

## FAQs of the New Coaches' Registration Process

At the 2007 U.S. Figure Skating Governing Council meeting, the Board of Directors and Governing Council passed a new coaches' registration policy that will become effective July 1, 2008 for the 2008-09 skating season. This new policy will consist of three major components:

1. Successfully passing background screening
2. Providing proof of coaches' liability insurance
3. Paid full membership in U.S. Figure Skating – home club or individual member.

Beginning July 1, 2008, all coaches will have to comply with the coaches' registration policy in order to be allowed to instruct/coach during the following sanctioned activities during the 2008-09 skating season:

- All qualifying and nonqualifying competitions
- Test sessions
- All performances including ice shows, exhibitions, recitals and carnivals
- Any other sanctioned club activities

U.S. Figure Skating has worked with National Center for Safety Initiatives (NCSI) to ensure that this process is convenient, secure and confidential. The process for screening is simple and generally takes about five minutes. When U.S. Figure Skating receives a "Green Light" from NCSI, and verification of coaches' liability insurance from each coach, the registration process will be finalized and a U.S. Figure Skating registration card will be issued to the coach.

### **When do coaches need to begin registering for the 2008-09 membership season?**

July 1. There will be a link from [www.usfigureskating.org](http://www.usfigureskating.org) after June 1 for coaches to begin submitting their information. If they are a qualifying-level coach taking students to the regional championships, they must register prior to August 1 to allow enough time processing the background screen. *All coaches of qualifying-level skaters will also need to be current members of U.S. Figure Skating and PSA to receive a credential.*

### **Does the registration include U.S. Figure Skating membership?**

No. The registration is in addition to membership. All coaches will join U.S. Figure Skating either through home club membership or as an individual member as they have done in the past.

### **What is the cost to register?**

Refer to rule MR 5.09 Coach's Registration Fee.

Each coaching member shall pay an annual registration fee as outlined below in addition to the annual membership dues. There are two fee structures: If a coach submits proof of general liability insurance with limits of \$1 million per occurrence /\$5 million aggregate purchased either through the PSA or another provider, the fee will not exceed \$40. If the coach has not yet purchased general liability insurance, the fee will not exceed \$170 and will include the cost of insurance coverage through the U.S. Figure Skating provider.

**The coach's registration fee will cover the cost of the background screening and a U.S. Figure Skating Rulebook.**

### **What information will be required?**

The screening will need the following information:

- Social Security Number (required for verification purposes)
- First and last name
- City, state and zip code
- Contact information
- Gender
- U.S. Figure Skating number

**When will I be notified of background screen results?**

Once you have completed the background check, you will receive an email notification. Normal processing time is 2-3 weeks.

**What if I am given a “Green Light”?**

The “Green Light” indicates an individual has passed the background screen with regard to suitability for participation as a coach in all sanctioned U.S. Figure Skating activities. Coaches will need to verify the purchase of coaches’ liability insurance for the registration process to be complete.

**What if I am given a “Red Light”?**

The “Red Light” indicates an individual does not meet the criteria as suitable for participation as a coach in all sanctioned activities. If a question arises concerning a background search, the applicant will be contacted by NCSI and provided an opportunity to correct potential errors in applicant’s record or to provide additional information. Should an applicant contest a U.S. Figure Skating decision to deny membership or participation in U.S. Figure Skating activities based on a “Red Light” finding resulting from the background search, the applicant has the right to appeal the decision to U.S. Figure Skating pursuant to a process established by U.S. Figure Skating.

**Can I use the results from a different background screening agency?**

Many organizations are currently conducting their own background screens of their employees and volunteers. However, U.S. Figure Skating will only accept the results from the NCSI for the coach registration. No other agency results will be accepted.

**Who do I contact if I have questions?**

Regarding the coach registration process, contact the U.S. Figure Skating Membership Department at 719.635.5200.

Regarding the background screening process, contact the National Center for Safety Initiatives (NCSI) at 866.833.7100 ext. 109.

For more specific information regarding the information being checked, please refer to the February issue of SKATING magazine or go to

<http://www.usfigureskating.org/content/Background%20Check%20Policy.pdf>

U.S. Figure Skating appreciates the cooperation and understanding of all members to help implement this program to ensure that the environment in all U.S. Figure Skating programs is as safe as possible for all participants.