



“Working with Your Club’s Coaching Staff”

Webinar presentation prepared by:
U.S. Figure Skating and PSA



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“Working with Your Club’s Coaching Staff”

- ❖ Importance of PSA to Clubs
- ❖ Coaching Requirements
- ❖ PSA Ratings & Rankings
- ❖ Independent Contractor vs Employee
- ❖ Communication Between Club and Coaches
- ❖ Conflicts of Interest
- ❖ Safe Sport Practices
- ❖ Attraction and Retention of Educated and Skilled Coaches



Professional Skaters Association

Mission Statement...

- ◆ *“Dedicated to providing continuing education and accreditation to ice skating professionals in a safe and ethical environment.”*
- ◆ Headquartered in Rochester, MN, the PSA is the official figure skating coach’s education, training and accreditation program for U.S. Figure Skating.



Professional Skaters Association

- Membership consists of coaches who train skaters from grassroots to elite levels, judges and fans of skating.
- Education, ethics and safety are the main focuses of organization; over 30 educational seminars annually
- Accreditation (known as “ratings”) consists of 10 disciplines of examination for PSA members to be board certified in one of four levels (Registered to Master)
- Current membership stands at 6400 coaches worldwide, 15 staff members and 215 volunteers nationwide
- All members held to a Professional Code of Ethics



Professional Skaters Association

Clubs, rinks and parents have the right to expect that coaches who have a working relationship with them will act in a professional manner. The links are PSA educational resources regarding professional standards:
<http://www.skatepsa.com/Professional%20Standards.htm>

PSA Code of Ethics

PSA Code of Ethics and Professional Conduct adopted 1964; updated 2011:

- To ensure public respect and status of PSA members be enhanced and secured.
- To ensure ethical principles are followed to avoid actual or perceived impropriety.
- View at: <http://www.skatepsa.com/Code-Of-Ethics.htm>

PSA Tenets of Professionalism

- To provide a framework of conduct above and beyond the minimum standards provided by the code of ethics.
- View at: <http://www.skatepsa.com/Professional%20Standards.htm>



Professional Skaters Association

Proper Procedures for Changing Coaches

Parents:

- 1) Contact current coach; express reasons for switching to another coach; may be a way to resolve situation.
- 2) Make sure account balance paid in full with current coach.
- 3) Discuss change with skater to be comfortable with change.

Note: If parents seek out new coach prior to terminating current coaching arrangement, **PSA's Code of Ethics requires PSA member (prior to acting as a new coach) to determine the nature and extent of any earlier teaching relationship with that skater and other PSA members.** In most cases will contact current coach to determine:

- If previous coach is aware of the change.
- If there is a balance due.
- Asking new coach to not contact previous coach puts new coach in ethical quandary.

Skaters:

- 1) Switching coaches (if above procedures are followed) should not affect skater's relationship with other skaters.

- 2) Do not isolate or make an outcast of a skater who has switched coaches.
- 3) Do not encourage others to switch coaches.
- 4) Treat all skaters with equal respect.
- 5) On the ice, everyone must follow the same set of rules.

View at: <http://www.skatepsa.com/Proper-Procedures-for-Changin-%20Coaches.htm>



Professional Skaters Association

PSA Guidelines for Social Media

- Due to increased use of social media in society opportune time to set forth Social Media Guidelines for Figure Skating Professionals.
- View at: <http://www.skatepsa.com/Ethics-Guidelines-for-Social-Media.htm>

PSA Grievance Process

- When all options and patience have been exhausted, there is the grievance process. Follow the procedures exactly. Improper or incomplete grievance applications are returned to the filing party to be corrected.
- Can only be brought against a PSA member.
- View at: <http://www.skatepsa.com/The-PSA-Grievance-Process.htm>

PSA Area Representative Committee (ARC)

- 17 Area Reps across the country
- Communicate information PSA staff /leadership to and from PSA members
- View at: <http://www.skatepsa.com/Area%20Representatives.htm>



Coaching Requirements

Coaches Registration

- Required since July 1, 2008
- Annual Requirement (renew each June 1-July 1)
- Name added to online list of registered coaches on website
- When complete, registration card issued to the coach
- Normal processing time for card is 2-3 weeks (allow time to mail)

Continuing Education Requirements

- Required since July 1, 2010
- Annual Requirement; Renewable before each July 1
- When complete, CER status added behind name on website list
- Coaches can print certificate of completion for proof



Coaches Registration – Why?

- Membership-based organization
- More than 70% of U.S. Figure Skating members 17 years of age or younger
- Help ensure that we are providing a safe environment and protecting the welfare of all participants in U.S. Figure Skating sanctioned activities
- Provide parents with confidence that their children are not only receiving good care and proper instruction, but also to ensure a safe and ethical environment
- U.S. Figure Skating Rule MR 5.11



Coaches Registration – Who?

- **Instructors/coaches at sanctioned activities including:**
 - All International competitions on behalf of Team USA
 - All Developmental International Competitions
 - All qualifying and non-qualifying competitions
 - All test sessions
 - All performances including ice shows, exhibitions, recitals and carnivals
 - All other sanctioned club activities (including club ice)




Coaches Registration – What?

- Access process on website “Members Only” tab
- Cost = \$40 per year
 - Includes:
 - Background check (over 18 years of age only)
 - U.S. Figure Skating rulebook
- Coaches must show of current liability insurance
 - Cost of insurance is in addition to \$40
- **NOTE: U.S. Figure Skating Membership is not included with registration. (Join through club or as individual).**




Coaches Registration
Piece #1: Background Check

- **National Center for Safety Initiatives (NCSI)**
 - Provides comprehensive background screening services
 - No other agency results accepted
- **“Green Light”**
 - Applicant has passed the background screen
- **“Red Light”**
 - Applicant will be contacted by NCSI to provide opportunity to correct potential errors in the record or to provide additional information
 - Applicant has right to appeal the decision to U.S. Figure Skating
 - PSA will recognize a red light from U.S. Figure Skating



Coaches Registration
Piece #2: U.S. Figure Skating Membership

- Neither U.S. Figure Skating nor PSA membership included in Coach Registration
 - Coaches join U.S. Figure Skating through home club, or join as an individual member
 - Coaches join PSA through the website or with a sponsor



Coaches Registration
Piece #3: Liability Insurance

- Must be valid through the membership year.
- If policy is through U.S. Figure Skating or PSA, U.S. Figure Skating will verify coverage directly with the carrier.
- If policy is through other organization, coach must fax proof of coverage to 1.877.514.3471.



Coaches Registration
Piece #4: PSA Membership

- Ⓞ Must be valid through the membership year (starting July 1 of each year).
- Ⓞ Required for coaches at the qualifying level of skaters at events.
- Ⓞ Not required for coaching only non-qualifying levels or Basic Skills levels of skaters at events.



Continuing Education Requirements
(CER)

- U.S. Figure Skating Rule MR 5.12
- Administered in cooperation with the PSA
- Accessed through the CER page on the PSA website: www.skatepsa.com
- CER compliancy confirmed on the same web page



CER – Who?

- Required if coaching a skater at:
 - International competitions on behalf of Team USA
 - Developmental International Competitions
 - All qualifying and non-qualifying competitions
 - All test sessions



CER-Who?

- **Not** everyone who has to Register will be required to complete CER.
 - Coaching at any performances including ice shows, exhibitions, recitals, and carnivals, and coaching on club ice require a coach to be registered, but do not require CER.
- Coach's Category determines number of credits required and is based on competitive level of skater.
- CER Credits are different from PSA credits required to keep ratings active.



CER Categories

- **Category A** = Coach/choreographer of a skater(s) at qualifying competitions
- **Category B** = Coach/choreographer of a skater(s) at non-qualifying competitions and/or test sessions
- **Category C** = Coach of Basic Skills levels (group or private lessons) only:
- **Category D** = Professional Sport Science Support Service Personnel who would like to be with a skater at a competition but do not coach



CER Category "A & B" Courses

- **CER Courses divided into four topic areas:**
 - CATEGORY A & B: Professional Ethics
 - CATEGORY A & B: Sport Safety & Science
 - CATEGORY A & B: U.S. Figure Skating Rules
 - CATEGORY A only: IJS Rules



CER Category "C" Courses

- Basic Skills levels ONLY
- Currently Available
- No charge for courses! 😊
- Divided into three topic areas:
 - Class Organization and Management
 - Basic Skating Skills and Evaluation
 - Growth and Retention of Members



Coaches Registration Toolkit

- Verify compliance on U.S. Figure Skating website.
- Check coach credentials for all competition/test sessions.
- Coach Compliance Tool Kit available at:
<http://www.usfigureskating.org/Content/Coaching%20Compliance%20Toolkit.pdf>
- Coaching at U.S. Figure Skating events without compliance is an ethics violation which is reported to U.S. Figure Skating and PSA.



CER vs PSA Ratings

- CERs are not the same as PSA Ratings.
- Coaches can receive PSA credits for CER courses to help keep their ratings active.
- PSA Ratings are not required by U.S. Figure Skating.
- The PSA Official Rating System is for coaches who want to validate their skating skill and teaching experience.



CER vs PSA Ratings

- Assurance to clubs, rinks, skaters, parents, and general public that the coach they hire is technically qualified to instruct at the level in which they are rated regardless of background and skating achievement.
- Offered in Free Skating, Figures, Pairs, Dance, Group, Program Director, Synchronized Team, Free Dance, Choreography, and MIF.
- Offered at four levels: REGISTERED; CERTIFIED; SENIOR; MASTER
- Ratings consist of both written and oral examinations.
- Coaches must maintain a minimum of 28 educational credits over a three-year.
- Affidavit sent to the PSA office to record credits.
- Some clubs tie compensation directly to ratings or rankings.



PSA Rankings System

- ▶ Recognized world-wide as a lifetime achievement by the entire skating community and awarded each year at PSA International Conference
- ▶ Criteria for qualification directed toward the career accomplishments of PSA coaches based on the performance of their skaters
- ▶ Career coaching record of a PSA member established only through the accomplishments of a skater under his or her direction



Independent Contractor vs Employee

Determine how to classify the people hired:

- IRS uses three characteristics to determine the relationship between businesses and workers:
 - 1) **Behavioral Control**
 - covers facts that show whether the business has a right to direct or control how the work is done through instructions, training or other means
 - 2) **Financial Control**
 - covers facts that show whether the business has a right to direct or control the financial and business aspects of the worker's job
 - 3) **Type of Relationship Factor**
 - relates to how the workers and the business owner perceive their relationship
- If you have the right to control or direct not only what is to be done, but also how it is to be done, then your workers are most likely employees.
- If you can direct or control only the result of the work done -- and not the means and methods of accomplishing the result -- then your workers are probably independent contractors.
- Employers who misclassify workers as independent contractors can end up with substantial tax bills. Additionally, they can face penalties for failing to pay employment taxes and for failing to file required tax forms.
- Learn more about the critical determination of a worker's status as an Independent Contractor or Employee at www.irs.gov by selecting the Small Business link.



Conflicts of Interest

Within its Code of Ethics, PSA states its position and requirements of members:

"A member shall at all times avoid conflicts of interest which can be considered to exist at any time when the actions of the member for his or herself or on behalf of a skater, would involve the obtaining of an improper advantage."

- Coaches may serve on U.S. Figure Skating Board of Directors, but coaches may not serve as elected officers of the U.S. Figure Skating Board of Directors.
- Coaches may serve on club boards if coach registered as home club member of said club.
- (MR 6.11) *"One restricted person, one ineligible person/coach and eligible coaches may serve as directors of a member club as long as they do not collectively constitute a majority of a club's Board of Directors. In addition, eligible coaches may serve as officers of a member club's board of directors so long as, collectively, they do not constitute a majority of the total officer positions on that board."*
- Provision must be in club bylaws for coaches to serve on the board. In clubs whose bylaws do not provide for a coach member, coaches may serve as a non-voting liaison to the board.
- Governing Council delegates may be coaches if registered home club members of said club.
- Potential for conflict of interest for coaches that are hired by the board for various projects.
 - Like any other board member with potential conflict of interest, conflict must be disclosed, and member should recuse him or herself from discussion and/or vote on the conflicted issue.
- Coach must maintain a professional relationship with board members whose skaters are not students of the coach.



Promotion, Solicitation & Tampering

Promotion

- Occurs publicly and is appropriate for all coaches to promote background and credentials
- Can be any type of advertising: *as long as (1) opportunity is available to all; (2) the audience is general*
- Many coaches promote themselves through their work; student's accomplishments are "advertisement."

Solicitation

- Occurs behind the scenes, clandestine, usually conveyed one to one and not in a public forum
- Done by coach, parent on behalf of coach or by rink management favoring one coach over others
- Occurs when a professional contacts a skating student (not their own) when a significant motive for doing so is the personal gain of the skating professional.
- Solicitation includes contact directly, indirectly or through a third party, in person, by telephone, e-mail, social media, letter, or other means directed to a specific recipient.

Third party solicitation & Tampering

- Can be even more detrimental to environment within a club or arena than the more obvious solicitation.
- Can be conducted on social media like Facebook and Twitter
- The difficulty also lies within framework of the US Constitution, which protects right to free speech.
- Ultimately, it is coach's responsibility to communicate with parents, skaters, and arena management, the proper protocol with respect to the procurement of new students.



Safe Sport Practices

- Because it is a priority for both U.S. Figure Skating and PSA that coaches are educated on this issue, it is mandatory that all coaches complete these two courses in the 2012-2013 season:
 - ET 203 Professional Ethics: "2GRO-W CHAMPIONS" Part 1
 - SS 206 Sport Safety & Science: "2GRO-W CHAMPIONS" Part 2
 - Courses address: *Definition, Recognition, Elimination, and Prevention of abusive coaching, and encourage the building of safe training environments in figure skating.*
- U.S. Olympic Committee (USOC) launched Safe Sport program to implement the recommendations of its Working Group for Safe Training Environments.



Attraction and Retention of Educated and Skilled Coaches

- Coach Resumes v Coaching Brochures
- Verify coaching credentials
 - U.S. Figure Skating test
 - At U.S. Figure Skating Headquarters 1-719-635-5200 or usfigureskating.org
 - PSA membership, ratings and rankings
 - At PSA Office 1-507-281-5122 or skatepsa.com
- Establish "Club & Guest Coach" policies
 - Definitions, Guidelines & Boundaries
 - Code of conduct
 - Signed by all coaches & club board



Attraction and Retention of Educated and Skilled Coaches

Reliable Criteria for Hiring Coaches:

- ✓ **Experience**
 - Previous coaching experience
 - Location and length
- ✓ **Technical Qualifications**
 - U.S. Figure Skating test and competitive accomplishments
 - PSA Ratings held
- ✓ **Track Record**
 - Achievements of past and current students
 - PSA Ranking held
- ✓ **Coaching Qualifications**
 - Coach Registration
 - CER Compliance
- ✓ **Educational Qualifications**
 - Stays current in the field
- ✓ **Peer References**
 - Produces references to attest to candidate's competence
- ✓ **Teamwork**
 - Is an active PSA and/or local club member



Questions?

- For more information, please go to www.usfigureskating.org or skatepsa.com
- Contact U.S. Figure Skating or PSA Member Services

Thank you for your support.