

U.S. FIGURE SKATING COACH COMPLIANCE REQUIREMENTS

Per U.S. Figure Skating [Rule MR 5.11](#), all coaches and choreographers must satisfactorily complete the below compliance requirements prior to coaching at U.S. Figure Skating sanctioned activities. Sanctioned activities include 1) Qualifying and nonqualifying competitions and test sessions; 2) All performances including ice shows, exhibitions, recitals and carnivals; 3) International competitions on behalf of Team USA; and 4) Any other sanctioned club activities (including club ice).

- **MEMBERSHIP:** Coaches must be a full member of U.S. Figure Skating.
 - Renewal: Every season
 - Location: Club membership: Please renew with your club and they will update your information in Members Only. Individual (No Club Affiliation) Memberships: [Individual/Family/Collegiate Membership Registration](#)
 - Results Submitted: Automatically reflected on U.S. Figure Skating member profile upon successful payment by the club. Individual memberships through U.S. Figure Skating reflect in member profile once it is processed.
 - Cost: Club membership pricing varies by club. Individual memberships through U.S. Figure Skating: First Family Membership (\$144), Subsequent (+ \$65 per subsequent family member*), Four-year Collegiate (\$170)
 - Time: Less than 10 minutes

*To qualify as a subsequent member, at least one family member must have paid the first family member dues, the full individual member dues or the first family introductory member dues.

- **SAFESPORT ONLINE TRAINING:** Coaches 18 years and older must complete the “SafeSport Trained” online course offered by the U.S. Center for SafeSport which consists of three modules: (1) Sexual Misconduct Awareness Education, (2) Mandatory Reporting, and (3) Emotional & Physical Misconduct. “Refresher” courses are then offered by the U.S. Center for SafeSport on an annual basis to coaches who have successfully completed the “SafeSport Trained” course.
 - Renewal: Annual. Training is valid for 365 days from date of completion.
 - Training Cycle: Yr. 1: SafeSport Trained, Yr. 2: Refresher 1, Yr. 3: Refresher 2, Yr. 4: Refresher 3, etc.
 - Location: U.S. Figure Skating [Members Only](#).
 - Results Submitted: Automatically reflected in member profile within 48 hours of successful completion.
 - Cost: Free when completed through U.S. Figure Skating [Members Only](#).
 - Coaches who turn 18 mid-season are required to complete the online SafeSport training on or before their 18th birthday. Parental consent is required for 17-year-old coaches who wish to complete SafeSport Training ahead of their 18th birthday.
 - Time: The core training consists of three, 30-minute courses that include pre- and post-quizzes. Upon completion, you’ll received a SafeSport Trained certificate. Refresher courses are approximately 30 minutes long. You will not have the option to complete a Refresher course until you successfully complete the SafeSport Trained course.

- **BACKGROUND CHECK:** Coaches age 18 years and older must successfully complete a Background Check through U.S. Figure Skating’s background check provider, National Center for Safety Initiatives (NCSI). Effective January 1, 2020, U.S. Figure Skating’s background check criteria was updated per the requirements of the U.S. Olympic and Paralympic Committee (USOPC). Coaches who turn 18 mid-season are required to successfully complete a Background Check within 45 days of turning 18. Background checks completed for other organizations will not be accepted.
 - Renewal: Every other season
 - Location: U.S. Figure Skating [Members Only](#).
 - Results Submitted: Automatically reflected on a member profile upon finding by NCSI.
 - Cost: \$30, to be paid every other season. Additionally, due to the more rigorous search requirements mandated by the USOPC’s new background policy, anyone who has lived in another country for six months or more in the past seven years will require an international screen for every country of residence in that time period. International background screening costs are \$75 for a Canadian screening and \$150 for other countries.
 - Materials Needed:
 - A list of your physical residences for the previous seven years;
 - A credit card to submit payment for the background check;
 - A digital copy of your valid driver’s license, state ID or current passport ready to upload.
 - Time: Allow approximately 10 minutes to complete a domestic background screen. NCSI Processing time is 3-10 business days for domestic processing. If you are in a situation where an international screen is needed, please expect additional paperwork to be required and allow 2-4 weeks for screening to be completed. NCSI will contact you directly with instructions on this process should an international search be required.

- ❑ **COACHING EDUCATION REQUIREMENT (CER):** All coaches must complete the Professional Coach/Choreographer CER Program offered through the Professional Skaters Association (PSA). PSA Membership is not required to access CER courses. Each pre-packaged, pre-priced module contains 4 courses. Choose and complete only 1 module.
 - Renewal: 1 module per season
 - Location: [PSA eLearning](#).
 - Results Submitted: CER data is uploaded to our system as time allows. It is recommended that coaches keep the completion certificate as proof until their member profile is updated.
 - Cost: \$70
 - Time: After you've reviewed the study materials, you will take a single 60 question exam. The exam has no time limit but must be completed in one sitting. You will have 3 attempts to complete it.

- ❑ **LIABILITY INSURANCE:** All coaches are required to submit proof of liability insurance with *\$1 million per occurrence, \$5 million aggregate per coach.
 - Renewal: Every season
 - Location: [Liability Insurance through U.S. Figure Skating](#); [Liability Insurance through PSA](#); *Coaches are authorized to purchase liability insurance through other carriers provided the above criteria is met.
 - Results Submitted: If purchased through U.S. Figure Skating or the PSA, results transmitted automatically. Please allow up to 3 business days for your insurance to be verified
 - Cost: \$100 through U.S. Figure Skating, \$110 through PSA, Other \$ varies by carrier.
 - Time: Less than 10 minutes

- ❑ **CODE OF ETHICS**
 - Renewal: Every season
 - Location: U.S. Figure Skating [Members Only](#).
 - Results Submitted: Automatically reflected in member profile upon eSignature.
 - Cost: Free
 - Time: Less than 10 minutes

- ❑ **FULL PSA MEMBERSHIP:** Only required for those who coach at qualifying levels of qualifying competitions and for coaches who travel to competitions as part of Team USA.
 - Renewal: Every season
 - Location: [PSA Membership](#).
 - Results Submitted: Please allow up to 3 business days for your membership to be processed.
 - Cost: \$165 for new members, \$130 for renewing members
 - Time: Less than 10 minutes

- ❑ **WAIVERS:** All coaches are required to complete three waivers: 1) Assumption of Risk, Waiver and Release and Indemnification Agreement, 2) Medical Consent and 3) Name and Likeness Release and Consent Agreement.
 - Renewal: Every season
 - Location: Log into U.S. Figure Skating [Members Only](#).
 - Results Submitted: Automatically reflected in member profile upon eSignature.
 - Time: Less than 10 minutes

For questions regarding membership or waivers, contact memberservices@usfigureskating.org.

For questions regarding CERs, contact office@psaskate.com or call 507-281-5122.

For questions regarding all other requirements, please contact safesport@usfigureskating.org.

For assistance with technical issues, please contact productsupport@usfigureskating.org.