

To: All Member Clubs

From: U.S. Figure Skating

Re: Coaching Requirements and Compliance

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 obliged 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.

We encourage you to renew your coaches' memberships as soon as possible 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.

When you are hosting a competition or test session, it is mandatory that you verify the credentials of each person who plans to *coach** on site at the event. The minimum requirements are 1) membership with U.S. Figure Skating, 2) coach registration, and 3) continuing education requirements (CERs). You can verify these three 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 necessary.*

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. These violations include, but are not limited to, harassing your volunteers as they enforce the rules of the organization. Such behavior by a coach is not tolerated under any circumstance.

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.

Please use information in the Coaching Compliance Toolkit (attached) if you encounter any issues when enforcing the coaching 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.

We hope you find these tools useful as we begin the 2012-13 skating season, 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, verify the coach's status as soon as the form is received.
 - 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.
 - 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 one to two weeks prior to the event a coach is still not compliant, 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** – When a skater of a non-compliant coach, or the coach themselves, come 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, temporary 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 MST.*
 - c. If eligibility cannot be verified, inform the coach that they may not coach at the event.

4. **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.
 - a. Make a copy of each violation letter that is issued.

5. **INCIDENT REPORT** - The chief referee or test chair will sign each incident report form and forward 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 5 days of the conclusion of the event.

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

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.


 Patricia St. Peter
 U.S. Figure Skating President




 Jimmie Santee
 PSA Executive Director



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

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

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. 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.



Patricia St. Peter
U.S. Figure Skating President



Jimmie Santee
PSA Executive Director





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

Club Hosting Event		Event Type/Location		
Print Name of Offending Person:	U.S. Figure Skating #:	PSA #: <small>(if applicable)</small>	Phone #:	
			Date/Time of Incident: ___/___/___ __:___ am pm	
Description of Incident: (please be specific, describe only facts, use back or additional paper in needed.)				
Description of Offending Behavior: (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"> <input type="checkbox"/> Verbal Altercation <input type="checkbox"/> Display of Anger <input type="checkbox"/> Use of Inappropriate Language <input type="checkbox"/> Display of Inappropriate Gestures <input type="checkbox"/> Use of Physical Aggression <input type="checkbox"/> Use of Threatening Language <input type="checkbox"/> Other (please describe) _____				
Supporting Details: (please be specific, describe only facts, use back or additional paper in needed.)				
Name of Witness(es):	U.S. Figure Skating #:	PSA#: <small>(if applicable)</small>	Contact #:	Email:
Print Name of Competition Chair or Other Event Official:	U.S. Figure Skating #:		Contact #:	Email:
Signature of Competition Chair or Other Event Official:			Date:	___/___/___
Print Name of Test Chair or Chief Referee**:	U.S. Figure Skating #:		Contact #:	Email:
Signature of Test Chair or Chief Referee**:			Date:	___/___/___

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