

09/22/2021

Dear USGCOA Board of Directors and member club owners,

Thank you for continuing to engage with USA Gymnastics Safe Sport. We value the feedback you provide. USA Gymnastics Safe Sport continues to strive to make improvements to the Safe Sport process. Based on the recommendations at our meeting with the USGCOA Board of Directors, we are better able to understand the implications of a Safe Sport investigation and the need for transparent communication with club owners when a Safe Sport report is submitted involving a Participant at a USA Gymnastics Member Club.

USA Gymnastics Safe Sport has now drafted a letter to club owners and established a process intended to improve transparency and provide beneficial information for club owners. Per the terms of our membership agreement<sup>1</sup>, this letter can only be sent to club owners if the named respondent is a member of USA Gymnastics. As such, it is highly recommended that you require every employee in your club to have a current membership. Although the USGCOA Board of Directors recommended the letter to club owners be sent immediately upon USA Gymnastics Safe Sport receiving an incident report, it is necessary to contact the reporting party first. USA Gymnastics Safe Sport confirms the named reporting party did, in fact, file the report, the club identified in the report is the correct club, and the reported allegations constitute a Safe Sport violation. As such, a *"Notice of Safe Sport Report Involving Employee"* will be sent to club owners within 48 hours of a USA Gymnastics investigator speaking with a reporting party. We anticipate this to occur within 2 weeks of receiving an incident report (depending primarily on the investigator's ability to reach the named reporting party). A template of this letter is attached.

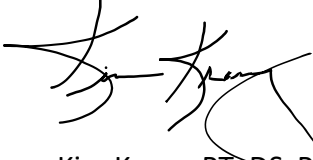
Please understand this letter will only go out for incident reports under the jurisdiction of USA Gymnastics Safe Sport. The U.S. Center for SafeSport follows its own process for which USA Gymnastics Safe Sport has no control over.

Thank you again for sharing your feedback. We hope to keep an open dialogue as USA Gymnastics strives to meet the needs of our club owners.

---

<sup>1</sup> [USA Gymnastics, Inc. Terms and Conditions for Individual Membership](#) states, "You authorize USA Gymnastics and its members to disclose, in good faith, any information or honestly held opinions about you, including without limitation any membership records, USA Gymnastics SafeSport or Center information, or other disciplinary information, with any current or potential employer of yours."

Sincerely,

A handwritten signature in black ink, appearing to read 'Kim Kranz', with a large, sweeping flourish at the end.

Kim Kranz, PT, DScPT, SCS, FACHE  
Chief of Athlete Wellness

(DATE)

CONFIDENTIAL  
**NOTICE OF SAFE SPORT REPORT INVOLVING PARTICIPANT**  
*In re: (NAME)*

Please be advised that USA Gymnastics Safe Sport received an incident report alleging violations of USA Gymnastics Safe Sport Policy. The reported allegations do not involve sexual misconduct or serious physical abuse. This notification does not indicate a finding of misconduct.

The reported allegations occurred in (YEAR) while Respondent was a Participant at (CLUB) and (DID/DID NOT) involve a minor athlete. An explanation of Participant and Respondent, as defined in the USA Gymnastics Safe Sport Policy, can be found [here](#).

The reported allegations involve the following violations of Safe Sport Policy:  
(EDIT)

- Emotional misconduct
- Violation of Prevention Policies
- Physical misconduct – nonsexual
- Hazing, harassment, bullying
- Failure to report Safe Sport violation
- Filing a false report of Safe Sport violation
- Abuse of Safe Sport process

This case has been assigned an intake tier (TIER). This tier may increase or decrease as we gather information from the inquiry, or if additional reports are filed. It may be helpful to review the USA Gymnastics Safe Sport Intake Process which can be found [here](#) and contains an explanation of the tier process.

USA Gymnastics Safe Sport is unable to provide additional information on the allegations, the identity of the reporter, or how many reports were submitted due to confidentiality requirements.

Club owners are permitted to make business decisions within their club but are prohibited from conducting any investigation into this matter such as trying to identify or asking others to try to identify who made the report or which athlete(s) were involved, interviewing athletes or parents, or placing blame on parents or athletes. If you choose to speak with the Respondent about any reported matters of concern, you should know that you are obligated to report any information that you learn that could be a violation of Safe Sport policy to USA Gymnastics.

Retaliating against an athlete or parent for making a Safe Sport report or interfering with the Safe Sport process is strictly prohibited. An explanation as outlined in the SafeSport Code and Safe Sport Policy may be found [here](#).

Examples of retaliation include but are not limited to:

- Blanket comments or emails asking families to leave for making a report
- Isolating, belittling, or punishing an athlete for reporting a concern
- Identifying the person who makes a report to any other person
- Encouraging parents or athletes to bully a person who makes a report
- Causing others to question the credibility of a parent/athlete who makes a report, for example, stating “Do you know they got kicked out of their last two gyms because the parents always complain?”

If at any time during this process you have questions or concerns, please feel free to reach out to USA Gymnastics Safe Sport at [safesportpolicy@usagym.org](mailto:safesportpolicy@usagym.org).