

U.S Figure Skating Coach Compliance

U.S. Figure Skating Rule MR 5.11: Coach Compliance

In order to be granted access to work with skaters within U.S. Figure Skating sanctioned activities, each coach/ choreographer must complete the following requirements on an annual basis by July 1 of each year:

- 1) Must be a current full member of U.S. Figure Skating - either through a member club or as an individual member;
- 2) Must complete the SafeSport Training;
- 3) Must successfully pass a background check (if 18 years or older);
- 4) Must complete four CER courses; See rule MR 5.12;
- 5) Must possess proof of current general liability insurance with limits of \$1 million per occurrence/\$5 million aggregate;
- 6) Must be a current full PSA member if coaching skaters/teams in *qualifying* levels at U.S. Figure Skating *qualifying* competitions; See rule 1022.

NOTE: Learn To Skate USA Instructors: Any person, 18 and older, instructing in a Learn To Skate USA Program must have successfully passed the annual background screen, be registered as a Learn To Skate USA instructor member, and complete the certification course on www.learntoskate.com.

(For deadline and penalties, see rules MR 5.13 and MR 5.14.)

Who must complete coach compliance?

- **Coaches at all U.S. Figure Skating sanctioned activities including:**
 - All international competitions on behalf of Team USA
 - All developmental international competitions
 - All qualifying and non-qualifying competitions
 - All test sessions
 - All performances including ice shows, exhibitions, recitals and carnivals
 - All other sanctioned club activities (including club ice)
- When complete, coaches can print Coach Compliance Card in “Members Only”

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1. U.S. Figure Skating Membership (full and current status)

Available as of June 1 of each year

- Annual renewal required
- Coaches join U.S. Figure Skating through home club, or join as an individual member
- Renew U.S. Figure Skating Membership between June 1-June 30 of each year
- Complete Coach Registration process by:
 - Log in to U.S. Figure Skating “Members Only” tab:
 - Submit proper payment of \$30.00 for the annual registration fee
 - Click through to the background screen (be sure to finish the process)
- Completion will be listed on the list of registered coaches on U.S. Figure Skating website

2. SafeSport Training

- Bi-annual renewal required: Can be taken at any time (good for two years)
- Must be a U.S. Figure Skating member to complete the training (log in through “Members Only”)
- Completion verification tracked in coaches’ U.S. Figure Skating membership record
- Completion will be listed on the list of registered coaches on U.S. Figure Skating website

3. Background Check

Available as of June 1 of each year; (Required since July 1, 2008)

- Annual renewal required: Renew each June 1-July 1 of each year
- National Center for Safety Initiatives (NCSI) provides comprehensive background screening services ; No other agency results accepted
 - “Green Light”
 - Applicant has passed the background screen
 - Nothing in the coach’s legal record at this time
 - “Red Light”
 - Applicant will be contacted by NCSI to provide opportunity to correct potential errors in the record or to provide additional information
 - Applicant has right to appeal the decision to U.S. Figure Skating
 - PSA will recognize a red light from U.S. Figure Skating
- Failure to complete the background check by July 1 results in a \$75.00 fee
- Completion will be listed on the list of registered coaches on U.S. Figure Skating website

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4. Continuing Education Requirements (CER):

Available January 1 of each year; (Required since July 1, 2010)

- Annual renewal required; Renewable before each July 1
- U.S. Figure Skating Rule MR 5.12
- Administered in cooperation with the PSA
- Accessed through the CER page on the PSA website: www.skatepsa.com
- Coaches can print course and program certificates for proof of completion
- Completion will be listed on the list of registered coaches on U.S. Figure Skating website

5. Liability Insurance

- Annual renewal required
- Must be a member of PSA for PSA insurance; Member of U.S. Figure Skating for U.S. Figure Skating insurance
- Must be valid through the membership year
- If policy is through U.S. Figure Skating or PSA, U.S. Figure Skating will verify coverage directly with the carrier
- If policy is through another organization, coach must fax proof of coverage to 1.877.514.3471.
- Completion will be listed on the list of registered coaches on U.S. Figure Skating website

6. PSA Membership (full and current status):

Available as early as April 1 of each year

- Annual renewal required
- Join PSA through the website or with a sponsor for new members
- Required for coaches at the qualifying level of skaters at qualifying events
- Must be valid through the membership year (starting July 1 of each year)
- Not required for coaching only non-qualifying levels or Learn To Skate USA levels of skaters at events
- Completion will be listed on the list of registered coaches on U.S. Figure Skating website

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CER Restructured Categories (Available January 1, 2018; Required July 1, 2018)

- **Professional Coach/ Choreographer** = Coach or choreographer of all levels of skater(s) at all competitions and/ or test sessions (except Learn to Skate USA, which has a separate registration and compliance)
- **Professional Group Instructor** = Instructor of Learn To Skate USA levels (group or private lessons) only; Highly recommended, but not mandatory at this time
- **Professional Sport Science Support Service** = Personnel who provide sport science services to a skater at a competition, but do not coach at the gate

Coach Compliance Toolkit

- Verify Coach Registration compliance on U.S. Figure Skating website
- Verify CER Completion on the PSA website: skatepsa.com
- Check coach credentials for all competition/test sessions
 - Check Coach Compliance when skater's application is received, Email coach
 - For competitions: have a club coach handle this for you
- Regionals and Sectionals will have a PSA rep to help U.S. Figure Skating enforce CERs
- Coach Compliance Toolkit available at:
<http://www.usfigureskating.org/Content/Coaching%20Compliance%20Toolkit.pdf>
- Coaching at U.S. Figure Skating events without compliance is an ethics violation which is reported to U.S. Figure Skating and PSA

Professional Skaters Association (PSA)

- Headquartered in Rochester, MN, the PSA is the official figure skating coaches' education, training and accreditation program for U.S. Figure Skating

Questions?

- Coach Registration & Membership: memberservices@usfigureskating.org
- CER content and compliance: Heidi Thibert PSA hthibert@skatepsa.com
- CER categories and issues Ann Miksch PSA amiksch@skatepsa.com
- Check current coach compliance of Coach Registration on U.S. Figure Skating website at: <http://www.usfigureskating.org/content.asp?menu=coaches&id=451>