

Coach Compliance Tips

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 1.
- Coach Registration
 - Liability insurance purchase opens April 1.
 - Background check process opens June 1.
(*Can take up to 10-14 business days to complete.*)
- The CER programs open for the next season on January 1 with a deadline of completion of June 30.
- The Center for SafeSport (*USOPC*) 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.
- U.S. Figure Skating charges a late fee of \$75 for non-compliance 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
- Background Check
- Liability Insurance
- PSA Membership Form
- SafeSport Training
- 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 on all competition and test entry forms.

Tip #3: ALLOW TIME TO NAVIGATE THE PSA E-LEARNING PLATFORM FOR CERs

CERs for the next season open January 1.

1. Start by visiting the PSA website at skatepsa.com.
2. Navigate to the **Compliance** page and click the *Continuing Education Requirement* button under *Requirement 4*.
3. Read any instructions and register for the module that looks best to you.
4. Check your email for the link, and follow the prompts.
5. Complete one CER module. Each module contains four courses with one in each topic area:
 - Professional Ethics (ETH)
 - Rules of Sport (ROS)
 - Sport Science (SCI)
 - Athlete/Coach Protection (ACP)
6. A certificate is available at the completion of the module. You can print other copies in the *My Course* tab located in your E-learning Academy account.

NOTE: Beginning July 1 of each season, the prepaid benefit for two courses expires and all courses are assessed with a late fee.

continued >

Tip #4: DOUBLE CHECK STATUS

- Keep checking your *Members Only* account at usfigureskating.org.
- Keep checking until you see your name on the U.S. Figure Skating Compliance 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 for help.
- Do not assume 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 of your liability insurance proof.
- Print a copy of your CER Program Completion certificate
- Carry these documents with you 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.