



member services

Update

Important Reminders:

PO BOX ADDRESS NO LONGER IN SERVICE

Starting August 1, the Post Office Box Address for USA Gymnastics is no longer in service. Please send all mail to: USA Gymnastics; 201 South Capitol Avenue; Suite 300; Indianapolis, Indiana; 46225.

ATHLETE ADDRESS CHANGES

Attention all Clubs! Please be certain to update any changes in your athletes address when renewing memberships online. We know that summer is traditionally the most popular time for families to move. We have seen a dramatic increase in returned magazines due to incorrect or outdated address in our database. Remember, if you neglect to update their address the athlete will not receive the magazine.

REQUESTS FOR CERTIFICATES OF INSURANCE

The request form for a Certificate of Insurance is included in your sanction paperwork after approval and processing is complete. You should send this request to K&K Insurance only after your sanction has been approved. Be certain to include your sanction number on your request to avoid delays in processing of your certificate of insurance.

HOW TO COMPLETE AN ACCIDENT OR INJURY REPORT FORM

An Accident (Case) Report form is included with this sanction information. You may photocopy this form and give a copy to coaches/trainers or those responsible for any injured gymnast(s). It is the responsibility of the person attending to the gymnast to fill out their portion of the Accident Report form, at the time of injury. Once completed, Accident Reports must be filed immediately by mailing or faxing to the address or phone number listed on the form. Do not send accident forms to USA Gymnastics. This will delay processing. Please follow these procedures

1. The meet director, coach or trainer will complete their portion of the form and then give the case report/claim form to the gymnast or gymnast's parents/guardian for completion.
2. The gymnast or gymnast's parents/guardian will complete their portion of the form, detach it from the instruction page, and fax it to American Specialty Insurance Services (219) 673-1291 or mail it to American Specialty Insurance Services Inc. It is suggested that you retain a copy for your files.
3. Upon receipt of the Incident Report and Accident Claim form American Specialty Insurance Services, Inc will contact USA Gymnastics to confirm that the participant is a registered Athlete Member.
4. Once received, send itemized physician, hospital or other provider's medical bills for accident medical expenses being claimed as well as the primary carriers Explanation of Benefits showing payments and denials. These medical bills must show the patients name, condition (diagnosis),

type of treatment given, date the expense was incurred and the charges made. Make sure that this follow up medical information includes athlete name, USAG athlete number and the Sanction Number. Return this form to:

American Specialty Insurance Services, Inc
 PO Box 459
 Roanoke, IN 46783-0459
 Phone (800) 566-7941

USA GYMNASTICS UNIVERSITY



In an effort to provide professional development for gymnastics professionals, USA Gymnastics now offers online courses under the name of USA Gymnastics University. The University courses will include both online and live courses, clinics and congresses. Each program discipline will direct their college courses and requirements. The university will include a large variety of courses including but not limited to coaching education and certification, preschool education, recreational instructor certifications and business management education. Numerous courses will be available under the General Studies category.

Benefits of participating in such courses include the following:

- Continual educational growth is the means by which qualified professionals maintain their skills and knowledge necessary to provide high standards of service.
- Participants will learn new developments in the coaching field or in areas of gymnastics specialties.
- Participation in continuing education is an important activity that contributes to high standards of excellence in all fields.
- Documents the wide variety of coaching related courses completed.
- An avenue of recognition of professional development and life long learning.
- Provides present or potential employers with the participant's official record of learning relevant for job maintenance, career advancement or job applications.
- Provides official documentation that could be used for salary scale based on training experience.
- Provides documentation of training or learning required for coach's certification that could lead to a Masters of Sports Certificate.
- May lower or stabilize Insurance Rates. Insurance companies look to the USA Gymnastics Safety/Risk Management course as the Gold Standard. USA Gymnastics University will broaden the base of education and certifications thus encouraging the insurance companies to recognize the USA Gymnastics University program as a Gold Standard.