

## 5 COACH COMPLIANCE TIPS

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Each year when the membership renewal year approaches, all coaches need to complete “Coach Compliance” before coaching at U.S. Figure Skating sanctioned events. The following was compiled to help coaches avoid some of the pitfalls that can delay verification.

### TIP #1: START NOW!

Be proactive in getting compliant. Waiting until late June to start the process does not provide any extra time if something gets delayed.

- U.S. Figure Skating opens June 1 for membership renewal; PSA opens membership renewal April 1st.
- Coach Registration
  - Liability insurance purchase opens June 1.
  - Background check process opens June 1. (Can take up to 10-14 business days to complete.)
- The CER programs open on January 1st for the season with a deadline of completion of June 30 of that season.
- The Center for SafeSport (USOC) training is open and available at any time. Note that the correct training is ONLY available to U.S. Figure Skating members and accessible through the “Members Only” portal on the U.S. Figure Skating website. The older training will not suffice. You will need to create an account to take the training, so allow a little extra time. The training is in three parts and takes about 90 minutes to complete.
- U.S. Figure Skating charges a late fee of \$75.00 for not becoming compliant by the deadline. This can include any part of the compliance: membership renewal, liability insurance, background check, or CERs.

### TIP #2: STANDARDIZE YOUR NAME

Make sure the same name is entered for:

- U.S. Figure Skating Membership Form
- PSA Membership Form
- Background Check
- Liability Insurance
- CERs

NOTE: *\*Make certain your skaters use that exact name when naming you as a coach for a competition/test session. Make sure your skaters spell your name correctly.*

### TIP #3: ALLOW TIME TO NAVIGATE THE PSA E-LEARNING PLATFORM FOR CERS

CERs for the next season open on January 1st.

- 1) Start by visiting the PSA website at: [www.skatepsa.com](http://www.skatepsa.com). Read all instructions twice!
- 2) Click on the CER/E-learning tab from the menu on the left-hand side of the page.
- 3) If you are a FIRST-time user, click on first-time user to create an account.
- 4) Check your email for the link in, and follow the prompts. (There is information to help on the PSA website CER landing page and on the PSA E-Learning Academy landing page.)  
If you completed your CERs last year in Ex3, log in with your username and password and follow the prompts. If you forgot your username or password, click on “Forgot Username or Password?” in the login box. The system will send you the username and password to use to log into the system.  
If you have already tried three times you will need to contact the office to have your account unlocked.
- 5) As soon as you try to register for courses, you will need to pay the annual subscription fee to Ex3.
- 6) Complete **one** CER course in **each** of these topics areas for the **June 30th** deadline:
  - a. Professional Ethics
  - b. Rules of Sport
  - c. Sport Science
  - d. Athlete/ Coach Protection
- 7) NOTE: \*Beginning July 1, of each season, the prepaid benefit for two courses expires, and all courses are assessed with a late fee.
- 8) A certificate is emailed to you at the completion of the CERs. You can print other copies in the “My Certifications” tab located in your E-learning Academy account.
- 9) More course choices in all topic areas are added on a regular basis.

### TIP #4: DOUBLE CHECK STATUS

- Keep checking your “Members Only” account at [www.usfigureskating.org](http://www.usfigureskating.org).
- Keep checking until you see your name on the U.S. Figure Skating Coach Registration List. If it does not appear in a couple of weeks after you have finished everything, double check your “Members Only” account. If your coach registration is not complete, call or email Member Services at U.S. Figure Skating at: [memberservices@usfigureskating.org](mailto:memberservices@usfigureskating.org) for help.
- Do not assume just because you started the process, that you finished it. National Center for Safety Initiatives (NCSI) is the company that provides the background check. The link to NCSI is provided on the confirmation page after a payment is made.
- Inform the membership chair of your club that as a coach, your U.S. Figure Skating club membership fee and form need to be sent in right away and not bundled with the skaters and parents that sometimes don’t complete their form until just before the deadline.
- Check your PSA membership on the PSA website; watch for your membership card to come in the mail.
- Print out a Coach Compliance card from your “Members Only” account as soon as it is available.

- Print a copy of your SafeSport Training completion.
- Print a copy your liability insurance proof and your CER Program Completion certificate and carry it with to U.S. Figure Skating events.

#### **TIP #5: BE A PROFESSIONAL**

Remember that Coach Compliance is a U.S. Figure Skating rule like all other rules. Coaches have a professional obligation to follow the rules. Don't make the competition or test chair hunt you down to remind you to get your coaching requirements completed. It is coaches' responsibility to complete the requirements in a timely fashion; it is the competition committee's and referee's responsibility to enforce the rules. These requirements are no different than your skater who needs to be tested at the level they will compete at for a qualifying competition. If you know of a coach who is coaching at U.S. Figure Skating events without being compliant, report that person to the test or competition chair or referee. All coaches are held to the same standard.