

Subject: 2018-19_Coach_Compliance_Requirements

From: memberservices@usfigureskating.org

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Dear Coaches,

With the 2018-19 skating season just around the corner, we would like to remind you of the seven requirements for U.S. Figure Skating Coach Compliance. U.S. Figure Skating appreciates the cooperation and understanding of all members to help implement these minimum requirements and ensure that the environment in all U.S. Figure Skating programs is as safe as possible for all participants.

U.S. Figure Skating Rule MR 5.11 Coach Compliance:

In order to be granted access to work within U.S. Figure Skating sanctioned activities, each coach must complete the following requirements on an annual basis by July 1:

Requirements:

1. Must be a current full member of U.S. Figure Skating
2. Must successfully pass a background check
3. **Must complete SafeSport Training **NEW REQUIREMENT FOR 2018-19**
4. Must have verification of current general liability insurance
5. Must complete four Professional Coach/Choreographer CER courses
6. Must be a current full PSA member if coaching at qualifying competitions
7. Must agree to the Coaches Code of Ethics

All of these compliance requirements can now be completed and tracked via the Members Only web site.

To begin, log onto Members Only, and click on the red bar below your name. Each coach compliance requirement will appear in a checklist. Click the red, "Begin" button to begin any segment, and follow the prompts. As each requirement is completed, a green check mark will appear.

Detailed explanation of each requirement:

1. Must be a current, full member of U.S. Figure Skating, either through a member club or as an individual member. One of the many benefits you receive with U.S. Figure Skating membership is sports accident coverage of up to \$50,000 per accident.

2. If 18 years of age or older, must submit the proper payment of \$20 through the U.S. Figure Skating [Members Only](#) site and submit information for and successfully pass an **ANNUAL** background check. Expect that it will take 5 – 12

business days for the green check mark to appear in your member profile. While in progress, it will be noted. Please watch for an email from NCSI as they may send a request for additional information. If you have started, but failed to complete the background check within 90 days, you will need to start over and pay again.

3. If you are 18 years of age or older by July 1, 2018, you must complete SafeSport Training, which is a free online course, provided by the U.S. Center for SafeSport, consisting of three 30-minute modules. Note that it can take up to 48 hours for the green check mark to appear in your Member Profile.

4. Must submit proof of current general liability insurance with limits of \$1 million per occurrence/\$5 million aggregate. U.S. Figure Skating offers a general liability policy for coaches for all skating and skating-related activities for \$96. This coverage would provide defense even if claims are false, fraudulent or groundless, and claims that include libel, slander and defamation of character. Policy term is from July 1, 2018, to June 30, 2019.

Coverage Summary:

- Each occurrence limit: \$1 million
- Personal & advertising injury limit (any one person or organization): \$1 million
- General aggregate limit (per coach): \$5 million
- Products/completed operations aggregate: \$5 million
- Damage to premises rented to you (any one premises): \$1 million
- Medical expense limit: Excluded
- Abuse & molestation per occurrence sub-limit: \$1 million
- Abuse & molestation aggregate sub-limit: \$2 million

To purchase coverage through American Specialty Insurance Services, click [here](#).

5. Must complete the CER courses as of July 1. (See rule MR 5.12.) You do not need to be a PSA member to complete your CERs. Click [here](#) to complete

6. If you are coaching skaters/teams at qualifying competitions, you must be a current, full PSA member. (See rule 1022.)

7. All coaches must agree to the Coaches Code of Ethics. As part of the Code of Ethics, non-compliant coaches/instructors who attempt to coach at a test session or competition are subject to disciplinary action by U.S. Figure Skating and/or the PSA.

Deadline to complete the above requirements is July 1, 2018. Being a compliant coach is an **ANNUAL** requirement and is strictly enforced. Please begin this process immediately. If you have not **initiated** the process by July 1, you will be charged a \$75 late fee.

Additional Information if you are also a Learn to Skate USA Instructor:

Only one background check and SafeSport training course completion is needed for compliance per member. Use the same member number for both U.S Figure Skating coach compliance and Learn to Skate USA registration.

The compliance chart below outlines the compliance requirements for the 2018-19 season.

Instructors (Age 18 or over by July 1, 2018)

- 1) Learn to Skate USA Instructor Membership
 - 2) Background Check
 - 3) SafeSport Training
- *Optional: Instructor Certification Exam

Instructors (Under age 18 after July 1, 2018)

- 1) Learn to Skate USA Instructor Membership
- 2) Instructor Certification Exam

Program/Assistant Directors

- 1) Learn to Skate USA Membership
- 2) Background Check
- 3) SafeSport Training

For all questions, please contact U.S. Figure Skating Member Services at memberservices@usfigureskating.org or 719.635.5200.

Thank you for your continued commitment to the safety and welfare of our skaters.

Best wishes for a productive season ahead!

U.S. Figure Skating

