

EVENT DIRECTOR GUIDELINES

Membership Verification/Meet Reservation

Event Directors are required to utilize the meet reservation system for all sanctioned competitions. It is the responsibility of the event director to verify that all participants at the sanctioned event are current USA Gymnastics members in good standing, with all applicable member types, certifications, and levels/disciplines **BEFORE** they are allowed on the floor of the sanction event.

USA Gymnastics Membership Cards

Event Directors/Sanction Administrators must scan the QR code on the individual's membership card to verify an active USA Gymnastics membership.

Permanently Ineligible/Suspended and Restricted Persons

Individuals permanently ineligible for USA Gymnastics membership, or on the Suspended and Restricted persons list, are prohibited from being associated with events sanctioned by USA Gymnastics in any capacity, including, but not limited to, volunteers and meet support personnel. Is it the Event Director's responsibility to review the list of persons permanently ineligible or suspended/restricted for membership in USA Gymnastics. Click here to view the [Permanently Ineligible Members list](#). Click here to view the [Suspended and Restricted Persons list](#).

Sanction Modification/Cancellation

To change the Event Director of a sanction, complete and return the [Change of Event Director form](#) to sanctions@usagym.org. In the event of a sanction cancellation, the Event Director must sign the sanction report form and return to sanctions@usagym.org

with a notation on the form that the sanctioned event has been canceled.

Please note: ALL sanction fees are non-refundable, regardless of the reason for canceling the sanctioned event.

Required Signage

The following signage must be displayed at your USA Gymnastics sanctioned event, during the entire duration of your event in visible locations:

- Certificate of Sanction, located in your sanction packet.
- USA Gymnastics Safe Sport [Bathroom/Changing Area Signage](#)
- USA Gymnastics Safe Sport [Reporting Signage](#)

Certificate of Insurance Request

To obtain a certificate of insurance, Event Directors will need to complete the **Request for Certificate of Insurance** form (*located in sanction packet*) and submit to AON at least 30 days prior to the date of the event.

Please note: certificate of insurance is to show proof of insurance coverage.

Accident Reporting Procedures

In any case of accident, it is the responsibility of the Event Director to complete the incident report form and provide a copy of the form to the injured party. In addition, the completed form must also be faxed/mailed to Health Special Risk by the injured party. It is the responsibility of the gymnast coach, trainer, or attendant must complete and file the Accident Report Form. Please reference the Accident Reporting Information located in the sanction packet for additional instructions.

USA Gymnastics sanctioned events are required to follow all Safe Sport policies and well as discipline specific rules and policies.

Click here to view the [USA Gymnastics Safe Sport Policy](#).

Steps to Close Your Sanction

- Update Meet Reservation to include all on-site registrations for event participants. [Click here](#) to view the Meet Reservation How-To Guide.
- Return the Sanction Report Form, Safe Sport Event Checklist, and all completed sign-in forms to sanctions@usagym.org within 72 hours of the competition or cancellation of the event.
- Event Directors of men's, acrobatic, or trampoline & tumbling sanctioned events are required complete the additional discipline specific competition forms, located in the sanction packet, and return to the USA Gymnastics National Office along with any applicable scholarship/head tax fees.
- Verify that the Meet Referee has submitted the Meet Referee report form, either by email or online. [Click here](#) for the Meet Referee How-To Guide.

Failure to return the completed sanction report form within the stated timeframe may result in and/or considered a violation of sanction. Please reference specific disciplines rules and policies for specific instructions on reporting event/scores to your state/regional chairman.

