

TIPS FOR CLUBS – MANAGING COMPLIANCE

U.S. Figure Skating member clubs are required to verify coach and official compliance before holding a U.S. Figure Skating sanctioned event, including non-qualifying competitions, tests sessions and club activities. See [SafeSport Compliance Requirements](#) for full details on all members that must be compliant prior to participating in an event.

WHAT IS COACHING COMPLIANCE?

Coach compliance consists of the six requirements listed below for all events, with coaches at qualifying competitions also having the additional requirement of membership in the Professional Skaters Association (PSA):

1. Must be a current full member of U.S. Figure Skating
2. Must successfully pass a background check
3. Must complete the online SafeSport Training program
4. Must have verification of current general liability insurance
5. Must complete four Professional Coach/Choreographer CER courses (four courses, one in each topic area)
6. Agree to the Coaches Code of Ethics
7. Must be a current full PSA member if coaching at qualifying competitions

Coaches must meet these requirements annually by July 1, 2018

COMMUNICATING WITH COACHES AT YOUR CLUB & VERIFYING COMPLIANCE

Your club's SafeSport Compliance Chair* should assist in ensuring home club member coaches have met these requirements:

- Post the requirements on your club's web site
- Post a reminder in early June on your club's social media platforms
- Send an e-mail to club coaches in early June reminding them to complete requirements

VERIFYING COMPLIANCE

A master Compliance Report is available to all members by logging onto [Members Only](#). Click on the SafeSport icon, then on the link, "Download Full Compliance Report." This searchable document shows all members that are required to be compliant, along with their status, in addition to any other members who are completing compliance requirements for volunteer or leadership roles.

Coaches will appear as "Compliant" in the Coach box once they have met all six of the above requirements:

Name	#	City, State	General Compliance	Coach	LTS Instructor	LTS (Dir/Asst)	Officials	Test Partner
Skater, Susie	1234567	Denver, CO	Complete	Not Complete	N/A	N/A	N/A	Complete
Twizzle, Joe	2345678	Detroit, MI	Complete	Complete	Complete	Complete	N/A	Complete
Waltz, Wendy	3456789	Newark, NJ	Not Complete	N/A	N/A	N/A	Not Complete	N/A
Axel, Annie	5678912	Sunny, CA	Not Complete	Not Complete	N/A	Not Complete	N/A	Not Complete

Notes & Tips:

- General Compliance refers to a) Current membership b) SafeSport Trained and c) passed a Background check
- If a member has registered as a coach, they automatically show up on the list.
- If a Coach is showing **Complete** in the General Compliance, but **Not Complete** in the Coach, box they are missing one or more of items 4 – 6 on the list above (the requirements specific to coaches).
- Club officers may use the Club Management Tool on [Members Only](#) to look at the compliance of all club members. Clicking on a name will show progress towards all compliance items.



MANAGING COACH COMPLIANCE AT YOUR NON-QUALIFYING COMPETITION

Clubs hosting competitions and tests sessions must verify that all coaches have met compliance requirements in order to participate.

BEFORE THE COMPETITION:

- Ensure that your competition announcement has the language regarding coach compliance. If you are using the standard non-qualifying announcement, it is included. (If not, click [here](#), to download the Nonqualifying Competition Announcement Template. It is found on page 3.)
- Following your close of entries, pull your list of coaches registered by athletes. Begin checking for compliance using the steps outlined above. This should be done at least 2-3 weeks prior to your event.
- This is the responsibility of your club's SafeSport Compliance Chair*
- Send an email to any coaches not compliant.

AT THE COMPETITION:

- Require coaches to register at the check-in table at the competition to receive a credential.
- Credentials should have coaches' names on them. Have blank credentials available for coaches that are on the non-compliant list that are able to prove their compliance.
- Inform non-compliant coaches that they are not allowed to coach at your event. If a non-compliant coach attempts to coach at practice or the skater's entrance, report the coach to U.S. Figure Skating and PSA, as the coach is in violation of ethics rules. Ensure that the ice monitor is of appropriate age and authority to handle this position.

PROVING COMPLIANCE:

- The Full Compliance Report is updated daily at 2:00am. It is possible that a coach has recently met compliance requirements. This is especially true of the CER or liability insurance requirement as there is a lag between the coach completing it and it being updated.
- The coach may prove their compliance by:
 - Showing you their Digital Compliance Card on their mobile device from their Members Only account.
 - Showing you their Compliance Progress on Members Only, on their mobile device, with their CER or liability insurance as they only missing item, and copy of their CER or insurance certificate. This is what the compliance progress would look like on their mobile device:



2018 - 2019 Coach Compliance

- ✓ Membership (Valid Thru 6/30/2019)
- ✓ SafeSport Online Training (Valid Thru 6/30/2020)
- ✓ Background Check (Valid Thru 6/30/2019)
- ✓ Code of Ethics (Valid Thru 6/30/2019)
- ✓ Coach Education Requirement (Valid Thru 6/30/2019)
- ⌚ Liability Insurance (Not Verified)
- ⚠ PSA Membership (Optional)

*CER data is uploaded to our system as time allows; it is recommended that coaches keep the completion certificate as proof until the record is updated.
**Full PSA Membership is required to coach at qualifying levels of qualifying competitions and Team USA coaches. Status will be updated daily based on data from PSA.

This coach's liability insurance hasn't been verified. They could show a copy to prove compliance. If they do so, provide them a credential.



MANAGING & VERIFYING OFFICIALS' COMPLIANCE AT YOUR NON-QUALIFYING COMPETITION

Clubs hosting competitions and tests sessions must verify that all officials have met compliance requirements in order for them to officiate at your competition.

- When inviting officials to your event, check their compliance. Follow the same steps outlined above for checking coach compliance.
- Use the Online Directory – Officials, available to everyone on [Members Only](#). This shows clearly who is compliant and provides contact information only for those who are compliant.
- If you want to invite an official that is non-compliant, and you already have their contact information, invite them under the condition that they become compliant before booking any travel arrangements.

QUESTIONS?

Regarding CER completion:

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Regarding compliance and U.S. Figure Skating Membership:

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