



Inclusion Checklist

USRowing encourages organizations to assess their own inclusive best practices annually. These checklists offer a variety of ways for organizations to create environments where everyone feels welcome, respected, supported, and valued.

There are two checklists below:

- **General Inclusion Checklist:** Overarching practices to make your boathouse a place athletes can participate in freely and safely.
- **Accessibility Checklist:** Best practices for creating inclusive space for athletes with disabilities.

Directions: Use this checklist to identify gaps in your organization and make your organization more inclusive through policies and practices. Effective reviews typically include people with a broad range of backgrounds, perspectives, and identities, including individuals from various personal and professional populations.

Rate each effort from 1 – 10, with 1 being the least inclusive and 10 being the most inclusive. Please note that it is *most important* to assess the organization and make *progress* – the first score is a baseline, not a defining grade or state.

General Inclusion Checklist Date:	Score	Notes
Organizational Operations		
Pay and benefit transparency for new roles (including coach positions)		
The organization has strategies in place to ensure affordability is not a barrier to participation for athletes		
The organization has strategies in place to ensure transport to training or the boathouse is not a barrier to participation for club members (i.e., accessible by public transport, carpooling arrangements available and communicated, partnerships with relevant services that can provide transport)		
Promotional material clearly states that membership is open to all people		
Governance		
Board of Directors reflects the diversity and demographics of the surrounding areas		
Leadership is bought in and in place to lead initiatives		
Leaders of the organization reflect the diversity and demographics of the surrounding areas / who the rowing organization aspires to serve		
The committee understands the benefits of being inclusive and communicates this to all club members		
The organization has an inclusion policy / strategy in place, which is effectively communicated to all members		

The organization uses inclusive language in policies (I.e., not gender-specific, person-first language)		
Materials are diverse and reflect the diversity and demographics of the surrounding areas / who the rowing organization aspires to serve		
There are options available to translate documents and materials for those whose native language is not US English		
Athlete Support		
Athletes know where and how to report incidents for Safe Sport, safety, and other issues		
Website has accessible features		
Buildings and docks are physically accessible to people with disabilities (i.e., ramps, wide doors, accessible changing rooms.		
Accessible toilet and restroom facilities		
Available options for all-gender restrooms on site		
Support is available to assist in the completion of forms when required		
There are intentional opportunities for members to provide feedback to the club (via anonymous surveys, focus groups, 1:1 conversation, boat meetings)		
Coaches and Staff		
Coaches complete USRowing Level 1 coach training		
Staff and coaches are representative of the communities in the surrounding areas / who the club aspires to serve		
Coaches and staff know where and how to report incidents		
Coaches and staff know the organization's "why," mission, and vision		
Coaches and staff are aware of USRowing's educational opportunities and resources available on "The Launch," online learning platform		
Coaches express equitable expectations of all athletes regardless of differences		
Coaches and staff are supported by appropriate inclusion training		
Programs		
The organization's program design meets the needs of its community to the best of its ability (i.e., scheduling, boats, adaptation for athletes, etc.)		
The organization offers activities (i.e., skill development programs, general competitions, social competitions) which can be adapted or modified to suit diverse needs (i.e., the club is flexible about the use of modified uniforms, equipment, rules)		

The organization facilitates programs, strategies or opportunities that engage new members to join the program, placing particular emphasis on increasing the organization's diversity		
Total out of 290		

Accessibility Checklist Date:	Score	Notes
Approach		
Organization accessible by public transport		
Organization within walking distance of public transport		
Organization is on the map and visible to accessible transport services		
Steps		
Steps of proper dimensions 4"-7" height 11" depth		
Steps have tactile surfaces for advanced warning in level changes		
Pathways		
Wide pathways 60" x 60" space on landings		
Pathway edges clearly defined by colors and tactile surfaces		
Pathway ramps built to 1:12 slope or approximately 10% incline		
Path width adequate of 36"		
Handrails installed where needed and at proper height and construction		
Pathways are smooth and clear of obstructions		
Boathouse Access		
Boathouse door width ADA compliant		
Entrance door to boathouse is a high contrast color		
Door handles have large pulls and ADA height		
Glass door markings visible at wheelchair height		
Floor surfaces and connections negotiable by wheelchair users		
Boat bays wide enough to avoid equipment		
Bays clearly marked by color and tactile surfaces		
Floor space is clear of obstacles		
Boats, oars, pontoons, and other adaptive rowing equipment are easily accessible		
Equipment stored at height and location easy to access by wheelchair users		
Club has adequate equipment to match the needs of the rower		
Elevators		
Available to all floors		
Doors open to appropriate width		
Doors can be distinguished from surrounding walls		
Water Access		
The water has accessible approach/dock		
Boating area is accessible		
Accessible ADA compliant ramps for wheelchair users		
Ramp access accounts for any tidal/water level changes		
The dock is stable		

Adequate space for assisted moving, transfers, and athlete support		
Hoist available for moving and transfers		
Bathroom Facilities		
Accessible toilet facility available		
Space enough for right and left transfers and to turn around 60-degrees		
Appropriate sink height for wheelchair users		
Hand dryer/towel dispenser at appropriate height		
ADA compliant handrails and fixtures installed at correct height and high visibility color		
All routes to bathrooms are unobstructed for wheelchair users		
Shower handles are easy to operate by limited hand function		
Signage		
Signage current, consistent, relevant throughout facility		
Boathouse entry/exit to boathouse and parking clearly identified		
<u>Signage at consistent height throughout</u>		
Signage simple with approved pictorial language and sensory formats		
Signage not blocked and visible from seated and standing positions		
Signage tactile for visual impaired		
Emergency alarm system audible and supplemented by visual/tactile system		
Emergency exit routes level and accessible on ground floor		
Written information available in appropriate language and sensory formats		
Comfort/Safety		
Tent for shade on hot days to rest		
Support for service dogs - water, shade, tie-up		
Location to secure wheelchair, orthotics, prosthetics		
Adaptive/Para coaches have completed USRowing's free Adaptive Rowing Coach Training		
There are intentional opportunities for athletes to provide feedback to the organization (via anonymous surveys, focus groups, 1:1 conversation, boat meetings)		
Total out of 530		

[United We Row Resources](#) (communication toolkits and guides, survey tools, and more)

Additional ADA Compliance Resources

- [ADA Standards for Accessible Design](#)
- [ADA Product Solutions](#)

- [Mobi-mat](#)