



Coaching Requirements Information Sheet

U.S. Figure Skating Rules 3032 and MR 5.11 - 5.13 list the requirements a coach must meet in order to be credentialed at sanctioned events. There are some dates coaches and clubs need to become familiar with in regard to coaching credentials at U.S. Figure Skating sanctioned events that occur between July 1, 2011 and June 30, 2012.

Currently, coaches can complete their annual CER (Continuing Education Requirements) credits:

- Log into or create an e-learning account at www.skatepsa.com.
 - Register and complete CER CATEGORY A or B for the 2011-2012 season
 - Register and complete CER CATEGORY C courses after July 1, 2011 (not mandatory).
- CER credits must be completed by June 30, 2011 for the 2011-2012 season.
 - No grace period this year.
 - The deadline for compliance was June 30, 2011. Coaches who did not meet that deadline, or who are just beginning to coach, must complete their CERs before attempting to coach at any U.S. Figure Skating sanctioned event.

During the period between June 1- June 30, 2011, coaches should complete their annual Coaches Registration:

- Complete membership renewal with both U.S. Figure Skating and PSA.
 - For exact requirements for each level, check coach requirement chart at: <http://www.usfigureskating.org/Content/Coaches%20Requirement%20Chart.pdf> for exact requirements for each level of coaching.
 - Go to Members Only on U.S. Figure Skating website: <https://www.usfsaonline.org/IntraLock/Login.asp?targetpath=%2Fdefault%2Easp>
 - Go to PSA website: <http://skatepsa.com/>
 - No grace period this year for membership compliance.
 - U.S. Figure Skating and PSA membership requirements will be enforced at all U.S. Figure Skating sanctioned events.
- Complete U.S. Figure Skating Coaches Registration:
 - Pay for and pass the background check
 - Purchase current liability insurance through U.S Figure Skating or PSA
 - No grace period this year for coach registration compliance.
 - Coaches Registration will be enforced at all U.S. Figure Skating sanctioned events.
- All basic skills instructors (group or private must complete Basic Skills Instructors Registration)
 - No grace period this year for basic skills instructor compliance.
 - Basic Skills Instructor Registration will be enforced at all U.S. Figure Skating sanctioned events.

For all sanctioned events, coaches should be prepared to show the following documentation:

- 1) Photo I.D.
- 2) U.S. Figure Skating membership card
- 3) PSA membership card (if required by level as defined in U.S. Figure Skating Rule 1005)
- 4) U.S. Figure Skating Coaches Registration card (to be mailed from U.S. Figure Skating HQ) OR
- 5) U.S. Figure Skating Basic Skills Instructor card (to be mailed from U.S. Figure Skating HQ)
- 6) CER Program certificate (print this via the e-learning account at www.skatepsa.com)
- 7) Note: In order for a coach's CER category to appear on the Coach Registration card, the coach must be CER compliant by June 30, 2011.

NOTE: The background check and the CER requirements can take up to two weeks to complete, so if a coach is not current with either or both of these requirements within two weeks of the start of a sanctioned event that the coach plans to attend, it is too late for the coach to complete the requirements in time, and a back-up plan must be prepared. This back-up plan can include arranging for a compliant coach to put the skater on the ice. If a coach is unable to receive a credential at an event for failure to meet one or more of the requirements mentioned above, the coach should be forthcoming and honest with the skater(s) and parent(s) regarding the error – whether it was due to a miscommunication, a misunderstanding or an oversight. Lying or trying to blame others for a failure to follow the rules is unprofessional and irresponsible.

The following actions are in violation of the U.S. Figure Skating Code of Conduct (rule GR 1.02), rule GR 1.03 and/or the PSA Code of Ethics:

- Coaching (or attempting to coach) a skater within the credentialed area when the coach has not met all of the above requirements.
- Borrowing another coach's credentials (This is a violation for the coach lending the credential as well as the coach who is borrowing the credential)
- Berating LOC volunteers, U.S. Figure Skating officials (who are also volunteers), U.S. Figure Skating and/or PSA staff or anyone else who is there to help enforce these requirements.
- If a non-compliant coach is observed participating in any of the activities mentioned above, the coach will be issued a letter citing the violation of ethics, and the coach's name will be forwarded to the U.S. Figure Skating Ethics Committee.

Enforcement: While it is the individual coach's responsibility to know what is required and take the steps to become compliant, it is the U.S. Figure Skating club's responsibility to verify that only coaches who are registered as being compliant for the current season are allowed to participate in the U.S. Figure Skating-sanctioned event(s) that each club is hosting. When a club does not enforce the Coaches Registration and CER rule requirements, it is placing itself and the event at risk for potential liability should any claim arise involving a non-compliant coach. Rules are only effective and serve their intended purpose if they are enforced.

Where to find information:

- To verify a coach's compliance status, go to:
 - <http://www.usfigureskating.org/content.asp?menu=coaches&id=451>
- For more information on Coaches Requirements, go to:
 - <http://www.usfigureskating.org/Content/Coaches%20Requirement%20Chart.pdf>
- To find the CER requirement by event chart, go to:
 - <http://www.usfigureskating.org/Content/CER%20Categories%20By%20Event.pdf>
- To find the Coaches Requirements contact list, go to:
 - <http://www.usfigureskating.org/Content/Coaches%20Contact%20List.pdf>
- For FAQ's, go to:
 - <http://www.usfigureskating.org/content.asp?menu=coaches&id=381>

For help with Coaching Requirements, please contact:

- Heidi DeLio Thibert, PSA E-Curriculum Coordinator
 - T-F 8:45am-12:45pm MST (Mondays at U.S Figure Skating Headquarters 10:00am-4:00pm)
 - P: 970.223.2753; E-mail: hthibert@skatepsa.com