

USA Gymnastics

# **SAFETY & RESPONSE PROTOCOL**

**FOR SANCTIONED  
& PREMIER EVENTS**

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December 2021

*(Updated September 2022)*



In accordance with the U.S. Center for SafeSport and the 2021 USA Gymnastics Safety & Response Policy, the following mandates are required for all events sanctioned or organized by USA Gymnastics. For questions or further information please contact [response.resolution@usagym.org](mailto:response.resolution@usagym.org).

The Safety & Response protocols stated within this document take effect December, 2021.

USA Gymnastics may update event policies at any time and unless otherwise stated, changes are effective immediately upon publication. USA Gymnastics reserves the right to audit sanctioned events for purposes of compliance with USA Gymnastics Safety & Response Policy.

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## IMPORTANT LINKS



[Announcer scripts](#)

[USA Gymnastics Safety & Response Policy Event Mandate  
Event Checklist](#)

[How-to-Guide for Meet Reservation](#)

[Changing Area Signage](#)

[Medical Membership Information](#)

[Permanently Ineligible list](#)

[Photography/Videography Membership Information](#)

[Professional Photography, Video and Medical Personnel  
Requirements at Sanctioned Events : Appendix D](#)

[Regular Contact/Authority Over list and Incidental Contact lists](#)

[Reporting Signage](#)

[Suspended and Restricted Persons List](#)

[U.S. Center for SafeSport's Centralized Disciplinary Database](#)

[U.S. Center for SafeSport Reporting Portal](#)

[USA Gymnastics Criminal Background Screening Policy](#)

[USA Gymnastics Reporting Portal](#)

# SAFETY & RESPONSE PROTOCOL FOR EVENTS

## MEET RESERVATION

The Meet Reservation System provides Event Directors and club administrators a simple tool to assign coaches, athletes, and judges to sanctioned competitions and generates a list of these Participants. Participants who appear on the list have had their membership and eligibility verified through USA Gymnastics. Verification includes confirmation that the Participant has a) an active membership with USA Gymnastics and has passed a background check, b) completed educational requirements including SafeSport Core or SafeSport Refresher trainings, and c) does not appear on the USA Gymnastics *Permanently Ineligible and Ineligible Members and Participants List* or as suspended from all contact on the USA Gymnastics *List of Suspended and Restricted Persons*.

### USAG Members Not Previously Registered

Event Directors must ensure that all Participants not previously registered for the event, show a proof of USA Gymnastics membership card with the QR code that confirms they have met all USA Gymnastics membership requirements. If a Participant's USA Gymnastics membership is active, the Event Director or sanction administrator will enter the Participant into the Meet Reservation System as an on-site sign-in.

### Participants Without a USAG Membership

All Participants with regular contact and/or authority over minor athletes who are not registered for the event and who cannot be verified in the Meet Reservation System, must, prior to event entry, show identification to the Event Director or designee, proof they have passed a background check, completion of educational requirements including SafeSport Core or SafeSport Refresher trainings, and may not be listed on the USA Gymnastics *Permanently Ineligible and Ineligible Members and Participants List* or as suspended from all contact on the USA Gymnastics *List of Suspended and Restricted Persons*.

All Participants seeking a credential for entrance to areas accessed by minor athletes, such as the competition floor, who are not registered for the event and cannot be verified in the Meet Reservation System must show identification, proof they have passed a background check, completion of educational requirements including U.S. Center for SafeSport Course (U110), and cannot be listed on the USA Gymnastics *Permanently Ineligible and Ineligible Members and Participants List* or as "suspended from all contact" on the USA Gymnastics *List of Suspended and Restricted Persons*.



To access the How-to-Guide for the Meet Reservation System, please click [HERE](#).

## REGULAR CONTACT AND AUTHORITY OVER LIST

Participants at sanctioned events who have regular contact or authority over minor athletes must take U110: SafeSport Core Course and pass a background check before contact with minor athletes will be granted. Additionally, Participants cannot be listed on the USA Gymnastics *Permanently Ineligible and Ineligible Members and Participants List* or as "suspended from all contact" on the USA Gymnastics *List of Suspended and Restricted Persons*.



To access the Regular Contact and Authority Over list and Incidental Contact lists, please click [HERE](#).

## PERMANENTLY INELIGIBLE AND SUSPENDED MEMBERS LIST CHECK

Event Directors must guarantee that event participants who are listed on the USA Gymnastics *Permanently Ineligible and Ineligible Members and Participants List* or as suspended from all contact on the USA Gymnastics *List of Suspended and Restricted Persons* will not be associated with the event in any capacity including but not limited to:

- Coaches, judges, athletes
- Volunteers
- Meet support personnel
- Photographers
- Medical Personnel
- Security Personnel

The Event Director or their designee must check the identification of all Participants who do not have a USA Gymnastics membership or are not registered for the event.

### Concurrent Sanctioned Events

USA Gymnastics is aware a USA Gymnastics-sanctioned event may be conducted concurrently with sanctioned events of other gymnastics organizations (i.e., AAU) in the same venue. If USA Gymnastics Event Directors choose to conduct a

# SAFETY & RESPONSE PROTOCOL FOR EVENTS

multi-gymnastics organization event, all Participants regardless of organizational affiliation must adhere to the USA Gymnastics one-on-one policies.

The Event Director must not permit any persons who are listed on the USA Gymnastics [Permanently Ineligible and Ineligible Members and Participants List](#) or as “suspended from all contact” on the USA Gymnastics [List of Suspended and Restricted Persons](#) or any person who is listed on a federal or state sex offender registry, access to athletes at the event.



Please click [HERE](#) to review the Concurrent Sanctioned Event Policy in its entirety for additional expectations and requirements.



To access the USA Gymnastics Permanently Ineligible and Ineligible Members and Participants list, please click [HERE](#).



To access the USA Gymnastics List of Suspended and Restricted Persons, please click [HERE](#). Only persons listed as *suspended from all contact* are prohibited from entering the event.



To access the U.S. Center for SafeSport’s Centralized Disciplinary Database, please click [HERE](#).

Any individual, listed on the USA Gymnastics Permanently Ineligible and Ineligible Members and Participants list or listed as *suspended from all contact* on the USA Gymnastics List of Suspended and Restricted Persons, who attempts to enter a USA Gymnastics-sanctioned event or gain access to minor athletes must be reported immediately to USA Gymnastics [HERE](#) and the U.S. Center for SafeSport [HERE](#).

USA Gymnastics recommends Event Directors notify all organizations wishing to use the venue concurrently for a gymnastics event that the organization will be expected to comply with the USA Gymnastics Safety & Response Policy with regard to permanently ineligible, suspended or restricted individuals and that failure to do so will be reported to USA Gymnastics Safety & Response and the U.S. Center for SafeSport.



Please click [HERE](#) to review the Concurrent Sanctioned Event Policy in its entirety for additional expectations and requirements.

## SAFETY & RESPONSE COMMUNICATION

Event Participants must receive or be given access to the *USA Gymnastics Safety & Response Policy Event Mandate* prior to participating in the event. This letter includes information for:

- Duty to Report
- One-on-One Interactions
- Medical Policy
- Locker Room and Changing Areas Protocol
- Electronic Communication
- Travel and Lodging

To meet this mandate, USA Gymnastics will include this information in monthly newsletters for both professional members and parents of minor athletes several times throughout the competitive season. It is also included as a part of the USA Gymnastics membership agreements.

It is the Event Director’s responsibility to provide this information to all non-member and/or day-of Participants, including but not limited to, volunteers and professionals whose job functions include medical care, photography, and security and who were not previously registered or are not active members of USA Gymnastics.



USA Gymnastics Safety & Response Policy Event Mandate can be accessed [HERE](#).



Announcer scripts with Safety & Response information can be accessed [HERE](#).

# SAFETY & RESPONSE PROTOCOL FOR EVENTS

## BATHROOMS AND CHANGING AREAS PROTOCOL

Private or semi-private places must be made available for minor athletes to change clothes or undress at competitions or facilities.

- A semi-private area is an area that is not separate from where other athletes are changing but offers the minor athlete privacy to change. For example, a bathroom stall with a door meets this requirement. A semi-private area can also be created by a partition or drapery.
- A private area is an area separated completely from other athletes. This area should be fully enclosed with a door, and another individual should not be able to enter without the minor athlete's permission. A single restroom or family restroom, where the minor athlete can change alone and lock the door meets this requirement

Event Directors may request Participants arrive at the meet dressed for the competition. However, a designated area, such as a public restroom with a locked stall, in the event of an emergency must be available to all minor athletes

### Locker Room/Changing Area Monitoring

Locker rooms and changing areas must be randomly monitored for compliance with the Safety & Response One-on-One Policy and for the safety of athletes.

Designated bathrooms and changing areas for minor athletes must be randomly and regularly monitored at any facility holding a USA Gymnastics-sanctioned event to ensure compliance with Safety & Response policy. Event Directors must assign a Participant to monitor the changing areas and bathrooms, with documentation that random observation occurred and there were no reported incidents. If an incident is observed, this must be handled in accordance with the procedures in Section Eight (8) below regarding misconduct at a meet. Locker rooms and changing areas must be **monitored** as designated by the Event Director.

Monitors should check for the following:

- Violations of the 1:1 policy
- Bullying between athletes
- Photo and video policy violations



Links for sign templates for restroom and changing areas can be accessed [HERE](#).

## REQUIRED SIGNAGE

USA Gymnastics Safety & Response signage for reporting misconduct and violation of bathroom/locker room rules must be visible and placed in prominent places such as:

- Participant check-in
- Outside the restrooms and changing areas
- Parent viewing area
- Concession stand



Access the reporting signage [HERE](#).



Access the Locker Room/Changing area signage [HERE](#).

## PHOTOGRAPHY AND MEDICAL STAFF

USA Gymnastics has created a document that outlines the qualifications for independent photographers and third-party photographers. This document can be found in [Appendix D](#) of the USA Gymnastics Safety & Response Policy.

### Independent Photographers/Videographers

All independent photographers and videographers who are not associated with a third-party photography company must show identification, proof they have:

- passed a background check;
- completed educational requirements including SafeSport Core or SafeSport Refresher trainings;
- not listed on the USA Gymnastics Permanently Ineligible and Ineligible Members and Participants List or the USA Gymnastics List of Suspended and Restricted Persons; and
- registered for a Photographer/Videographer Membership with USA Gymnastics.



Membership information for photographers and videographers can be found [HERE](#).

Event Directors are responsible for notifying attendees and parents/guardians that photographs will be taken of minor athletes. Parents/guardians or the athletes have the right to request that photographs not be taken and all requests must be honored.



# SAFETY & RESPONSE PROTOCOL FOR EVENTS

## Third-Party Photography/Videographer

Third-party photography/videography vendors are defined as companies that have entered into an agreement with an Event Director and/or host club to provide photography/videography services and assign staff to provide said services at a sanctioned event.

- Third-Party photography/videographers must have at least **one owner or managing director** obtain a USA Gymnastics Membership, which requires completion of a USA Gymnastics background check and U110: SafeSport Core course.
- The staff assigned by the third-party photography/videography vendor to provide services at a USA Gymnastics-sanctioned event, are not required to become members of USA Gymnastics. However, the third-party photography/videography vendor must ensure, and show proof upon check-in at the event that all staff assigned to such events show identification, have successfully passed a background check screening consistent with [USA Gymnastics Criminal Background Screening Policy](#), and do not appear on the USA Gymnastics Permanently Ineligible and Ineligible Members and Participants List or as suspended from all contact on the USA Gymnastics List of Suspended and Restricted Persons, and has been provided with USA Gymnastics one-on-one prevention policies.
- The Event Director and/or host club must have a written agreement directly with the third-party photography/videography vendor that explains their role and expectations for the event.

Event Directors reserve the right to deny entry to the event for any photographer/videographer who does not meet the above requirements.

## Independent Medical Providers

All medical personnel who are not associated with a third-party medical company such as a hospital or medical group must obtain a Medical membership with USA Gymnastics (there is no cost for this), complete the SafeSport for Medical Professionals course, and pass a background check. Membership information can be found [HERE](#).

Independent medical providers must submit to the Event Director proof of Medical membership and appropriate medical licenses and credentials.

Athletic trainers hired through third-party websites, are considered Independent medical providers and must adhere to the standards for independent providers.

## Third-Party Medical Vendors

Third-party medical vendors are organizations/ licensed businesses that have entered into a written agreement with an Event Director and/or host club to provide medical services and assign staff to provide services at a USA Gymnastics-sanctioned event.

- The staff assigned by the third-party medical vendors to provide services at a USA Gymnastics-sanctioned event, are not required to become members of USA Gymnastics. However, the third-party medical vendors must ensure that all assigned staff who will be offering massaging, icing or taping (to exclude emergency services such as paramedic staff) have successfully passed a background check consistent with [USA Gymnastics Criminal Background Screening Policy](#), have taken SafeSport for Medical Professionals training, do not appear on the USA Gymnastics Permanently Ineligible and Ineligible Members and Participants List or as suspended from all contact on the USA Gymnastics List of Suspended and Restricted Persons, and are appropriately licensed.
- The Event Director or their designee must check the identification of all medical staff and check their name against the USA Gymnastics Permanently Ineligible and Ineligible Members and Participants List or as suspended from all contact on the USA Gymnastics List of Suspended and Restricted Persons before contact with minor athletes will be allowed.
- The Event Director and/or host club must have a written agreement directly with the third-party medical vendor that describes their role and expectations for the event. The agreement must include requirements for background checks, completion of SafeSport training, adherence to the USA Gymnastics Safety & Response Policy, and a guarantee that assigned staff do not appear on the USA Gymnastics Permanently Ineligible and Ineligible Members and Participants List or as suspended from all contact on the USA Gymnastics List of Suspended and Restricted Persons, and are appropriately licensed.

Event Directors reserve the right to deny entry to the event for any medical personnel who fail to submit the proper information or meet the listed requirements.

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## MISCONDUCT AT A COMPETITION OR EVENT

For the safety of the athletes and Participants, an Event Director has the authority to manage all Safety & Response issues that arise during an event. All Safety & Response matters must be reported to USA Gymnastics Safety & Response [here](#) or the U.S. Center for SafeSport [here](#) immediately following the event. The following are examples of actions that can be taken in response to a violation of policy or misconduct for the immediate safety of athletes and Participants:

- Verbal warning
- Asking a person to maintain distance from a specific athlete, coach, team, or judge
- Removal from the competitive floor or area
- Removal from the facility
- Police intervention

USA Gymnastics Safety & Response will not hold an Event Director responsible for good faith actions taken to maintain the safety of the event and compliance with Safety & Response Policy.

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USA Gymnastics will notify the USOPC's Office of Athlete Safety as soon as possible and no more than 24 hours after learning of an allegation of Prohibited Conduct, as defined in the Code, that occurred at an Olympic & Paralympic Training Center ("OPTC") or at any third party-sponsored event in which the USOPC sends a delegation (a Delegation Event).

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## POST EVENT DOCUMENTATION

Event Directors must submit the sanction report forms, coach/judge sign in sheets, and completed Safety & Response Event Checklist within 72 hours of the conclusion of the event. Failure to return the completed sanction report form with the Safety & Response Event Checklist within the stated timeframe may result in and/or be considered a violation of sanction.



Safety & Response Event Checklist can be accessed [HERE](#).

### To submit the Sanction Report forms:

Fax: 317.732.1791  
Email: [sanctions@usagym.org](mailto:sanctions@usagym.org)  
Mail: 1099 N. Meridian St., Ste. 800  
Indianapolis, IN 46204



## **FIND USA GYMNASTICS ON THE WEB**

 [usagym.org](https://usagym.org) • [usagym.org/safety](https://usagym.org/safety)

## **FOLLOW US ON SOCIAL MEDIA**

 Facebook: [USA Gymnastics](#) • [Member Services](#)

## **CONTACT US WITH QUESTIONS**

 [response.resolution@usagym.org](mailto:response.resolution@usagym.org)

 Member Services: 800.345.4719

 Safety & Response Helpline: 833.844.7233

