

STEPS TO CLOSE YOUR USA GYMNASTICS SANCTION

1. UPDATE MEET RESERVATION

Update your sanction's Meet Reservation to include all onsite or missing registrations for event participants including athletes, coaches, judges, volunteers, photographers/videographers, and independent medical providers. Additionally, scratch participants that did not attend your event.

2. UPDATE SANCTION FORMS

NEW! – Upload the required sanction forms directly to usagym.org within 72 hours of the completion of your event by:

1. Access your online sanction detail page
2. Under the Sanction Forms section, click "Manage" (this will appear after the event has ended)
3. Upload each section of forms listed on your Required Sanction Forms page
4. Click "Submit Forms for Review"

** You will receive a confirmation email when your forms have been reviewed and are accepted or rejected. If your forms are rejected, the email will state the reasoning and will require attention within 48 hours.*

3. INCIDENT/ACCIDENT REPORTS

In any case of an accident, it is the responsibility of the Event Director to complete the respective incident report form and provide a copy to the injured party.

- For injury reports involving an athlete, coach or judge, complete the [Incident/Accident Report Form](#). Please reference the accident reporting information located in the sanction packet for additional instructions.
- For incident reports regarding venue damage, or volunteer/spectator injuries, you must complete the [Non-Competitive Injury/Incident Report Form](#) and return to sanctions@usagym.org following your event.

4. ADDITIONAL FORMS

Event Directors for men's artistic, acrobatic, or trampoline and tumbling sanctioned events are required to complete the additional discipline-specific competition forms located in the sanction packet and return them to the USA Gymnastics National Office along with any applicable scholarship/head tax fees.

5. SAFETY AND RESPONSE INCIDENTS MUST BE REPORTED THROUGH THE FOLLOWING:

- Report sexual misconduct or child abuse immediately to law enforcement and to the U.S. Center for SafeSport (the Center) and report other violations of the Code to the Center at <https://safesport.i-sight.com/portal> or by calling 833.587.7233.
- Report emotional misconduct, physical misconduct, or other violations of USAG's Safety and Response Policy or MAAPP Prevention Policies to USA Gymnastics at <https://usagym.i-sight.com/portal> or by calling 833.844.7233.
- If prohibited conduct has occurred at an Olympic or Paralympic Training Center (OPTC) or any third-party sponsored event in which the USOPC sends a delegation, promptly report to the USOPC Security & Athlete Safety Office here or by calling 719.866.3869.

Failure to return the completed sanction report forms within the stated timeframe may result in and/or be considered a violation of sanction. Please reference your specific disciplines' rules and policies for tailored instructions on reporting events/scores to your state/regional chair.

If you have any questions, contact USA Gymnastics Member Services at 800.345.4719 or sanctions@usagym.org.