



To: All Member Club Presidents, Competition Chairs, Test Chairs and SafeSport Compliance Chairs

From: U.S. Figure Skating

Re: Coaching Requirements and Compliance

CC: All U.S. Figure Skating Referees

---

Thank you for being a member club of U.S. Figure Skating. We appreciate very much the time and energy you give to the sport! As a member club of U.S. Figure Skating, you are obligated to abide by the rules and bylaws of the association. One of the crucial areas in which we need your support is coach's compliance.

In the past several years a number of rules have been implemented to 1) ensure the safety and welfare of our skaters and 2) ensure our coaches are well-educated and protected as contractors. The addition of these rules ultimately translates to stronger, more successful clubs and a stronger, more successful organization overall.

### **RENEW YOUR CLUB COACHES**

We encourage you to renew your coaches' memberships as soon as possible each June and check their compliance *now*. As a member club you should be proud to advertise that ALL of your coaches meet ALL of the requirements of U.S. Figure Skating. Coaches should be equally proud to show that they are committed to improving themselves in their profession as well as showing they uphold the highest of ethical standards.

Please make sure your coaches are aware that in addition to renewing their membership through your club, another club or directly through U.S. Figure Skating, they also need to submit to and pass a background check, purchase and provide proof of liability insurance, complete continuing education requirements each season, and renew their full PSA Membership annually if coaching skaters in qualifying events at qualifying competitions. If these are not completed by July 1 each season, the coach will be charged a \$75 late fee per rule MR 5.14.

### **HOSTING A COMPETITION OR TEST SESSION**

When you are hosting a competition or test session, it is ***mandatory*** that your Club SafeSport Compliance chair or their duly-authorized representative verify the credentials of each person who plans to *coach*\* on site at the event. The minimum requirements are 1) current full membership with U.S. Figure Skating, 2) passing a background check through U.S. Figure Skating, 3) proof of current liability insurance with the required coverage, 4) continuing education requirements (CERs), and 5) current full PSA Membership if coaching skaters in qualifying events at qualifying competitions.

You can verify compliance with these items by looking at one report on the U.S. Figure Skating website. **This report can be found under 'COACHES' then 'INFORMATION FOR CLUBS'**. *\*Note: Compliance is only required if the person is acting as a coach. If attending as a spectator, compliance is not required.*

If a coach comes to your event without the proper credentials in place and tries to coach, they are in violation of U.S. Figure Skating and/or PSA ethics and code of conduct rules and as such are subject to

disciplinary action. Another ethics violation includes, but is not limited to, harassing your volunteers as they enforce the rules of the association. Such behavior by a coach is not tolerated under any circumstance.

Coaches who are not in compliance must not coach during the event (competition or test session, including practice ice). They are permitted in the facility, but not in any areas designated only for skaters/coaches such as rinkside, warm-up areas, etc. If possible, find a way to distinguish this area by marking it off with pipe and drape, stanchions or caution tape. You must enforce compliance by having someone in authority (preferably an adult) in these areas checking credentials (either issued by your club when they register at the competition or test session or the coach compliance card available through the U.S. Figure Skating Members Only site). You must also verify that the person providing the credential or coach compliance card is the actual person by asking for a picture ID such as a driver's license.

Please use information in the Coaching Compliance Toolkit (attached) if you encounter any issues when enforcing the coach compliance rules of U.S. Figure Skating. There is a form to be presented to the non-compliant coach as well as a report that is submitted to U.S. Figure Skating and PSA. This can be presented by the Club SafeSport Compliance chair, club officer, competition chair, test chair and/or referee.

Please note that you do not want to disrupt the skater who is about to take the ice. Therefore, if a non-complaint coach will not leave the area when asked and/or is unprofessional in their actions with you or other volunteers/coaches, you may decide to allow the coach to continue coaching until there is a better time to address the situation; but you must note their name and report this to the test chair or chief referee before the test session/competition is over and/or consult the Coaches Compliance Toolkit for further instructions.

Rules are only effective and serve their intended purpose if they are enforced. When a club does not enforce compliance for all coaches, it is placing itself and the event at risk for potential liability should any claim arise involving a non-compliant coach.

We hope you find these tools useful, and if you have any questions, feel free to contact us at 719.635.5200.

Thank you for your continued support of our athletes and programs!

# **COACHING COMPLIANCE VERIFICATION 'HOW TO' for MEMBER CLUBS**

1. **PLAN AHEAD** – When accepting competition entry forms or testing applications, the Club SafeSport Compliance chair or their duly-authorized representative should verify each coach's status as soon as the form is received. **This verification report can be found under 'COACHES' then 'INFORMATION FOR CLUBS'.**
  - A. If the coach is missing one or more requirements, contact the coach immediately. This will give the coach time to complete the necessary requirements in time for the event (*sample email included in toolkit*).
  - B. Contact should include notification that the skater may be contacted in the event the coach is still not compliant two weeks prior to the event.
  - C. Be sure to notate on the application when and by what means the coach was contacted.
  
2. **CONTACT SKATER OR PARENT** – If a coach is still not compliant one to two weeks prior to the event, contact the skater or skater's parents to notify them of their coach's status. This may serve as an additional way to encourage the coach to complete the requirements prior to the event.
  - a. Be sure to notate on the application the date of contact.
  
3. **ON-SITE VERIFICATION**
  - A. When a compliant coach registers for the competition, provide them with a credential. Let them know that they must have this with them at all times and may also be asked to provide a picture ID throughout the event.
  - B. When a skater of a non-compliant coach, or the non-compliant coach themselves, comes to registration at your event, notify them of the coach's non-compliance.
    - a. Check with the coach to see if they have proof (i.e. certificates, coach compliance card, etc.) of missing requirement.
    - b. Contact U.S. Figure Skating headquarters to see if verification of status can be obtained over the phone. *Note: Headquarters is open M-F, 8-4:30 MT.*
    - c. If eligibility cannot be verified, inform the coach that they may not coach at the event.
  
  - C. **VIOLATION LETTERS** – If, after the above has taken place, the coach still attempts to coach or sneak in or harasses any volunteer, the Code of Conduct or Ethics Violation form must be completed and given to the coach. If the coach refuses to leave the area you may note their name and follow up on the violation later during the competition by mail/email.
    - a. Make a copy of each violation letter that is issued.
  
  - D. **INCIDENT REPORT** – The chief referee or test chair will sign each incident report form and forward it to U.S. Figure Skating headquarters for appropriate action.
    - a. The report should be factual, not opinion-based.
    - b. The report should be clear and concise.
    - c. Reports must be signed and sent within five days of the conclusion of the event.

***Letter or email to Non-Compliant Coaches***

Dear Coach,

You are receiving this email because you are listed as a coach of a skater participating in the upcoming (club name) competition, (add dates). Please check both U.S. Figure Skating and PSA websites as you are not current with one or more of the requirements as set forth by U.S. Figure Skating. It is your responsibility to address this immediately with U.S. Figure Skating (membership, background check and insurance) or the PSA (CERs).

(Club name) will comply with all requirements set forth by U.S. Figure Skating. We would like for you to be able to work with your skater(s) during our upcoming event. Credentials will be issued at registration and must be worn in the skater's entry and monitors will be checking for these credentials.

It is possible that we do not have your correct information. Again, it is your responsibility to resolve any discrepancies and follow up with us prior to the event. Please reach us at (name, email, phone number).

Thanks for your help in clearing this up.

ETHICS VIOLATION FOR NON-COMPLIANCE WITH COACHING REQUIREMENTS			
<b>TO:</b>	(NAME OF COACH)	<b>DATE:</b>	
<b>U.S. FIGURE SKATING CLUB HOSTING EVENT:</b>		<b>EVENT TYPE:</b>	

Receipt of this notice indicates you have not met one or more of the requirements to coach at a U.S. Figure Skating event. Requirements include U.S. Figure skating membership, coach registration, continuing education requirements (CER) and PSA membership (qualifying competitions only). U.S. Figure Skating member clubs have been directed to strictly adhere to coaching compliance rules for coaches participating in test sessions in addition to other sanctioned events. For Basic Skills competitions see the program page at <http://www.usfigureskating.org/Programs.asp?id=335> .

Requirements **not** met:       U.S. Figure Skating membership     Coach Registration     CER

U.S. Figure Skating rule **TR 5.01** states that any coach wanting to coach a skater at a U.S. Figure Skating test session is required to be a member of U.S. Figure Skating. In addition, they must have successfully completed the coach’s registration required in MR 5.11 and completed the continuing education requirements as specified in MR 5.12.

U.S. Figure Skating rule **MR 5.11** states that each coaching member will pay an annual registration fee in addition to the annual membership dues. The applicant must successfully pass a background screen and show proof of liability insurance. The fee also covers the cost of a rulebook.

U.S. Figure Skating rule **MR 5.12** states that coaches must complete CER annually. To be compliant a coach must successfully complete a course and exam in the following topics:

- Professional Ethics (Category A & B)
- Sport Safety and Science (Category A & B)
- U.S. Figure Skating Rules (Category A & B)
- International Judging System Rules (Category A only)
- Professional sport science support service personnel who accompany a skater at a competition or test session but do not coach (i.e. psychologist, athletic trainer, etc) must submit a signed affidavit stating credentials and be able to produce current proof of professional credentials in their field of expertise. (Category D)

Coaches not in compliance with the stated requirements will be considered “non-compliant” members of U.S. Figure Skating and the Professional Skater’s Association (PSA), and will not be allowed to coach athletes, nor have contact at a venue for practice and/or at U.S. Figure Skating events until all requirements have been met. The U.S. Figure Skating Official Rulebook also states the following in GR 1.02 (Code of Conduct):


*“I recognize that my participation in all activities hosted, supported, sponsored, or engaged in by U.S. Figure Skating, including, but not limited to competitions, exhibitions, and training camps is an honor and privilege that carries certain responsibilities. I agree to fully abide by the rules and guidelines set forth by U.S. Figure Skating or its properly designated agents.”*

Coaching without having met the stated requirements constitutes an ethics violation. If a coach is found to have committed an ethics violation, there are a number of consequences that may include, but not limited to, the following:


- Membership with U.S. Figure Skating and PSA is in jeopardy.
- The coach is ineligible for a PSA or U.S. Figure Skating coaching award.
- The coach is ineligible to take PSA ratings exam or apply for rankings review.
- The coach is ineligible for a technical panel assignment.

This ethics violation is being reported to the U.S. Figure Skating Ethics Committee chair and the PSA Professional Standards Committee chair for further review.

U.S. Figure Skating and PSA have confidence that that you will complete your missing requirements prior to your next event.

  
 Samuel Auxier  
 U.S. Figure Skating President



  
 Jimmie Santee  
 PSA Executive Director



# U.S. FIGURE SKATING AND PSA CODE OF CONDUCT VIOLATION

<b>TO:</b>	(NAME OF COACH)	<b>DATE:</b>	
<b>U.S. FIGURE SKATING CLUB HOSTING EVENT:</b>		<b>EVENT TYPE:</b>	

Receipt of this notice indicates you have been observed and/or documented violating the U.S. Figure Skating Code of Conduct (rule GR 1.02 and GR 1.03) and/or the PSA Code of Ethics by displaying unacceptable behavior toward an event volunteer, U.S. Figure Skating official, or U.S. Figure Skating and/or PSA staff member attempting to enforce the current coaching requirements. U.S. Figure Skating clubs have been directed to strictly adhere to coaches' requirements for coaches participating at test sessions in addition to other sanctioned events.

For Basic Skills competitions see the program page at <http://www.usfigureskating.org/Programs.asp?id=335> .

## GR 1.02 Code of Conduct

The following code of conduct applies to all participants in activities hosted, supported, sponsored, or engaged in by U.S. Figure Skating, including, but not limited to competitions, exhibitions, and training camps:

*I recognize that my participation in all activities hosted, supported, sponsored, or engaged in by U.S. Figure Skating, including, but not limited to competitions, exhibitions, and training camps is an honor and privilege that carries certain responsibilities. I agree to fully abide by the rules and guidelines set forth by U.S. Figure Skating or its properly designated agents. As a precondition to participation in activities hosted, supported, sponsored, or engaged in by U.S. Figure Skating, or its properly designated agents.*

**GR 1.03** The United States Figure Skating Association will not tolerate or condone any form of harassment or abuse of any of its members including coaches, officials, directors, employees, parents, athletes and volunteers - or any other persons – while they are participating in or preparing for a figure skating activity or event conducted under the auspices of U.S. Figure Skating. The U.S. Figure Skating Policy Statement on Harassment and Abuse may be found in its entirety online at [usfigureskating.org](http://usfigureskating.org). Harassment of such nature between or among U.S. Figure Skating members shall be reported to the chair of the Ethics or Grievance Committee as soon as is practicably possible, per ECR 2.00 and GCR 2.00.

## PSA Code of Ethics and Professional Conduct

A Code of Ethics and Professional Conduct is hereby adopted to the end that the public respect and the status of the association members in the profession may be enhanced and secured and that ethical principles are to be followed to avoid actual or perceived impropriety.

The following basic rules shall govern the conduct and relations of members of the Professional Skaters Association. Any complaint concerning breaches thereof shall be dealt with by the Committee of Professional Standards according to the procedures that are adopted from time to time by the Board of Governors of the Professional Skaters Association.

7. All members recognize that they shall act in a manner which avoids verbal or physical abuse of any skaters, other coaches, parents or officials. Members shall not engage in, nor permit, any skater with whom they are charged with the responsibility of coaching to engage in any offense in violation of federal, state, or local law, or laws of a foreign government.

If a coach is found to have violated the Code of Conduct, there are a number of consequences that may result including, but not limited to, the following:

- Membership with U.S. Figure Skating and PSA is in jeopardy.
- The coach is ineligible for a PSA or U.S. Figure Skating coaching award.
- The coach is ineligible to take PSA ratings exam or apply for rankings review.
- The coach is ineligible for a technical panel assignment.

This violation is being forwarded to the U.S. Figure Skating Ethics Committee chair and the PSA Professional Standards Committee chair for further review. We trust that in the future you will conduct yourself in a manner befitting your profession.



Samuel Auxier  
U.S. Figure Skating President



Jimmie Santee  
PSA Executive Director





## U.S. FIGURE SKATING ETHICS/CODE OF CONDUCT VIOLATION INCIDENT REPORT

<b>Club Hosting Event</b>				<b>Event Type/Location</b>			
<b>Print Name of Offending Person:</b>		<b>U.S. Figure Skating #:</b>	<b>PSA #:</b> <small>(if applicable)</small>	<b>Phone #:</b>		<b>Date/Time of Incident:</b>	
						__/__/____ __:__ am pm	
<b>Description of Incident:</b> (please be specific, describe only facts, use back or additional paper in needed.)							
<b>Description of Offending Behavior:</b> (please check all that apply)							
<input type="checkbox"/> Coaching or attempting to coach without Coaches Registration Credentials <input type="checkbox"/> Coaching or attempting to coach without CER (Continuing Education Requirements) Credentials <input type="checkbox"/> Coaching or attempting to coach without U.S. Figure Skating Membership and/or PSA Membership <input type="checkbox"/> Improper Use of Credentials (lending or borrowing Coach Credentials) <input type="checkbox"/> Code of Conduct Violation (please check all that apply) <ul style="list-style-type: none"> <li><input type="checkbox"/> Verbal Altercation</li> <li><input type="checkbox"/> Display of Anger</li> <li><input type="checkbox"/> Use of Inappropriate Language</li> <li><input type="checkbox"/> Display of Inappropriate Gestures</li> <li><input type="checkbox"/> Use of Physical Aggression</li> <li><input type="checkbox"/> Use of Threatening Language</li> </ul> <input type="checkbox"/> Other (please describe) _____							
<b>Supporting Details:</b> (please be specific, describe only facts, use back or additional paper in needed.)							
<b>Name of Witness(es):</b>		<b>U.S. Figure Skating #:</b>		<b>PSA#:</b> <small>(if applicable)</small>		<b>Contact #:</b>	
<b>Print Name of Competition Chair or Other Event Official:</b>		<b>U.S. Figure Skating #:</b>		<b>Contact #:</b>		<b>Email:</b>	
<b>Signature of Competition Chair or Other Event Official:</b>						<b>Date:</b>	
						__/__/____	
<b>Print Name of Test Chair or Chief Referee**:</b>		<b>U.S. Figure Skating #:</b>		<b>Contact #:</b>		<b>Email:</b>	
<b>Signature of Test Chair or Chief Referee**:</b>						<b>Date:</b>	
						__/__/____	

\*\*This report **must** be signed and submitted by the test chair or chief referee.  
 Please submit to: Dalean Greenlee, 20 First Street, Colorado Springs, CO 80906