

COACH COMPLIANCE “Tips for Clubs”

This document is designed to help U.S. Figure Skating member clubs verify coach compliance before holding a U.S. Figure Skating sanctioned event, including nonqualifying competitions and test sessions. It is the responsibility of the Club SafeSport Compliance Chair to verify all coaches participating in all club and U.S. Figure Skating events and activities are compliant per U.S. Figure Skating rules. It is mandatory that every club institute these checks, as they are intended for the welfare of all members.

Coaching compliance consists of four parts for all events at nonqualifying competitions and for all test sessions; however, coaching compliance consists of five parts for qualifying events at qualifying competitions.

1. Current full U.S. Figure Skating membership
2. Successfully passing a background screen (if 18 years or older)
3. Proof of liability insurance with the required coverage
4. Continuing Education Requirements (CERs)
5. Current full PSA membership (*qualifying events at qualifying competitions only*)

Your Club SafeSport Compliance Chair should make sure your club coaches are compliant early in June. There is a sample letter attached that can be used for this purpose; feel free to personalize it and send out on June 1 (Attachment A).

Your Club SafeSport Compliance Chair should also educate the parents of your skaters by sending a letter to them early in June. A sample letter is attached (Attachment B).

Utilize the contents of the Coach Compliance Toolkit found here:

<http://www.usfigureskating.org/Content/Coaching%20Compliance%20Toolkit.pdf>

BEFORE A NON QUALIFYING COMPETITION OR TEST SESSION:

- Add the attached language to both your test applications and nonqualifying competition applications (Attachment C).
- As soon as competition/test applications arrive, start a list of participating coaches and begin checking their compliance. (U.S. Figure Skating updates their website daily, and PSA updates their website weekly.)
- Check coach/instructor compliance on the U.S. Figure skating website at <http://www.usfigureskating.org/content.asp?menu=coaches&id=451>, or go to www.usfigureskating.org > “Coaches” > “Information for Clubs”. For your convenience, each coach’s membership expiration date has been added to this report as well as the CER information, if available.
- If CER information is not available on the Coach/Instructor Compliance list, you can search the PSA website at <http://skatepsa.com/CER-Name-Search.htm>.

NOTE: *It would be beneficial to add both of the above web addresses to your “Favorites” list.*

- This is the responsibility of the Club SafeSport Compliance Chair, but the chair may designate another board member, test chair and/or LOC chair to handle or share this task.
- Ideally, this should be started three weeks ahead of the event, especially if your event is early in July or August, and checked regularly through the event.
- Send an email to those coaches who are not compliant (Attachment D).

DURING NONQUALIFYING COMPETITION OR TEST SESSION

- Plan on having coaches register upon check-in at the rink; same person who is checking in skaters can do this as well.
- Prepare a simple coaches badge, either pin on or with a lanyard (ask that they return it at the end of the competition). Only create badges for those who are compliant! Have a list of non-compliant coaches and extra badges where you can add the coach's name if they can prove that compliance has been met. All the non-compliant coaches need to do is provide proof of whatever compliance piece is missing by printing their temporary membership and/or coach compliance card(s) and/or their CER certificates. It is their responsibility to have these with them.
- Attached is a printed statement that you can run off and have at the registration desk to give to a non-compliant coach (Attachment E).
- If, after being informed they are not allowed to coach at your event, a non-compliant coach attempts to coach at practice or at the skater's entrance, do not approach them, simply REPORT them to U.S. Figure Skating and PSA, as they have just violated the ethics rules of both organizations. (Forms available in Compliance Toolkit.)
- At a nonqualifying competition, have the monitor at the skater's entrance keep an eye out to see if coaches are wearing a designated "coach badge". If not, they should not attempt to handle it but instead report it to the competition chair or designated person. This person will then report the coach to U.S. Figure Skating and PSA, as this coach is in violation of ethics rules. Ensure the monitor is of appropriate age and authority to handle this position.

NEED HELP?

CER Completion: Heidi DeLio Thibert, thi@frii.com, hthibert@skatepsa.com

Coach Compliance and
U.S. Figure Skating Membership: memberservices@usfigureskating.org

Attachment A

Send to all club coaches June 1.

Dear (club name) Coaches,

As Club SafeSport Compliance Chair of the (club name), I want to send each of you a reminder that U.S. Figure Skating has mandated that all member clubs enforce coach compliance. Successfully passing a background check and providing proof of liability insurance have been required since July 1, 2008, by U.S. Figure Skating; and CER requirements were added July 1, 2010. (See U.S. Figure Skating rules MR 5.11 through MR 5.14.)

On behalf of the (club name) I request that each of you drop off a copy of your U.S. Figure Skating coach compliance card as soon as possible (your coach compliance card can be printed via the U.S. Figure Skating Members Only site). If one or more pieces of your compliance are not showing on the card, please contact the appropriate organization (U.S. Figure Skating and/or PSA) to update your information. In addition, be prepared to show proof that you have completed the missing piece(s) until your record is updated accordingly.

All coach compliance requirements can be purchased/submitted starting June 1, except for Continuing Education Requirement courses, which are actually available starting January 1. Remember that the background check can take from 10-14 business days to clear. Allow yourself plenty of time and start the process now as, effective July 1, 2014, a \$75 late fee is applied to anyone who is not compliant by July 1.

If you are not on the Coach/Instructor Compliance list on the U.S. Figure Skating website, and cannot produce proof that you have met the requirements, you will not be allowed to coach skaters through test sessions or sanctioned competitions. It is the duty of our club to report any non-compliant coach who coaches or attempts to coach at any event, as this is an ethics violation of both U.S. Figure Skating and the PSA. So, please take the steps to get your compliance in order now so you, your skaters and our club can avoid any unpleasant situations in this regard.

Thank you for your prompt attention to this matter. We are looking forward to a successful season!

Sincerely,

Attachment B

Send as email or letter to club parents on June 1.

Subject: Coach Compliance

Dear (club name) members,

Do you know what is involved in becoming a skating professional? It is a lot more than just being a great skater and liking kids! U.S. Figure Skating has taken the lead in ensuring that its skaters have a safe and healthy environment in which to pursue the sport of figure skating. To this end, there are specific requirements that a coach must meet annually.

There are four requirements for nonqualifying competitions and test sessions and five requirements for qualifying competitions. One extremely important piece of this is submitting and passing a criminal background check. People who study crimes against children know that the vast majority of abuse comes from people in a position of trust. While a clean record isn't a guarantee of safety, it is certainly an appropriate minimum step for organizations that work so closely with children. The other requirements are current full U.S. Figure Skating membership, proof of liability insurance with required coverage, continuing education requirements (CERs) and current full PSA (Professional Skaters Association) membership (required for coaches coaching skaters in qualifying events at qualifying competitions).

Each requirement is available for renewal beginning June 1, with the exception of CERs, which are available beginning January 1. Non-compliant coaches will not be permitted to coach skaters at any test session or sanctioned competition and face disciplinary action if they attempt to do so.

As a parent who is investing your family's time and money in figure skating, it is well within your right to make sure your coach is compliant before attending a competition or test session. Coaches are able to print a coach compliance card as proof of meeting the requirements, and you can ask to see that. Or, you can check the list that U.S. Figure Skating maintains on their website to make sure that your coach is compliant: <http://www.usfigureskating.org/content.asp?menu=coaches&id=451>. This list is updated daily, Monday through Friday.

If you have any questions, please contact our Club SafeSport Compliance Chair.

Sincerely,

Attachment C

Please add the following verbiage to all club test session applications as well as nonqualifying competition applications.

I have reviewed and approve the entry of this skater in the indicated events. With my signature I certify that I have complied with ALL U.S. Figure Skating coach's requirements as they relate to membership, coach compliance and CERs.

Coach's Signature:

Date:

Attachment D

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). According to the information on U.S. Figure Skating's and the PSA's websites, you are currently not compliant with one or more of the coach requirements as set forth by U.S. Figure Skating. It is your responsibility to address this immediately with U.S. Figure Skating (membership and coach compliance) or the PSA (CERs). To see what is missing, please go to www.usfigureskating.org > "Coaches" > "Information for Clubs" and review the Coach/Instructor Compliance list.

(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; however, if you don't meet the requirements per rules MR 5.11-MR 5.12, we will not be able to allow that per rule MR 5.13. Credentials will be issued at registration only to compliant coaches and must be worn in the skater's entry area; and monitors will be checking for these credentials.

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."

Please keep in mind that coaching or attempting to coach at a U.S. Figure Skating sanctioned event with non-compliant status constitutes an ethics violation. Borrowing, lending or giving compliant coach credentials to a non-compliant coach also constitutes an ethics violation for both coaches. In addition, behavior from a coach that is considered to be harassment, display of anger, physical aggression or the use of inappropriate or threatening language toward any volunteer will result in an incident report and be reported to the U.S. Figure Skating Ethics Committee for appropriate action, which may include loss of membership privileges.

If you believe you have received this email in error, it is your responsibility to resolve any discrepancies with U.S. Figure Skating and/or the PSA 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.

Attachment E

For the registration desk to hand all non-compliant coaches. No discussion is needed.

U.S. Figure Skating Rule MR 5.13

“Coaches not in compliance with the stated membership, registration and education requirements will be considered “non-compliant” members of U.S. Figure Skating and PSA, and will not be allowed to coach athletes, nor have contact, either directly or indirectly, at a venue for practice and/or at U.S. Figure Skating events (U.S. Figure Skating tests, competitions, performance activities, club ice and workshops).”

Coaching at U.S. Figure Skating events without compliance is an ethics violation, which is reported to U.S. Figure Skating and the PSA.