



**MEDICAL PROVIDER HANDBOOK  
2025**

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## Welcome to USA Gymnastics' Medical Team

Congratulations on your assignment as medical provider with USA Gymnastics!

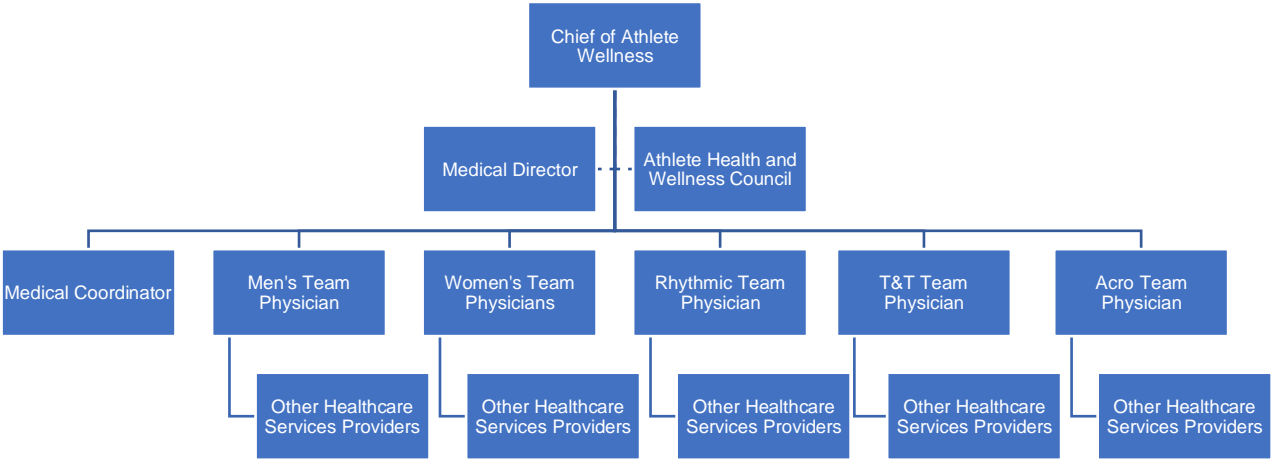
USA Gymnastics appreciates the time you are taking away from your work and home to provide services to our athletes and coaches. The USA Gymnastics Medical Handbook is to be used as a guide and serve as a supportive resource during your time as medical provider with the organization.

As a selected USA Gymnastics and Team USA medical staff member, you play an integral role in the health and wellness of the athletes by:

- Supporting the health and wellbeing of the athletes
- Putting the wellbeing of the athletes at the forefront of every decision you make
- Helping athletes achieve their competitive goals
- Helping USA Gymnastics achieve its performance expectations
- Representing USA Gymnastics and, at times, Team USA, in a professional and ethical manner

Within this handbook, you will find information pertinent to your role. It is expected that you read this entire handbook and the related policies and sign and return the acknowledgement at the end of the handbook prior to your first assignment.

USA Gymnastics Athlete Health and Wellness Organizational Chart



## USA Gymnastics Key Personnel

### Key Medical Personnel

[Kim Kranz](#), PT, DScPT, SCS, Chief of Athlete Wellness

Full-time @ USAG, based in Indianapolis (Eastern Time)

[kkranz@usagym.org](mailto:kkranz@usagym.org)

C: 317-749-4054

C: 757-270-4638

Primary contact for: Any/all questions, expense reports, contract questions, policy questions, insurance, suggestions/feedback

Dr. Shanyin Lancaster, USA Gymnastics Medical Director

Contractor @ USAG, based Phoenix, AZ (Mountain Standard Time)

[slancaster@usagym.org](mailto:slancaster@usagym.org)

C: 612-281-5452

Primary contact for: Medical guidance/best practices (for physicians or for paramedical if NT physician is not available), policy questions (if Chief of Athlete Wellness is not available), anti-doping questions, medication supplies

[Taryn Moore](#), ATC, Medical Coordinator

Full-time @ USAG, based in Houston, TX (Central Time)

[tmoore@usagym.org](mailto:tmoore@usagym.org)

C: 317-979-0240

C: 843-696-8061

Primary contact for: Schedule questions/issues/concerns, Healthy Roster, supplies/shipping, event logistics

### Athlete Health and Wellness Council

USA Gymnastics' Health and Wellness Council was created to act as advisors to the Athlete Health and Wellness program around health and wellness related policies, protocols, position statements, and educational topics needed for our community.

Click for [more information about the Health and Wellness Council](#)

## Disciplines

USA Gymnastics has seven disciplines. Four of the disciplines—women’s and men’s artistic, rhythmic, and trampoline—are Olympic sports.



## Key Program Personnel:

<b>Chief Programs Officer/Parkour (PK)</b>	Stefanie Korepin		
<b>Director of Olympic and Program Relations</b>	Mary McDaniel		
<b>Women’s Artistic Program (WAG)</b>	Annie Heffernon, VP Women’s Program	Shelby Salmon, Women’s Program Manager Christy Naik, Women’s JO Program Director	Chellsie Memmel, WAG Technical Lead Alicia Sacramone Quinn, WAG Strategic Lead
<b>Acrobatic Program (ACRO)</b>	Kyla Knights, Acro Program Director		
<b>Men’s Artistic Program (MAG)</b>	Jason Woodnick, VP Men’s Program	Lisa Mendel, Men’s Program Manager	Brett McClure, Men’s High Performance Director Raj Bhavsar, Men’s Jr. High Performance Coordinator
<b>Rhythmic Program (RHY)</b>	Caroline Hunt, VP Rhythmic Program	Kaitlin Baker, Rhythmic Program Manager	
<b>Trampoline &amp; Tumbling (T&amp;T)</b>	Amanda Casale, T&T Program Director	Sydney Carlson, T&T Program Manager	Nuno Merino-TRA Coordinoator Sven Nielsen-DMT Coordinator Becky Brown-TUM Coordinator
<b>Travel Agency-Travel to be booked by USAG <u>only</u></b>	<a href="#">J Team Management</a>	800-778-5058 (contact info provided for travel problems only)	

## Medical Staff Member Document Requirements



Medical Staff Member Document Requirements			
Provider Type	Item	When to Complete	Renewal
All	USAG Medical Membership	Prior to Aug. 1 of each year	Annually
All	SafeSport Training	On or just after Aug. 1 of each year	Annually
All	Background Check	At least 3 weeks prior to Aug. 1	2 years
All	NCSI/CheckMedic Credential Review	On or after January 1 every other year	2 years
All	Medical License(s)/Specialist Certification(s)	As per state/specialty requirements	Prior to expiration
All	Headshot	Prior to first credentialed event	As desired
All	Contract	Prior to first assignment of the year	Annually
All	Conflict of Interest Disclosure	Prior to first assignment of the year	Annually
All	<a href="#">JTeam Individual Travel Profile Form</a>	On hire	Any change in name, address or home airport
All	Confidentiality Agreement	Prior to first assignment of the year	Annually
All	Medical Provider Handbook Acknowledgement	Prior to first assignment of the year	Annually
All	Stampli Account Set-up (invitation will be sent from accounting department)	Prior to first assignment	On hire
All	W-9--via Stampli	Prior to first paid assignment	Any change in name or address
All	Bank Transfer Information (ACH)—via Stampli	If you wish to be paid via direct deposit.	Any change in banking info
All	Copy of Passport with at least 6 months to expiration	Prior to first international assignment	6 months prior to expiration
All	Mental Health First Aid Training (see below)	Prior to first international assignment	3 years
All	Anti-Doping Education (through ADEL or HealthPro Advantage--see below)	Prior to first international assignment or prior to first assignment at an OPTC	2 years

All	FIG Medical License (see below)	Prior to first international assignment	N/A
PT/ATC	Standing Orders	Prior to first assignment of the year	Annually

## USA Gymnastics Membership

All medical staff must be current “Medical” members of USA Gymnastics. This requires completing a membership application, passing a background check, and completing SafeSport training each year. SafeSport training must be completed on or after August 1 of each year and will be valid through July 31 of the following year. You are not permitted to be a part of any camp or event if your membership, background check and SafeSport training are not current.

Instructions to renew your membership will be sent to you approximately 6-8 weeks prior to membership expiration each year.

## NCSI/CheckMedic Credential Review

Medical staff members who are under contract with USA Gymnastics or who will be working at an Olympic Training Center are also required to pass a medical credential screening through NCSI and CheckMedic. This must be renewed every 2 years.

- [Click here to start your USA Gymnastics Medical Credentialing](#)
- After completing the NCSI form, within a few days to a week, you should receive an email indicating that you may need to update your CheckMedic information. When you receive this email, you will either need to create a new CheckMedic account (if you don’t have one) or you will log into your existing CheckMedic account to update your documents as required.
- Keep an eye out for emails from NCSI and CheckMedic as they will notify you if additional information is needed or if your screening has been completed.
- Once you receive notification that your screening has been completed, please notify the Chief of Athlete Wellness who will review the application.

## Additional Required Documents

Providers who are traveling internationally will also need to submit:

- [Mental Health First Aid](#) certification (See below for more information): Renew every 3 years. Free training is offered through the USOPC and available dates/times can be found in the USAG Medical Staff Band group.
- [Anti-Doping Education for the Health Professional](#) certification (also required for paramedical providers (ATC, PT, DC, psych services) who are working at an Olympic Training Center). Renew every other year.
- USA Gymnastics team physicians may complete the HealthPro Advantage training listed above or ADEL training through WADA. Please note that the USOPC requires physicians to have WADA training so if you anticipate a Games assignment or will be providing care at on OPTC, it is recommended that physicians complete the WADA training. This can be found on the [WADA training platform](#). Once your set up an account, please complete “ADEL for Medical Professionals”.
- FIG Medical License: This will be initiated by the Medical Coordinator upon assignment to an international competition. Does not need to be renewed.
  - To obtain a FIG medical license, you will need to provide a copy of your diploma(s) from your medical training. If you do not have your diploma(s), it is recommended that you request those now in the event you are asked to cover an international competition.
- A copy of your valid passport that does not expire within 6 months of the return date from your trip.

## Mental Health First Aid

Members of the USA Gymnastics medical team must complete Adult Mental Health First Aid training prior to your first independent or international trip and we encourage all medical staff members to complete this. This training is offered at no cost through the USOPC. Available dates and times will be posted on the Band app and updated as new training opportunities are made available. Medical staff members may also complete training on their own and at their own expense through the [National Council for Mental Wellbeing](#).

## Other Helpful Resources

- [USA Gymnastics Health and Wellness Resources](#)
- [USA Gymnastics Medical Providers Page](#)
- [Team USA Mental Health](#) and Mental Health Support Line +1-719-866-2255 (add to your phone contacts)
- [Team USA Nutrition](#)
- [USOPC Athlete Benefits and Resources](#)
- [U.S. Anti-Doping Agency \(USADA\)](#)
- [USADA Clean Sport Handbook](#)
- [USADA Supplement Guide](#)
- [Global DRO \(medication lookup\)](#)
- [Federation Internationale de Gymnastique \(FIG\)](#): The international governing body for gymnastics
- [International Olympic Committee \(IOC\) Medical and Scientific Resources](#)

## USAG Medical Staff Band App

Please scan the QR code below to join the Band App for the USAG Medical Staff. Important information, documents, and reminders are posted here throughout the year. During sign-up, please turn on notifications so that you don't miss important information.



## Policies and Procedures

USA Gymnastics (USAG) medical contractors are subject to several policies that govern the activities and conduct of medical contractors as well as policies that govern all USAG contractors and/or the entire USAG membership. There is not a policy for every situation. All medical staff members should remain professional while making the best medical decision possible given the information and resources that are available. A snapshot of several of our policies is below. Click on the title to be linked to the full document. You are responsible for reviewing and following the entire policy. Do not rely solely on the summary below.

### 1. [USA Gymnastics Medical Staff Guidelines](#)

The USA Gymnastics sports medicine staff is responsible for the medical care of the USA Gymnastics National Team and developmental athletes. Several well-qualified members of the medical community serve on the medical staff. An overview of roles and responsibilities are included within this document with more specific requirements listed in the position description. In general, the USA Gymnastics medical staff will ensure that the health and safety needs of athletes participating in activities at any sanctioned USA Gymnastics National Team and developmental event, or camp are adequately addressed. Lead medical staff also provide care and guidance between camps and events. Each staff member will work in cooperation and as a team with the respective USA Gymnastics program leadership, the Chief of Athlete Wellness, the Medical Coordinator, the Medical Director, and other medical staff members.

Click to review the [Medical Staff Guidelines](#) document in full. You are responsible for following all duties, policies, procedures, guidelines, and other information explained in this document.

### 2. [Return to Gymnastics Medical Clearance at Camps and Events](#)

This policy empowers medical providers to work collaboratively with athletes, parents, coaches, and program leadership to make the best possible decision regarding clearance for participation. Ultimately, the national medical staff has the final decision in return to play decisions when consensus cannot be reached.

### 3. [Traveling Healthcare Provider Code of Conduct and On-Call Policy](#)

Every member of the USA Gymnastics (USAG) medical staff has the power and the responsibility to shape the culture within our sport. By practicing our shared values and staying focused on our highest priority – the safety and well-being of our athletes – we can promote an environment that empowers and supports athletes and makes participation in the sport a positive and rewarding experience for all members.

The [USAG Traveling Healthcare Provider Code of Conduct](#) is a collective commitment to working ethically and professionally while traveling with athletes. It offers a tangible way to put our values into practice and provides guidance in situations that have potential or actual ethical implications. Ultimately, the effectiveness of the Code depends on a personal commitment from every member of the medical staff. All contracted and volunteer medical staff members are required to implement and adhere to this code.

The "[On-Call Policy](#)" is a companion to the Traveling Healthcare Provider Code of Conduct and should be reviewed to help medical providers determine when they are on-call during camps and events.

### 4. [Social Media Policy](#)

The [Social Media Policy](#) governs acceptable and unacceptable social media use for all USAG staff, contractors, and volunteers.

## 5. [Concussion Policy](#)

The [USA Gymnastics Concussion Policy](#) directs a comprehensive gymnastics-specific approach to concussion evaluation, management, and return to gymnastics, consistent with current standard of care. The policy contains recognition and management strategies, education materials, and a gymnastics-specific return to sport strategy.

## 6. [Dry Needling Policy](#)

The [Dry Needling Policy](#) promotes athlete and practitioner safety when using dry needling as a modality. Please note that all athletes who receive dry needling must have a signed Dry Needling Consent Form on file in Healthy Roster.

## 7. [Febrile Respiratory Virus Infection Guidelines](#)

The USA Gymnastics Febrile Respiratory Virus Infection Guidelines provide guidance around prevention of and care for febrile respiratory virus infections, including COVID-19 for both domestic and international events.

## 8. [Lightning Policy](#)

Although we do not normally host events outdoors, in some instances there may be a fun zone or other activities taking place outside of a venue. In these cases, we will follow the [NATA Position Statement: Lightning Safety for Athletics and Recreation](#). As soon as thunder is heard, all outdoor activities will be discontinued, and staff/participants will be asked to move to a safe location until 30 minutes after the last thunder is heard.

## 9. [Standing Orders](#)

Athletic Trainers and Physical Therapists will be provided standing orders that include direction from the Medical Director on permitted activities, over-the-counter medications, and prescription medications that are allowed to be dispensed by the PT or ATC, under certain conditions when a physician is not present. Standing orders will be sent to you for your signature and the Medical Director's signature along with your contract. Please reach out if you did not receive standing orders. Once signed, it is important to keep these readily available for reference should you need them.

## 10. [Position Descriptions](#)

Please review the position description for your role. You are responsible for meeting the requirements and duties of your job description.

- [Healthcare Services Provider \(ATC/PT/DC/LMT\)](#)
- [National Team Physician](#)
- [Medical Director](#)
- [Psychological Services Provider](#)

## 11. [Recruiting and Training New Medical Providers](#)

We encourage all our medical staff members to refer interested and qualified medical providers to become volunteers on our medical staff. After completion of volunteer assignments, interested medical providers may be offered a contract medical position. Prospective volunteers can email a cover letter and resume to:

[medicalvolunteer@usagym.org](mailto:medicalvolunteer@usagym.org)

## 12. [ARC Application](#)

At USA Gymnastics Championships, US Championships, and Olympic Trials, athletes are permitted to request that their personal medical practitioners be credentialed to provide care to that athlete only in the Athlete Recovery Center. This policy outlines the requirements and the process for those medical practitioners.

### [13. Safe Sport Policy and Mandatory Reporting Policy](#)

All members of USA Gymnastics are required to follow the Safe Sport Policy and Mandatory Reporting Policy. Every member of USA Gymnastics is a mandatory reporter and must report suspected child abuse or child sexual abuse to law enforcement and the U.S. Center for Safe Sport immediately. The Safe Sport policy has several requirements for medical treatments, including that 2 adults must be always present. Please be sure to read these policies carefully so that you understand what is required of you. Failure to report can lead to suspension of membership.

### [14. Code of Ethical Conduct](#)

All members of USA Gymnastics are required to follow the Code of Ethical Conduct which includes an Athlete Bill of Rights. Medical staff members should advocate for athletes when they feel that their rights are not being respected.

### [15. Conflict of Interest](#)

Please review the Conflict of Interest policy. You will be sent a Conflict of Interest Declaration Form as part of your onboarding documents. All medical staff must complete and sign this form.

### [16. Confidential Information Policy](#)

You will be sent a Confidential Information Policy acknowledgement form as part of your onboarding documents. All medical staff must complete and sign this form.

### [17. Speak Up Policy](#)

Every individual associated with USA Gymnastics is required to report suspected violations of our policies. USA Gymnastics prohibits retaliation against any individual who reports, in good faith, an ethical or legal concern.

### [18. Anti-Doping Policy](#)

All USA Gymnastics members must be committed to clean sport. Medical staff members must be familiar with anti-doping policies and know how to look up medications to ensure that prohibited substances are not provided to athletes. Providing a prohibited substance to athletes can lead to suspension from the Olympic movement.

### [19. Gifts and Entertainment Policy](#)

USA Gymnastics medical staff members may not, under any circumstance, solicit any type of gift, favor, or any form of entertainment. Please review this policy to understand what is prohibited under this policy.

### [20. Sports Betting Policy](#)

Both the [USOPC](#) and USA Gymnastics have sports betting policies that restrict betting on sports in the Olympic and Paralympic movements or that are under the purview of our NGB.

### [21. Other Policies](#)

Several other policies that USA Gymnastics members are required to follow are listed on our Governance page. Not all these policies will be applicable to your role as a medical staff member, but you should be aware of the policies. If you are ever asked about a policy by another individual, please refer that individual to our compliance department for interpretation of the policy.

## Documentation

All injuries, assessments, treatments, and other pertinent medical information completed by USA Gymnastics medical staff members must be documented in the electronic medical record, Healthy Roster, or, in the case of select premier events involving athletes who are not listed in Healthy Roster, using the appropriate form provided by USA Gymnastics.

### Healthy Roster Documentation Policy and Procedure

USA Gymnastics (USAG) utilizes Healthy Roster as its Electronic Medical Records (EMR) system for all medical documentation related to National Team athletes, invitees to camps and international events, as well as coaches, staff, and judges. Although USAG is not considered a HIPAA-covered entity, our goal is to protect the privacy of our athletes. Healthy Roster is fully compliant with HIPAA regulations.

**Purpose:** This policy establishes USAG's procedures for reporting and documenting athlete injuries, illnesses, and medical histories and conditions. Timely and accurate reporting is crucial for maintaining and improving safety, ensuring appropriate medical treatment, and facilitating insurance claims.

#### Policy and Procedure:

##### 1. Access to Healthy Roster:

All medical contractors will be granted access to Healthy Roster for documentation purposes at camps and international events. Access will be provided ideally two weeks before the event to allow contractors adequate time to review the athletes' health histories. Lead national team medical providers will have continuous access to the electronic medical record. Medical documentation must be completed as soon as possible but no later than 48 hours after the event to ensure timely updates for upcoming events.

##### 2. Reviewing Athlete Histories prior to a camp or event

Prior to a camp or event, all medical providers should familiarize themselves with the health histories of the athletes who will be attending camp. To do this follow these steps:

- In the left hand column, click on the Organization icon and select the organization that you will be covering. Use "Team" filter to select the appropriate team(s) that you need to review.
- Review each athlete's status and if athlete is not listed as "Active" click on that athlete to review current injuries.
- In the Reporting section of Healthy Roster, run the Athlete Allergies, Medications, Medical Conditions report for your Organization (can be filtered by Team, as necessary, depending on the camp)
  - Be sure to use a start date of January 1 of the current year to obtain the most comprehensive data

##### 3. Documentation in Healthy Roster

All injuries, illnesses, and treatments must be documented in Healthy Roster regardless of where they occur (including those that occur at OPTCs, Games events, home gyms, etc.) or how the information is obtained (via coach, athlete, social media, athlete survey, etc.).

- Injuries, illnesses and other medical conditions should be documented as follows:



- **Incident Report Tab:** Document all injuries, illnesses, and assessments and Progress notes.
- **Treatments Tab:** Record all treatments and phone consults.
- **Details Tab:** Update medical details section with any newly identified allergies, dietary restrictions, and other pertinent medical information needed in case of emergency.
- **Injury Tab:** Used to update the status of an injury or illness.
- **Follow Ups Tab:** Used to document referrals to providers outside of the camp or event
- If athlete is not a current National Team member and is not already active in Healthy Roster
  - Check to see if the athlete's profile has been archived and re-add it to the appropriate Organization
    - Click on the Organization that the athlete participates in
    - Toggle the Archived switch to on
    - Search for the athlete by name
    - If athlete is present, click on the ellipses and select "Undo Archive"
  - If athlete is not in Healthy Roster, select the organization "(Discipline) Quick Add"
  - Click "Add New"
  - Enter athlete's First Name, Last Name, DOB and click Save (you may need to refresh your screen to see the athlete)

#### 4. Reporting a new injury or illness

- Video tutorial can be found [here](#).
- Step by Step instructions:
  - Open the athlete's profile,
  - Click on Incident Reports tab
  - Select "Add" (desktop version) or "+" (app)
  - Add the Incident Date
  - Add the "Associated Injury" by clicking the "+"
    - Select either Add New or Link Existing (if the injury or illness is pre-existing and is already present in Healthy Roster)
    - If adding a new injury or illness, a new screen will appear to allow you to complete information on injury/illness details. Provide all of the information you have, including selected a suspected diagnosis code, athlete status (see below for definitions of status), and brief note indicating suspected diagnosis or differential diagnosis (full assessment will be documented in the next step).
    - Attachments: Only if this is an acute gymnastics-related accident injury, click "+". If this is not an acute gymnastics-related accident injury, skip the attachments portion.
      - Click New Document
      - Select Document Type "INSURANCE REPORT FORM"
      - Click "Fill Online"
      - Complete all required areas, sign, date
      - Click OK
    - No Expiration date is needed, provide access to Entire Care Circle, click OK
    - If you have completed an Insurance Report Form, please email Taryn and Kim with the athlete's name and we will send it to the insurance company.
  - Complete as many of the Background Questions as you can: note that additional background questions will appear with certain selections.
  - Under Notes section, click "+"
    - A new screen will appear, select the Note Type of SOAP note

- If you wish to use a Template for your SOAP note, click on the “T” in the top right corner of the pop-up screen and select the first template that you’d like to use and complete relevant boxes. Continue to add Templates or text as desired to complete your note.
- Click Save to complete your Incident Report and save it to the athlete’s profile

## 5. Updating an existing injury or illness Status:

1. Medical providers are responsible for keeping injury and illness records up-to-date. If the status of an injury changes, the timeline must be updated accordingly.
2. Athletes with any status other than Active should have each current injury evaluated at each camp to update the medical record and determine whether a change in status is appropriate.
3. The statuses are defined as:
  - **Waiting for Assessment:** The medical team needs to contact the athlete/parent/coach to assess and develop a treatment plan or, the medical team is awaiting further medical assessment/results to determine next steps. Status should be updated after obtaining information.
  - **Not Cleared:** The athlete is not cleared for any level of participation due to the injury or illness.
  - **Limited Activity:** The athlete is under medical supervision with limitations. Regular check-ins may be required to ensure medical needs are being addressed.
  - **Returned to Play as Tolerated:** The athlete can return to play with no limitations but requires periodic monitoring and progressive loading.
  - **Returned to Play and Closed:** The athlete is fully participating and injury or illness no longer requires monitoring.
  - **Long-Term Issue/Status Unknown – Closed:** Athlete has not attended an event for more than 6 months and is unable to be re-assessed or contacted for status update.
4. Adding a progress note:
  - Click on Incident Report
  - Select the injury that you have re-assessed
  - In the top section, under Associated Injury, click on the medical bag icon to Update Status if needed
  - Background Questions: Edit or add responses only if you have additional information to include or corrections to be made
  - Scroll down to Notes, click +, select SOAP note, and complete your progress note (templates are available if desired)
  - Add any attachments (MD note updates, imaging, etc..) relevant to the injury
5. Documenting a Treatment
  - Click on the Treatments tab
  - Update Details if date does not match date of treatment
  - Select the injury/injuries that treatment was given to or select “non-injury related”
  - Select each of the performed services
  - In your SOAP note, provide additional specifics on subjective complaints, response to treatment, and plan for subsequent treatments.
  - Click Save
6. Follow Ups
  - If a follow-up service is needed (outside of camp/event), please use the Follow Ups tab to record the referral and click “Add”
    - Select Healthcare Organization
      - If referring to a USOPC provider, select USOPC
      - If referring to a USAG contracted physician, select USA Gymnastics
    - Complete required Details

- Select injury related to the referral
- Choose services that are being requested in the referral
- Add a note to describe the services that the athlete is being referred for
- Work with the athlete/parent and/or provider (if known) to ensure the referral is communicated. Completing the Follow-Up only records that you recommended a referral. It does not route the referral to anyone.

Reporting note: Medical providers may also be required to provide documentation of injuries and treatments for the USOPC's electronic medical record if care is provided at an Olympic and Paralympic Training Center. Please run the following report and provide electronically to the USOPC sports medicine team **the day after camp ends** (assessments and treatments load to reports after midnight on the day they were provided) if requested: "Assessments and Treatments for exports to USOPC EMR". Be sure to select only the dates of the camp. It is generally best not to select the Team(s) to ensure that all athlete assessments and treatments (including invited athletes who are not on a team) are included.

## Annual Medical Paperwork

Each year, national team athletes or their parent/guardian are required to join Healthy Roster and to complete several medical forms. These are distributed through Healthy Roster by the Medical Coordinator in the weeks after national championships when the new national teams are named or when new individual athletes are added to a national team. All athletes newly named to the National Team or those participating in a WAG developmental camp must have a Healthy Roster account. Athletes who are not a member of a national team and are competing as a representative of their club or college at a premier event will not be added to Healthy Roster.

Reminders for missing documents are sent automatically by Healthy Roster:

- Daily for 14 days for most documents
- Weekly for 12 weeks for sports physicals

Documents requiring review:

- All uploaded forms will be reviewed and approved by the Medical Coordinator
  - Medical Coordinator will review health history and medical profile and will update "Important Medical Info" in the Athlete Details profile with allergies, dietary needs, and chronic medical conditions (i.e., anaphylaxis, Diabetes Mellitus).
  - Medical Coordinator will review all medications listed on the Health History for compliance with anti-doping guidelines and will reach out to the athlete and/or parent/guardian if there are medications listed that are prohibited in or out of competition.
  - Medical Coordinator will review sports physicals to ensure that the proper forms have been uploaded, the date is consistent with requirements, the form is signed by a medical provider, and that the athlete has been marked as "cleared" for participation in sport. Any athletes that are not cleared will have this noted in an incident report.
  - Medical Coordinator will reach out to the athlete/parent to obtain missing information on these documents.
- Sports physical should also be reviewed by lead medical team providers.
  - This can be done in Healthy Roster by clicking on Documents > 20xx-20xx [select correct year] Pre-Participation Evaluation (Sports Physical) > Select correct drop down for your discipline > Select dropdown in last box for "Documents Requiring Review".

All documents, except sports physicals, expire on 10/1 (Group A: MAG, WAG, T&T, Acro, and Rhythmic) or 12/31 (Group C: Devo and Devo Invite) of the current year. Sports physicals will expire one year after they have been completed by a physician. All with expired and missing sports physicals will start getting automated reminders as above that they need to address missing or expired documents.

- Sports physicals are required annually.
- Athletes who are newly added to a camp may not have time to get a sports physical prior to camp. If they are unable to get prior to 1<sup>st</sup> camp, they will continue to get weekly automated reminder from HR and an email from the Medical Coordinator that they must get it prior to the next camp. In this instance, the Medical Coordinator will ensure that the Health History and Medical Profile is completed in Healthy Roster and camp medical staff will review this document.

If athletes are added to a camp/delegation event outside of the normal national team cycle, the following process will be followed to obtain paperwork:

2 weeks prior to camp/event:

- Medical Coordinator will get roster for camp from the Meet Reservation system and add new athletes to HR.
- Medical Coordinator will email parents with how to register in HR and documentation requirements.

Reminders for missing documents are sent automatically by Healthy Roster

- Daily for 14 days for most documents
- Weekly for 12 weeks for sports physicals

Direct emails regarding missing documents will be sent by Medical Coordinator to parents (in addition to HR automatic emails):

- 1 week prior to camp/event
- 3 days prior to camp/event-- email will state that if forms are not completed prior to camp/event, athlete may not be allowed to participate in camp activities until they are completed.
- 1 day prior to camp/event—email will state that if forms are not completed prior to camp, athlete may not be allowed to participate in camp activities until they are completed.
  - CC: coach and program leads OR send program lead a list of athletes who still need to complete forms if there are several

If forms are STILL not complete prior to camp, Medical Coordinator will notify program lead prior to or during Orientation meeting who will (or will ask athlete to) reach out to the parent to complete the forms.

## Team apparel

Team apparel will be provided to you prior to your first event. Apparel may differ from what the athletes, coaches, and other medical staff have. All apparel, including shoes, that are worn on the field of play at team camps and events should either be Nike or have no visible logo. Please be sure to have black pants with no visible logo to wear with your Team Apparel as these are not provided for you.

We are issued limited amounts of apparel each year. Apparel that is provided to you is for your official national team duties only. Please do not sell or exchange your apparel with other countries when traveling internationally. If you'd like to purchase items to trade, you may purchase those items from the [Team USA store](#) or [USA Gym Store](#) online.

## Equipment

Medical team members are often provided with treatment and recovery equipment for use with athletes. These items may include treatment tables, compression devices, massage devices, electrical stimulation devices, and other items. All medical equipment must be used as per manufacturer's instructions. Medical staff must ensure that there are no contraindications to use prior to providing the equipment with the athlete and should discuss any precautions with the athlete prior to use. Medical equipment must be returned to USAG upon return from your trip (we can provide you a shipping label), except for lead medical providers who must return equipment to USAG on request.

AEDs purchased by USAG (found in the medical trunk) will be turned on and checked prior to each event during unpacking. AED pads and batteries will be replaced as per manufacturer recommendations.

If equipment is not functioning as intended, medical staff should remove that item from use immediately, clearly label it as "do not use", and notify the Chief of Athlete Wellness.

Medical staff members should not bring electrotherapeutic (TENS, muscle stim, etc.), therapeutic ultrasound, or therapeutic light emitting (e.g., laser or infrared) devices (as [defined by the FDA](#)) that are not approved by the FDA into any of the medical areas. Providers who bring any electrotherapeutic (estim, TENS, etc.), therapeutic ultrasound, or therapeutic light emitting (e.g., laser, infrared) devices into medical areas that are FDA approved must ensure that they have been properly calibrated within the last 12 months (if applicable) and you have provided USAG with the serial number of such device(s).

## Insurance

### Medical Insurance

There are several resources regarding medical insurance in the USAG Medical Staff Band group. Please refer to those files for copies of insurance cards as well as flow sheets to help you understand which insurance applies to a given situation.

USA Gymnastics provides participant accident insurance to all USA Gymnastics members who are participating in a domestic sanctioned event. All USAG camps and domestic events that you may work at are sanctioned events. International events are sanctioned by the Federation Internationale Gymnastique (FIG), and different insurance applies for these events.

USA Gymnastics also provides insurance to all USA Gymnastics National Team athletes for gymnastics-related accidents that occur outside of sanctioned events. This insurance does not cover overuse injuries, illnesses, or injuries that occur outside of gymnastics.

Participant accident insurance is provided by Health Special Risk (HSR) and is secondary to the member's own insurance. It covers acute injuries that occur during gymnastics events.

USA Gymnastics also provides international medical insurance to all delegation members when traveling internationally.

A thorough [description of medical insurance](#) is found in the Band group in the Insurance Information folder. Please review the file "Insurance Info for Medical Providers" if you are interested in learning more.

If you have questions about insurance, please contact Kim Kranz.

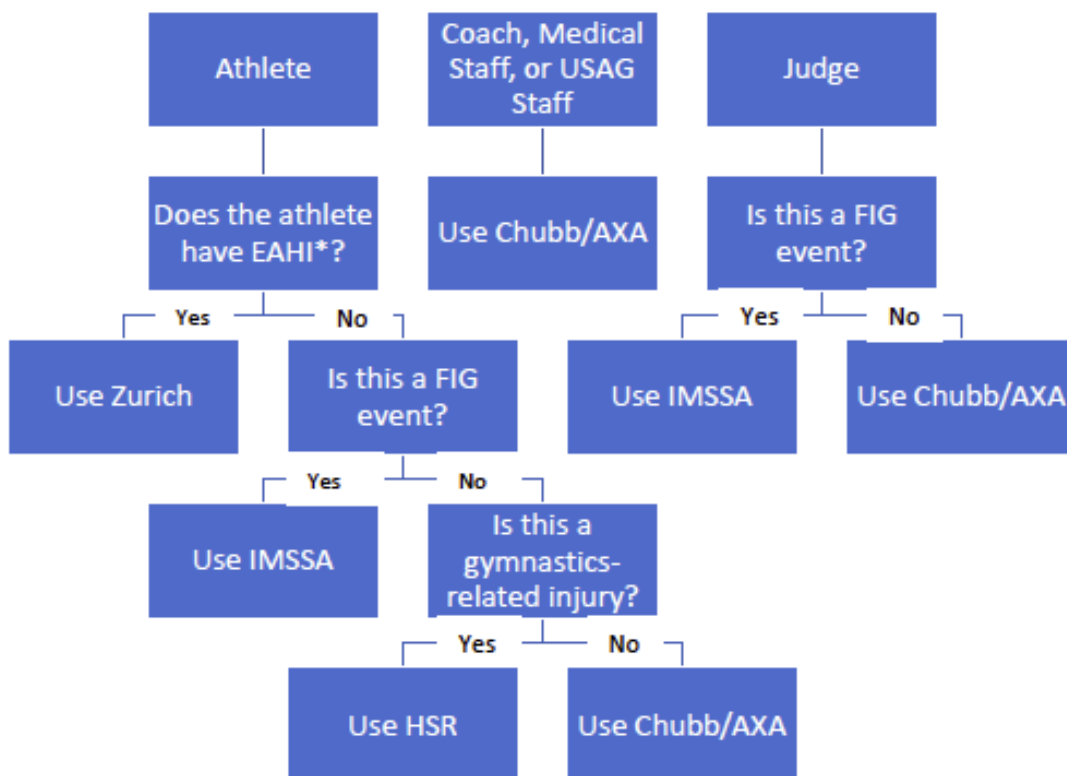
### International Medical Insurance Coverage

See decision tree below and in the Band App to help you understand which insurance to use. Please note that Games events (Olympic Games, Pan Am Games, and Youth Games) will utilize USOPC's Accident and Travel insurance as a secondary policy for injuries/accidents that occur during travel.

## International Medical Insurance Decision Tree for non-Games events

(Pan Am Games, Youth Games, Olympic Games will utilize USOPC's secondary policy)

Is injured/ill person:



\*EAHI is the Elite Athlete Health Insurance. The athlete's insurance card will be issued by UMR if they have this insurance.

Any injury or illness (or travel-related issue) while overseas: IMSSA (athlete/judge), Zurich (EAHI athletes) or Chubb/AXA (USAG staff, medical providers, coaches) is primary coverage.

- When traveling internationally for a non-FIG event or an international camp and IMSSA is not providing coverage for athletes, HSR will be primary for gymnastics-related injuries and Chubb/AXA is primary for illness or non-gymnastics-related injuries (unless the athlete has EAHI).
  - Athletes with EAHI are covered by Zurich Global for all injuries or illnesses. Zurich will pay for expenses directly to the clinic/hospital and no one should have to pay out of pocket for anything.
- Any insurance will cover COVID-related expenses including expenses for isolation/quarantine and additional costs incurred during isolation (groceries, meals, hotel, ticketing changes), VISA changes. Keep detailed, itemized receipts for all reimbursements.

- Call the insurance carrier to report the injury/illness as soon as possible if you plan to seek care at a clinic or hospital. If the provider will not work with the international insurance and bill the payer directly, get itemized invoices and credit card receipts from hospitals, ambulance, physicians for any out-of-pocket payments.
  - It's best to have the parent pay if they are there. If not, the medical provider, USAG staff, or the coach may need to pay for the medical care.
- Be sure to complete an Incident Report (in Healthy Roster) for all injuries that occur overseas and send to Kim or to [claims@hsri.com](mailto:claims@hsri.com) and cc: Kim.

### IMSSA (athletes and judges)

Medical emergencies must be reported immediately by calling the number below. IMSSA will instruct the hospital on how to bill for services.

- Minor, non-emergency accidents or illness must be reported within 48 hours
- Phone: +41 26 921 8001, email: [info@imssa.org](mailto:info@imssa.org)
- Injury limit: CHF 100,000 (about \$100,000)
- [www.imssa.org](http://www.imssa.org) login: Member: FIG, Password: 22AYCA094186

### Zurich (EAHI athletes only)

Report all medical care/emergencies immediately by calling +1 215 942 8226 from any country—this is the 24/7 US line.

- In most cases, Zurich will handle payment to the hospital, and you should not have to pay out of pocket.
- Membership ID: 400GDA938621

### Chubb/AXA (USAG Staff, Medical Staff, Coaches)

Report all medical care/emergencies as soon as possible by calling +1-630-694-9764 (outside US)

- Policyholder: USA Gymnastics, Policy Number: ADD N19011197
- Calling as soon as possible allows the insurer to provide Guarantee of Medical Payment to the hospital/clinic and may reduce the need to pay for items/services out of pocket.

### Professional Liability Insurance

USA Gymnastics provides professional liability insurance for all contracted and volunteer medical staff at national team premier sanctioned events and delegation events. The [Certificate of Insurance](#) is in the Band App.



## Events and Camps

The USA Gymnastics Athlete Health and Wellness Council has established guidelines for the responsibilities of medical staff at camps and events. These are indicated in the policies listed above.

The medical staff will coordinate medical services at the competition and training sites with the Event Director, Program VP/Director, Program Manager, and/or High Performance Directors for all domestic events and will coordinate with the Head of Delegation for international events. The Medical Coordinator will complete this duty for domestic premier events and will publish a schedule of medical services in the Medical Manual and in the master schedule for the event. During camps and delegation events, the medical staff should work with the team staff in determining how to best serve the athletes.

- The hours of service by the medical staff should be clearly posted for the athletes, and sign-up sheets or on-line sign up should be available for treatments and Athlete Recovery Centers.
- During international travel, the medical staff is a resource for the entire delegation of athletes, coaches, and staff; however, the athletes are always the priority.

Emergency Action Plans (EAP) for medical and mental health emergencies are developed as part of the Medical Manual for each domestic national team premier event by the Medical Coordinator in conjunction with the event medical director and the LOC medical director. A virtual meeting will be conducted (and recorded for those who can't make the meeting) prior to all national team premier events to review the EAP. All medical staff, including LOC medical, working the event are required to participate in the meeting or watch the recorded video prior to their arrival at the event.

Emergency Action Plans for camps are developed collaboratively with the Medical Coordinator, National Team Physician(s), and National Team Healthcare Services Provider(s). All medical staff are required to review the EAP if they are not familiar with it and make updates prior to the camp.

A Post-Event Summary will be completed by the event medical coordinator and event medical director after each domestic national team premier event.

## Responding to Injury/Suspected Injury at Camp and Events

Gymnastics is a unique sport, during which a gymnast can frequently fall. Due to experience, adequate matting, and proper spotting, injury often may not occur. However, sports medicine research indicates that the incidence of injury in the sport of gymnastics is high. Therefore, it is vital for the medical staff to understand when a response to a gymnast's fall is appropriate and to recognize when a possible injury has been sustained.

During a competition, it is appropriate to respond to a fall if:

- Gymnast is not responding
- Fall to head or neck
- Called upon by the gymnast, gymnast's coach, judging staff, or event staff
- Gymnast is exhibiting signs of dysfunction, such as limping, not moving an extremity, holding an arm at the side, etc.
- Directed by lead medical staff

During a camp, since the stoppage of participation is not time sensitive, the threshold to respond to a fall or possible sustained injury is much lower. In addition to the above listed scenarios, the medical staff should respond to a fallen athlete if there is any suspicion of injury.

### Premier, National Elite-Level, and International Competitions

There are many competitions held each year that are supported by USAG medical staff. The premier competitions are Winter Cup, US Classic, USA Gymnastics Championships (Gym Champs), and US Championships. In Olympic years, Olympic Trials is also a premier competition. In addition to these events, there are several other national elite-level competitions held each year that are organized by USAG and supported by USAG medical staff. Any international events hosted by USA Gymnastics will also follow the procedures below.

A medical manual will be developed for each of these competitions in collaboration with the venue (including a review of their facility EAP), USAG Medical Coordinator, the USAG Medical Director, the event Medical Director(s), the LOC medical lead, the LOC lead physician, and the Chief of Athlete Wellness. The medical manual will be made available in electronic format to all medical providers participating in the event and printed copies will be kept in each medical hub for the event. The medical manual will contain:

- Event location(s), dates, sanction number(s)
- Key medical personnel (USAG medical lead, USAG event medical director, LOC medical lead, LOC lead physician) with contact information
- List of USAG and LOC medical staff and contact information
- Event master schedule with medical staff assignments
- Venue-specific emergency action plan and mental health emergency action plan with maps of venue indicating EMS and ambulance location
- Medical pathways for medical emergencies, imaging, urgent care, dental emergencies, and pharmacy
- Communication protocols
- LOC guidelines
- USAG Concussion protocol
- SafeSport medical reminders
- Documentation and insurance forms
- Other medical information pertinent to the event

Prior to each of these events, a virtual medical staff meeting with USAG and LOC medical staff assigned to the event will be held to review the medical manual, including SafeSport policies.

During each of these events, there will be a hands-on EAP practice session to help medical practitioners familiarize themselves with communication protocols, the on-site equipment and venue evacuation procedures. Whenever possible, LOC EMTs will attend this session.

After each event, an Event Summary will be completed and sent to the Chief of Athlete Wellness with copies of all Incident Report forms, ARC sign-in sheets, and LOC sign-in sheets from the event.

### Field of Play Stoppage for Medical Assessment (Domestic Premier Competition)

The rule allows the medical staff to evaluate an injured gymnast during competition, to determine if the gymnast is safe to continue the event/competition or if they should be removed from the field of play (FOP) for a more detailed medical assessment. It reinforces the priority of the health and safety of the gymnast, emphasizing a collaborative approach between the gymnast, coach, medical staff, and other stakeholders, and minimizes the competitive impact on the gymnast of a FOP assessment.

## ARTISTIC

### **GUIDELINES: Field of Play Stoppage for Medical Assessment** *(Edit May 2024)*

#### Field of Play Stoppage for Medical Assessment – Injury During Competition

##### ARTISTIC – WAG

If a gymnast falls during a routine while performing uneven bars or beam and there is concern for a medical injury by the medical team, coaches, and/or judges, the medical team will approach the podium to perform an assessment. If the gymnast remains down on the podium, the fall time will not be started, per current FIG rules. If the gymnast has risen from the ground prior to the medical team response, and the fall time has been started, the fall time will be stopped and reset. If the athlete is medically cleared to continue the routine, the medical staff will signal to the judges and coaches, and the fall time will start after the medical team leaves the podium (10 seconds for beam, 30 seconds for bars). This rule change does not apply to floor exercise, as there is no applicable time stoppage mechanism that allows a gymnast to continue a routine on floor exercise.

Regarding a gymnast performing two vaults, if a medical assessment is necessary after the first vault, and the athlete is medically cleared to continue, the green light for the start of the second vault will be activated, once the gymnast returns to the start of the vault runway.

In all instances, if the gymnast is not cleared to continue their routine, or return for their second vault, within 3 minutes of the start of the medical assessment, the routine or second vault will be terminated.

*Concussion Amendment:* If a concussion diagnosis is suspected within the 3-minute time limit, the gymnast will be removed from the podium. A more thorough evaluation will be completed off the podium. If the athlete is then medically cleared, the athlete will resume competition on the next event. The order in which the athlete will return to line up for the remainder of the events will be determined in collaboration with athlete, coach, medical team and program leadership. The medical team will inform all stakeholders (including the program leadership, coaches, athletes, judges and floor managers) of the athlete's status and clearance to participate.

*\*NOTE: This Field of Play Stoppage for Medical Assessment Evaluation is to be applied for USA Gymnastics Premier competitions only. \**

#### Field of Play Stoppage for Medical Assessment – Injury During Competition

##### ARTISTIC-MAG

If a gymnast falls during a routine and requires an on-podium medical response, the 30-second clock will not be started, if not already activated at the time of medical response. If the clock was already started prior to the medical response, the 30-second clock will be stopped and reset. If the athlete is medically cleared to continue the routine, the medical staff will provide a thumbs up signal to indicate clearance to the event head judge. At this time, the 30 second clock with start and the athlete will prepare to continue the routine.

For a MAG athlete, if an injury occurs on the floor exercise during competition, requiring an on-podium medical response, the 70-second clock will be paused. Following medical assessment, if the athlete has been cleared to continue the routine, the clock will continue to run, beginning at the same time it was stopped. If a WAG athlete sustains an injury on floor exercise requiring an on-podium medical response, the athlete will not be allowed to continue.

*Concussion Amendment:* If a concussion is suspected and a more thorough evaluation is deemed necessary by medical personnel, the athlete will be taken off the field of play. If the athlete is medically cleared during the evaluation off the FOP, the athlete will resume competition on the following event. The order in which the athlete will return to line up for the remainder of the events will be determined, in consultation with, Program Leadership, coach, athlete and medical team.

Communication regarding the athlete's status and clearance to participate will be communicated to the Program Leadership, who will update the event director, floor managers, head judge, coaches and athlete, to help facilitate adjustments to the competition lineup, if applicable.

*\*NOTE: This Field of Play Time Exemption for Medical Staff Evaluation is to be applied for USA Gymnastics Premier competitions only. \**

## RHYTHMIC

If a gymnast is injured in warmups, one-touch, or in preparation immediately preceding a competition session, an assessment by the competition medical staff will be prioritized and the gymnast, and gymnast's team (if applicable), will be moved to the end of the lineup for the corresponding competition session. Following medical assessment, if the athlete has been cleared to compete, they will resume their participation at the end of the competition rotation.

Subsequent to the immediate and corresponding competition rotation, if the medical staff has provided full clearance and no further medical assessment is necessary, and if the session has not already commenced, the gymnast, and the gymnast's team (if applicable), will be placed back into their original place in the competition lineup. If the medical staff has determined that follow-up medical assessments are necessary after each rotation, then the gymnast, and gymnast's team (if applicable), will remain at the end of the competition lineup for the remainder of the competition.

Communication regarding the athlete's status and clearance to participate will be communicated to the Meet Referee to help facilitate adjustments to the competition lineup, if applicable. It will be the responsibility of the Meet Referee to alert the Meet Director and the Chair of the Judges Panel.

*\*NOTE: This Time Exemption for Medical Staff Evaluation is to be applied for predetermined USA Gymnastics elite-level competitions only.\**

## ACROBATIC

If a gymnast is injured in warmups, one-touch, or in preparation immediately preceding a competition session, an assessment by the competition medical staff will be prioritized and the gymnast, and consequently the gymnast's pair or group, will be moved to the end of the lineup for the corresponding competition session. Following medical assessment, if the athlete has been cleared to compete, they will resume their participation at the end of the competition rotation.

Subsequent to the immediate and corresponding competition rotation, if the medical staff has provided full clearance and no further medical assessment is necessary, and if the session has not already commenced, the gymnast, and consequently the gymnast's pair or group, will be placed back into their original place in the competition lineup. If the medical staff has determined that follow-up medical assessments are necessary after each rotation, then the gymnast, and consequently the gymnast's pair or group, will remain at the end of the competition lineup for the remainder of the competition.

Communication regarding the athlete's status and clearance to participate will be communicated to the Meet Referee to help facilitate adjustments to the competition lineup, if applicable (if the competition is already underway, then notification should default to the Meet Director). It will be the responsibility of the Meet Referee to alert the Meet Director and the Chair of the Judges Panel.

\*NOTE: This *Time Exemption for Medical Staff Evaluation* is to be applied for predetermined USA Gymnastics elite-level competitions only.\*

## TRAMPOLINE & TUMBLING

If a gymnast is injured in warmups, one-touch, or in preparation immediately preceding a competition session, an assessment by the competition medical staff will be prioritized and the gymnast, will be moved to the end of that division's lineup for the corresponding competition session. Following medical assessment, if the athlete has been cleared to compete, they will resume their participation at the end of the competition rotation.

Subsequent to the immediate and corresponding competition rotation, if the medical staff has provided full clearance and no further medical assessment is necessary, and if the session has not already commenced, the gymnast will be placed back into their original place in the competition lineup. If the medical staff has determined that follow-up medical assessments are necessary after each rotation, then the gymnast will remain at the end of the competition lineup for the remainder of the competition.

Communication regarding the athlete's status and clearance to participate will be communicated to the Meet Referee to help facilitate adjustments to the competition lineup, if applicable. It will be the responsibility of the Meet Referee to alert the Meet Director and the Chair of the Judges Panel.

\*NOTE: This *Time Exemption for Medical Staff Evaluation* is to be applied for predetermined USA Gymnastics elite-level competitions only.\*

## Mental Health Emergency Action Plan (MHEAP)

Each camp or event will have a Mental Health Emergency Action Plan within the Emergency Action Plan. The Mental Health Emergency Action Plan should be activated when an athlete is experiencing a mental health emergency. A template to create the MHEAP can be found [online](#). Mental health crises and other mental health concerns will be addressed on a case-by-case basis by the medical team who are with the athlete and should include USOPC, national team, and/or LOC psychological services providers, as applicable.

## Medical Staff Evaluations

All medical staff members will be reviewed at least annually by multiple people within a discipline to assess for competency, fit, and teamwork.

- Medical staff will review each other after each event and some camps.
- USAG program staff (VP/Dir, HP staff, Dir. of Olympic Relations) will submit reviews bi-annually.
- NT Athletes and coaches from prior year will submit reviews annually.
- Select medical staff members will provide annual feedback on AHW program/support, including reviews of support from Medical Coordinator, Chief of AHW, and Medical Director.

### Review of Assessments and Provision of Feedback

- Chief of AHW and Medical Director will review feedback after each premier event and biannually.
- Feedback will be reviewed and compiled by Chief of AHW and Medical Director at end of each competitive year.
- Chief of AHW and Medical Director will share the feedback with program VP/Director and Chief Programs Officer.
- Feedback is provided to each staff member via email with decision on whether we will renew their contract in the next year.
  - Decision to renew contracts will be made jointly between Chief of Athlete Wellness, Chief Programs Officer, Medical Director, and other USAG leadership staff as necessary.
  - When concerns are identified that require a higher level of discussion, virtual meetings will be scheduled to provide feedback.

## Invoicing and Expenses

### USA Gymnastics Program Expense Reimbursement Policy

USA Gymnastics recognizes that expenses may be incurred by participants when representing and/or working on behalf of USA Gymnastics at international competitions, National Team events/camps, and/or USAG-hosted events. USA Gymnastics will reimburse reasonable expenses per the policy below for funded participants.

If you move, please be sure to complete a new W9 in Stampli and update your USAG membership profile. If your banking information changes, please update in Stampli.

### Meals

Ordinary and reasonable meal expenses are reimbursable on travel days when meals are not already provided. Contractors should ensure that the expenses incurred represent legitimate, necessary, and prudent use of resources. When meals are provided, additional food, coffee and snack runs will not be reimbursed unless extenuating circumstances exist. For example, an allergy that is not accommodated or work/travel schedule prevents you from utilizing the provided meals.

Expense reports must include:

- Detailed receipt (not just the summary)
- Names of individuals included in meal
- Extenuating circumstances (if applicable)

Meal expense guidelines:

- Meals should not be lavish or extravagant. According to IRS guidelines, reasonable meal expenses vary from \$60 - \$75 per day based on location. This is typically split 25% for breakfast, 25% for lunch and 50% for dinner. This provides a general standard for reasonable meal expenses. Variations must be approved by your superior.
- Alcoholic beverages are not reimbursable.
- Tips should not exceed 20%

### Checked Bags

USA Gymnastics will cover the cost of checked bags for all trips that require 3 or more nights away or if the participant is carrying materials/supplies that require a checked bag, e.g., medical supplies. Airline receipt is required for reimbursement.

### Air and Lodging expenses

USA Gymnastics will book all air travel and hotel/lodging and will not reimburse travel that is made by individuals unless an extenuating circumstance is approved by the Program Director/VP. All participants will be booked in economy class. If participant would like to upgrade, they may do so but must provide a personal credit card to pay for the upgrade. If participant is driving to the event, USA Gymnastics will reimburse mileage (not mileage + gas) at the current IRS Standard Mileage Rate. Expense report must include a Google Map or MapQuest summary of the trip.

### Airport Transfers/Parking and Ground Transportation

USA Gymnastics will provide participants necessary transportation while in the event city. If transportation is not provided or there are extenuating circumstances that prevents the participant from using provided transport, USA Gymnastics will cover Uber/Lyft/taxi/etc. USA Gymnastics will cover long-term/economy lot parking at the airport or Uber/Lyft/taxi/etc. to the home airport—participant should choose the most economical option.

## Rental Cars

USA Gymnastics has negotiated preferred corporate rates with National/Enterprise and will book rental cars if needed/cost effective. USA Gymnastics representatives should decline all insurance coverage offered by the car rental company because insurance is included in the corporate rates. Gas expenses while driving rental cars will be reimbursable with receipt.

## Other Expenses

USA Gymnastics recognizes that from time-to-time other expenses may be incurred that are necessary and essential for the delegation (e.g., supplies, medications, groceries, etc.) These types of reimbursements should not exceed \$250. Other expenses over \$250 must be approved by the Chief of Athlete Wellness.

## Expense Reports

An expense report must be submitted within 30 days of your return from the competition/camp/event to receive reimbursement. Detailed receipts, not just the credit card showing the final amount, must be included. If expenses are in a currency other than US dollars, please include a conversion to US dollars or your credit card statement showing the amount in US dollars.

Note: No per diem will be distributed.

## Submitting Expense Reports and Invoices

Each new contractor will be provided a unique link from our accounting department to set up an account with [Stampli](#), our accounts payable system.

Within [Stampli](#), each new contractor must complete a W-9. A blank W9 can be found on the Band group under Financial Paperwork. You can fill out this form electronically. To sign electronically, click on Tools, Annotate, Signature, and follow directions. Once completed, please upload to your “documents” in your [Stampli](#) account. If your address or name changes, please complete and upload a new W-9.

To streamline payments, our accounting department will provide reimbursement via direct deposit. Please complete the Payment Details and Bank Account information in the Account Settings on Stampli.

All forms to submit expenses are located on the Band group under Financial Paperwork. It is important that you use the forms on the Band group as they are updated periodically with new mileage rates or accounting codes.

Expense reports, invoices, and receipts should be submitted through Stampli by selecting Invoices>Upload Invoice after each camp or event and should be submitted no later than the Friday after the event concludes for processing the following week. Documents (expense report, receipts, mileage justification, etc.) should be saved as one file (if possible) and everything submitted must be in PDF format. Alternately, you can email your PDF to [usagym@mystampli.com](mailto:usagym@mystampli.com).

The “Medical Expense Report” should contain an itemized list of each trip-related expense that you incurred. Please list each receipt on a separate line of the expense report with a short description of the reason for the expense. If you purchased supplies or paid for medical charges for an athlete, please list those under “Other”.

- Please select the appropriate Expense, Event and Group Code for your event on the Expense Report drop-downs. If you’re unsure which Event Code to select, please leave it blank.
- Only necessary and legitimate travel/event-related expenses, per policy, will be reimbursed.



- Additional lines can be added to each report if needed.
- If you worked an event and covered more than one discipline in a way that is distinctly different (i.e., you covered women's for 3 days and rhythmic for 2 days when women's events weren't occurring), please list your honorarium days on separate lines so that we can allocate the amounts correctly.
- Mileage must be substantiated by including a Google Map (or other mapping program) screenshot of your trip.

Receipts must show an itemized list of what was purchased, not just the total charge to your credit card. If you've added a tip, please submit both the receipt with the itemized expenses and the credit card receipt showing a tip. Tips must not exceed 20% of the total amount of goods. If you paid for food/meals for others in the delegation, please write the names of delegation members on the receipts whose meals appear on the receipt. Please keep and submit the appropriate receipts. Many people have found that taking a scan of the receipt immediately is helpful using your phone. iPhone users can use "Notes" to "Scan Documents" from one trip into one.

Complete/correct expense reports and invoices received by Tuesday at 9 AM will be processed in the same week. Direct deposits will be made on Fridays. Invoices received after that time or those that need further supporting documentation or corrections will be processed the following week.

Any questions regarding reimbursements, should be directed to the Chief of Athlete Wellness.

## Travel

### Air Travel

USA Gymnastics is responsible for making all travel arrangements for the medical staff.

- Airline tickets – will be booked by the J Team Management. **Staff are not to book travel on their own and will be provided with the necessary booking information by the USA Gymnastics**

**If you have a concern about your travel, please reach out to the Medical Coordinator.**

New medical staff should complete a [traveler profile](#) form.

Should a problem arise during travel due to a flight delay or cancellation, please work with the airline first to rebook your flights. Using the airline's online services is usually your best bet. J Team is often unable to make changes to the travel.

If you need to contact J Team regarding your travel, please contact:

1-800-778-5058

[usagym@jteammgmt.com](mailto:usagym@jteammgmt.com)

### Hotel and Ground transportation

Hotel and Ground transportation for international events is usually provided by the Local Organizing Committee (LOC) of the event. For domestic events hotel and ground transportation will be communicated in event email sent out by the Medical Coordinator. For domestic camps, hotel and ground transportation will be communicated by the programs staff via email.

### Medical Supplies

At least 3 weeks prior to your departure, please reach out to the Medical Coordinator to obtain medical supplies that you need for your trip. We will either send you a pelican case or suitcase containing the supplies and recovery equipment needed for the trip, or we will send you the individual supplies that you request. National team lead medical providers have access to School Health to order supplies that are needed to keep your kits stocked for your athletes' needs. For physicians in need of a supply of prescription medication for their travel medical bag, please reach out to the Medical Director for further discussion.

### Travel Tips for Unexpected Issues

Travelling both domestically and internationally is often stressful and difficult. It is important to remain flexible and helpful to the head of delegation when things aren't going as planned. Please communicate with the head of delegation if they are with you and do what you can to support them and adjust your own travel and make responsible decisions if things aren't going as planned. This may mean that you need to contact the airline to adjust your own ticket, or you may need to arrange for your overnight hotel accommodations if a flight is cancelled and the airline does not provide overnight accommodations, or you may need to rent a car or get a ride share to get where you need to go. If the decisions are reasonable and necessary, you will be reimbursed for unexpected travel issues.

### International Travel Tips

## Dialing Internationally

To make phone calls when traveling abroad, you may need to add the “+” sign prior to the international calling code (for calls to the US, the international calling code is +1) at the start of the number. To do this, hold down the “0” key until the “+” sign appears.

## Interpreter Services

Interpretation services are provided through LUNA360. To access these services, dial 1-844-777-LUNA (5832) and provide customer code 5658. Please notify Chief of Athlete Wellness if you use the interpreter services so we know to approve the invoice.

## Packing

Don't forget electrical adaptors, sleep aids, good snacks, hydration, careful eating, consider taking a probiotic, don't forget personal prescription medications, phone chargers, Passport, Proof of COVID-19 Vaccination.

## Travel Health

The CDC has a [website](#) where you can review any important health information for the country you are traveling to. Please visit this website ahead of time to review any travel health notices, recommended vaccines, and other diseases that may be common in that country.

You will receive an email with additional health information from the medical director in advance of your travel. This may include recommendations for vaccines and other tips for the international locale. Please contact the medical director with any questions.

## Your Destination

The [State Department](#) provides helpful safety information on the country that you are traveling to. It's a good idea to review this information in advance of travel.

## FIG Work Plans

You can find the Directives and Work Plans for all events [here](#)

- Once you find the event, click on the magnifying glass on the far right column.
- Click on “Show Files” under Event Files and click on the files you'd like to review.
- Directives: Medical & COVID information is found in the directives. There is minimal detail and references only the standard FIG COVID protocol.
- If a work plan is available, there may be additional information in the work plan on medical support and COVID protocols.

The remainder of the documents contain general details regarding competition logistics.

## Communication

- WhatsApp or Band is the usual preferred method. If you don't already have that on your phone, I would recommend downloading. Works well and is secure.
- We also recommend that you purchase an international calling plan. Save the documentation regarding the extra charge and USAG will reimburse the cost.

## Competition EAP Checklist

Upon arrival at the venue each day, please seek out the LOC medical staff to:

- Introduce yourself as USA medical staff.

- Verify available staffing for the day and qualifications (FIG requires an MD to be onsite for each day official training and competition)
- Confirm EMS and physician location
- Review available LOC medical equipment and supplies and location (AED, spine board, splints)
- Confirm each day, based on schedule and staffing assignments, who from USAG staff will accompany an athlete if athlete is transported to local facility
- Ensure that all necessary USAG staff have access to the FOP during competition
- Review the Emergency Action Plan for the venue - emergency protocols, equipment, availability/location of EMT/Ambulance support, FOP and building extraction points.

Please notify Chief of Athlete Wellness ASAP if there is not an MD on site or if there is another safety concern.

### Athlete Recovery/Treatments

- Treatments and assessments should be prioritized at the venue.
- No athlete treatments should occur in a hotel room unless a designated hotel room is booked for the sole purpose of athlete treatments.
- Remember that 2 adults must be always present when a minor athlete is receiving treatment. The second adult should be a coach or USAG staff, when possible, but an adult athlete is also acceptable, if necessary.

### Doping

- Please watch this video for details on the anti-doping testing procedure. You can skip to minute 1:16: <https://vimeo.com/441080341/0f040f06d3>
- It is USAG policy to provide a chaperone for any athlete tagged for testing. It is best to decide, before the start of a competition, who will accompany an athlete in testing. We do try to prioritize medical staff given our familiarity with the process, but a coach is ok too. It is also desirable to provide a staff member of the same gender, but that is not essential.
- After watching the video, please let the USA Gymnastics Medical Director know if you have any questions.

### Embassy/STEP

- Click [here](#) to find the US Embassy in the country you are visiting.
- You are encouraged to enroll in the Smart Traveler Enrollment Program (STEP). You will directly receive important alerts regarding any emergencies or crises that occur in any region you are traveling: <https://step.state.gov/step/>

### Mental Health EAP

We have developed a mental health EAP tool for our competitions. The template for international competitions is in the International Travel folder in the Band group. Please review the helpful tips on how to triage a mental health crisis.

- The USOPC's mental health on-call practitioner hotline should be your primary point of contact during a mental health crisis. Please add this number to your contacts: 719.432.5703

### SafeSport

Please remember:

- You have a duty to report.
- You must avoid being alone with a minor athlete—another adult must be present during treatment.
- Any interaction with an athlete should be open & interruptible.
- Consent should be obtained from the athlete for any treatment provided and consent can be withdrawn at any time.

## Travel Expectations for Serious Injuries

If an athlete sustains a serious injury overseas, it will be important for the medical provider(s) who are onsite to work as a team with the local physicians and medical staff, all onsite USA Gymnastics medical staff, coach, Head of Delegation, athlete's family, and USA Gymnastics Medical Director and Chief of Athlete Wellness, to plan for the athlete's repatriation to the US when medically stable. Every situation is different and requires teamwork to bring the athlete home. Communication with the entire team is crucial. This includes medical staff, program staff, coaches, and family who are onsite and, when necessary, medical leadership, national team medical staff, program staff, and family who are at home. Please reach out to USA Gymnastics Chief of Athlete Wellness, or Medical Director, as soon as possible for guidance and assistance.



## USA Gymnastics Medical Provider Acknowledgement

I acknowledge that I have received and read the USA Gymnastics Medical Provider Handbook. I will abide by the policies in the handbook as a requirement of my membership and my work as a medical staff member with USA Gymnastics.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Please print, sign, and return via email)

Medical Onboarding Checklist		
Demographic Info		
Name		
DOB		
Professional Credential(s)		
Street Address		
City		
State		
Zip		
Cell Phone		
Preferred email address		
Preferred airport		
Apparel		
	Size	# Issued
Shirt		
Pants		
Jacket		
Shoes		
Backpack	N/A	
Provider Requirements		
	Date Completed	
Membership Number, renew annually		
Background Check, renew every 2 years		
SafeSport, renew annually		
Medical Credential Check, renew every 2 years		
MHFA (if required), every 3 years		
Anti-Doping Certification (if required), renew every 2 years		
JTeam Traveler Profile		
Documents Required		
	Received (Y/N)	
Contract		
COI Disclosure		
Confidentiality Policy		
Standing Orders		
W9		
License		
Handbook Acknowledgement		
Headshot		
Copy of Passport (international assignments only)		
Copy of diploma(s) (for FIG license)		
Zoom Meeting		
	Completed Date	

Set up date	
HR tutorial	
Review paperwork	
Travel expectations	
Program information	
Invoicing/Expense reports	
<b>Add Provider To</b>	
	<b>Completed Date</b>
Band App	
USAG Medical Staff email group	
Stampli	
Healthy Roster (for training purposes)	
Quarterly Staff meetings	
Send intros to medical staff/programs	