

MEMBER CLUB RESPONSIBILITIES

What policies am I required to reference in my staff handbook?

Member Clubs are required to adopt the USA Gymnastics Safe Sport policy in full. To do that, Member Clubs will need to include all prevention policies in their club handbooks.

This includes:

- One-on-one Policy
- Transportation
- Lodging
- Gifting
- Medical orders and injury protocol
- Electronic communication
- Bathroom and locker room rules
- Parental access to training

Additionally, staff handbooks or policy must include a staff member's duty to report misconduct.

What requirements must I follow to be fully compliant with Safe Sport Policy?

Member Clubs are required to adopt the [USA Gymnastics Safe Sport policy](#) in full, which requires:

- Written policies consistent with USA Gymnastics Safe Sport Policy
- Duty to Report misconduct
- [USA Gymnastics](#) and [U.S. Center for SafeSport](#) reporting portals posted on the website or other public forum (Facebook, signage, newsletters, etc.)
- Include the U.S. Center for SafeSport link to "[Parents Guide to Misconduct in Sport and Youth Athlete Training](#)"
- Designate a Safety Champion
- Adhere to all restrictions placed on an employee by USA Gymnastics or the U.S. Center for SafeSport;
- Abide by the list of persons declared permanently ineligible for membership in USA Gymnastics; and
- Ensure that all staff who have regular contact and authority over Minor Athletes have passed a background check consistent with USA Gymnastics background check policy and completed [U110: SafeSport Core Course](#).

Where does the reporting portals for the U.S. Center for SafeSport/USA Gymnastics and "Parents Guide to Misconduct" have to be located on my website?

The links to the reporting portals must be visible to guests visiting the website, but there are no requirements as to its prominence or a specific location. It is recommended to also post the best way to report a concern to club management so incidents can be managed as quickly as possible.

The "Parents Guide to Misconduct" can be found with the link attached entitled, "Athlete Safety." The U.S. Center for SafeSport combines all of their parent and athlete trainings under one link. By posting the link, the club will be in compliance.

- usagym.org/pages/education/safesport
- uscenterforsafesport.org/report-a-concern
- athletesafety.org/training

Who is required to pass a background check and take U110: SafeSport Core Course to work in my club?

Any staff considered to have "Regular Contact and Authority Over" Minor Athletes must pass a background check consistent with USA Gymnastics Background Check Policy and take U110: SafeSport Core Course. Staff identified by USA Gymnastics to have "Regular Contact and Authority" over include:

- Club Owners
- Office staff
- Competitive and Recreation Coaches
- Athletic Trainers
- In-house medical staff
- Non-gymnastics coaches such as cheer or dance
- Adult Athletes who coach
- Chaperones assigned by the Club
- Guest Choreographers, clinicians, and coaches
- Personal Care Assistants hired by the Member Club

All Adult Participants are required by the U.S. Center for Safe Sport to maintain yearly compliance with SafeSport Core Training. This requirement also applies to athlete members 18 years of age or older.

What if I have a staff member who took the Safe Sport course with another organization? Do they have to take it again?

If a staff member completed the U.S. Center for SafeSport Core course with another organization, direct them to send their certificate of completion to membership@usagym.org. The appropriate certification will be uploaded to their membership profile.

How can I meet the new requirements for the locker room policy?

The Locker Room and Changing Area Policy maintains the one-on-one policy at all times with the exception of Personal Care Assistants, those with approved Dual Relationships and athletes who meet the Close-in-Age exemption.