mknott406@gmail.com), birthdate (05/04/1981), and phone number (436) 544-7541. It also shows his most recent confirmation number (320300432XKN0) and his safe sport training status (Season to Review 2023/02/24). Below the profile information is a photo of a hockey team. On the right side of the page, there is a 'SafeSport Training' section with a red button labeled 'GO TO SAFESPORT TRAINING'. A large orange arrow points to this button.

# Instructions to complete SAFESPORT training and background screening

A new window will open up and look similar the following screen shot. Click where it says SafeSport Courses.



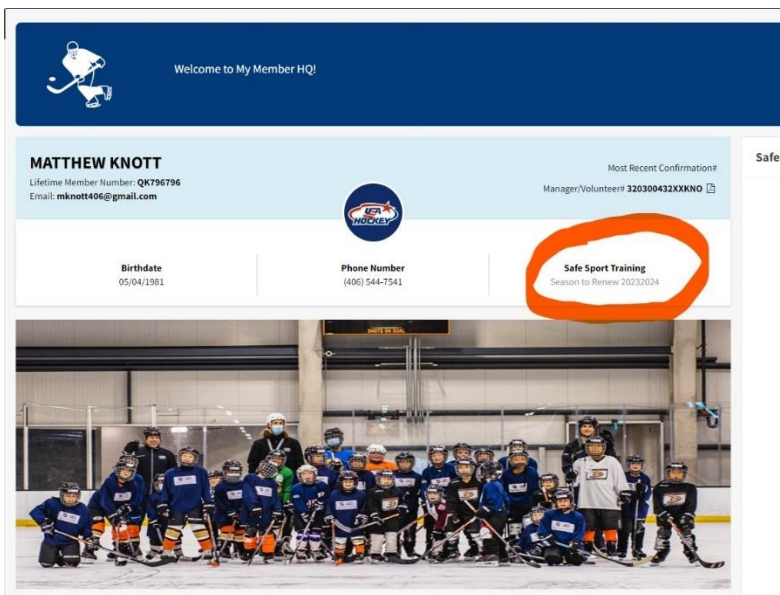
\*\*\*this is a picture of my account and does not show anything under the SafeSport Courses because I am current in all my training\*\*\*

A list of SafeSport courses available to you will be shown here. Click on the CORE training if you have never taken the training before

Click on the available refresher if you have already taken the CORE training last season.

This website is not very user friendly and does not show the most current status under completed courses. (Mine shows nothing under completed courses).

I can see I am current on my dashboard with the following screen shot. It will say when you need to take the refresher. See the circled information below. 20232024 means you need to take the refresher for the 2023-2024 Hockey Season.



# Instructions to complete SAFESPORT training and background screening

Depending on what platform you are taking your training on (computer, iPad, cell phone), you may receive a picture of completion certificate. I took the refresher on my cell phone and did not receive any confirmation of completing the course other than it was no longer available to take in my SafeSport Dashboard.

You can take the training on any platform you chose, but I recommend taking it on an iPad or computer for it is tough to read the information on devices with small screens.

The link below will take you to the website needed to complete your background screening.

[Background Screen \(usahockey.com\)](https://www.usahockey.com/background-screen)

It is now required that **ALL** volunteers complete the background screening. Reach out to your manager to see if you are classified as a volunteer and need to take the background screening. There is a \$30 fee to process the background screening. The first 5 individuals in their perspective age group/team will get re-imbursed for their screening. Please forward your background screening registration confirmation email to your perspective manager to track who the first 5 individuals are that will get re-imbursed.

**REMINDER:** Send your USA Hockey registration # to your manager so we can track the status of the SAFESPORT training status for our association.

If you have any questions regarding SAFESPORT training or background screenings, feel free to email or call/text me at [syha.safesport@gmail](mailto:syha.safesport@gmail.com) or 406-544-7541.

Happy training!

Matthew Knott

Salmon Youth Hockey SafeSport coordinator