



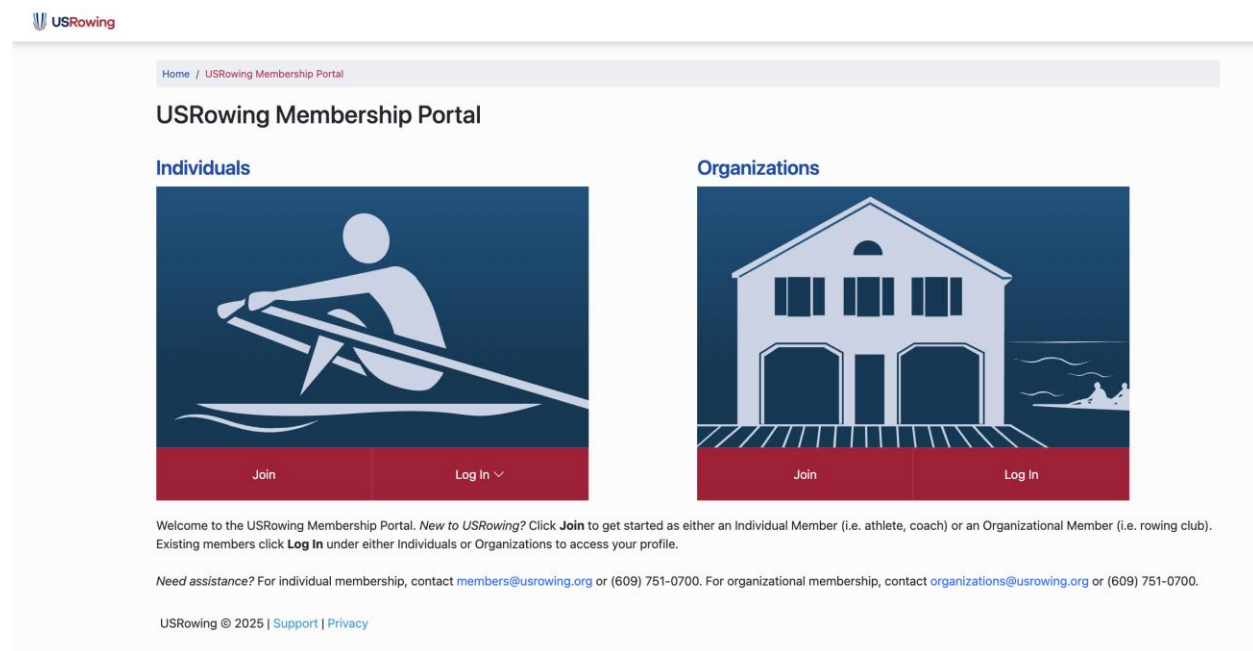
# USRowing

## Organization Member Registration Instructions

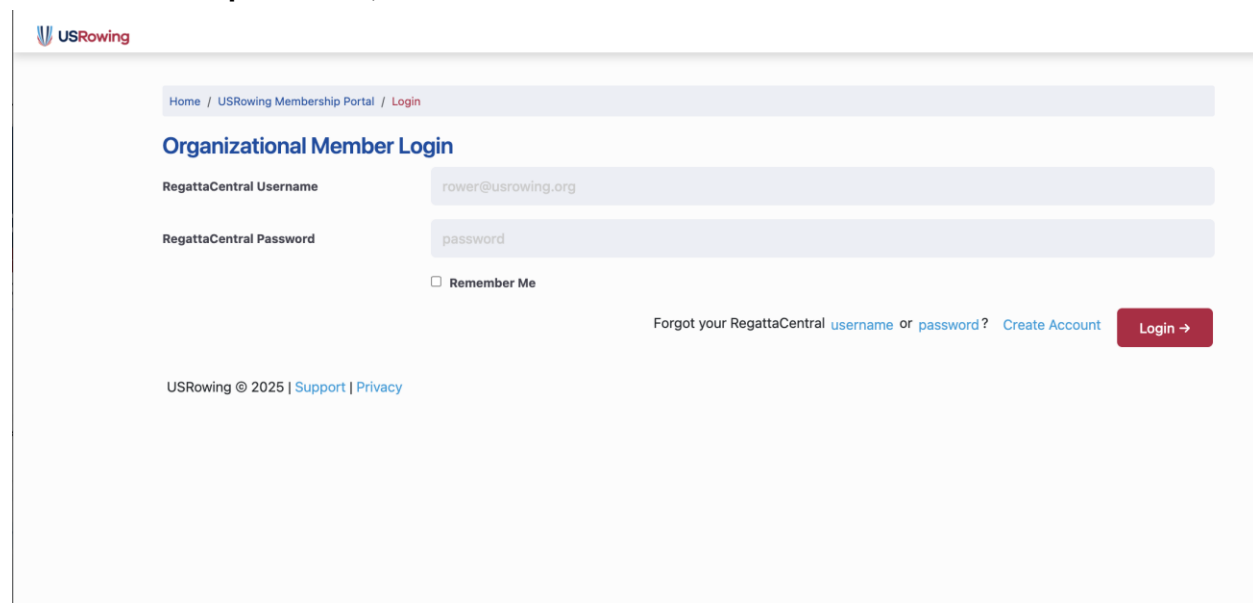
Contact [members@usrowing.org](mailto:members@usrowing.org) for questions and assistance.



**Step 1: Navigate to the USRowing Member Portal [HERE](#) and click *Join* under Organizations.**



**Step 2: Enter your RegattaCentral username and password. If you do not have a username and password, create on [HERE](#).**



### Step 3: Search for the name of your organization in the search bar below.

[Home](#) / [USRowing Membership Portal](#) / [Search](#)

## Organization Member

Search Organizations

Enter the name of the organization you wish to register with USRowing. If you find a match, select it and click Next.

If you do not find a match, select the "None found: create new organization" option and click Next.

### Search Organizational Database

Name of Organization \*

Search Organizations

Next

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### Step 4: Click the blue highlighted text bar that says *None Found*, then click *Next*.

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## Organization Member

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### Search Organizational Database

Name of Organization \*

Search Organizations

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None Found. Select this option and click 'Next' to create a new organization

Next

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## Step 5: Add a primary contact to your organization by clicking **Add Contact**.

Home / USRowing Membership Portal / Your Organizations / **Signup**

Contacts Organization Information Membership Options SafeSport Agreement Payment

**New! NEW!** In an effort to keep club contacts up to date, we require you either confirm or remove contact.

Note: Contacts that are still current but have out of date information must first remove the contact, then Add Contact with up-to-date information.

**Add Contact**

**Next**

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## Step 6: Enter all required contact details, click the checkbox designating this person as the **Primary Contact**, and click **Add Contact**.

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Contacts Organization Information Membership Options SafeSport Agreement Payment

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### Add a New Contact

Contact Roles \*

☐ Primary Contact

First Name \*

Last Name \*

Address \*

City \*

State \*

Postal Code \*

Phone \*

Type \*

E-mail \*



## Step 7: Confirm the contact and email address are correct by click the checkbox, then click *Next*.

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**New! NEW!** In an effort to keep club contacts up to date, we require you either confirm or remove contact. [Add Contact](#)

Note: Contacts that are still current but have out of date information must first remove the contact, then Add Contact with up-to-date information.

Meg Gaba ★ meg.gaba@usrowing.org [View Details](#) [Remove](#) ☐ I confirm this contact and email are correct.

[Next](#)

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## Step 8: Enter the organization's details, then click *Next*.

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**Legal Name (Insured As) \*** Anytown Rowing Club

**Official Name \*** Anytown Rowing Club

**Racing Name \*** Anytown Rowing

**Abbreviation \*** ARC

**Website** http://usrowing.org

**f** USRowing

**t** usrowing

**Mailing Address** [Copy Physical Address](#) **Primary Physical Address** [Copy Mailing Address](#)

**Address \*** 123 Rowing Lane

**City \*** Anytown

**State \*** - choose -

**Postal Code \*** 12345

**Address \*** 123 Rowing Lane

**City \*** Anytown

**State \*** - choose -

**Postal Code \*** 12345

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**Step 9: Answer if your crew carries its own general liability insurance or not, then select the appropriate membership tier. If your crew carries its own insurance, you will be required to submit a certificate of insurance (COI) to be compliant. COI submission requirements can be found [HERE](#). If you are purchasing insurance through USRowing as a Plus team, you can request a copy of your COI [HERE](#).**

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Find out more information about Organizational Membership Options and check out our FAQs

- [Organizational Membership Options](#)
- [Organizational Membership FAQs](#)
- [Apply for an Open Doors membership](#)

A sub organization is NOT automatically insured when its parent organization renews their USRowing organizational membership. Sub organizations are insured ONLY after they purchase a separate organizational membership and the parent organization's membership is active. Parent or sub organizations interested in this option can contact [members@usrowing.org](mailto:members@usrowing.org) for more information or for assistance purchasing this membership.

Sub Organizations

Does your crew carry liability insurance through a program other than the USRowing Insurance Program? \*

☐ Yes ☒ No

Membership Tier \*

Select the applicable membership level

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A sub organization is NOT automatically insured when its parent organization renews their USRowing organizational membership. Sub organizations are insured ONLY after they purchase a separate organizational membership and the parent organization's membership is

Sub Organizations

Does your crew carry liability insurance through a program other than the USRowing Insurance Program? \*

☐ Yes ☒ No

Membership Tier \*

1. COI Required

\$600 Standard (No Insurance)

\$100 Regatta Pass Lite

2. Plus

\$1,250 XX-Small (Up to 10 Members)

\$2,500 X-Small (Up to 25 Members)

Select the applicable membership level

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## Step 10: Review and click the checkbox that you agree to USRowing and the U.S. Center for SafeSport policies.

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### USRowing and the U.S. Center for SafeSport

USRowing adheres to the SafeSport policies established by the U.S. Center for SafeSport and the U.S. Olympic and Paralympic Committee. As a condition of Organizational Membership, these policies require all USRowing Member Organizations implement proactive policies designed to prevent abuse. This includes:

- Tracking of whether Relevant Adult Participants under its jurisdiction complete the required SafeSport training
- Offering (optional) training to Minor Athletes (subject to parental consent)
- Offering (optional) training to parents on the prevention and reporting of child abuse
- Implementing (Minor Athlete Abuse Prevention) MAAPP
- Having a reporting mechanism to report misconduct

Per the U.S. Center for SafeSport and the USRowing Safe Sport Policy Manual, USRowing is required to collect information on emotional and physical misconduct reports made to its Member Organizations on a quarterly basis. USRowing is then required to submit this information to the U.S. Center for SafeSport. It is your responsibility as a member organization to report this information to USRowing.

As a condition of Organizational Membership with USRowing, please check the box to verify that your club meets these requirements. By checking the box, you acknowledge that USRowing reserves the right to conduct random auditing for compliance of these requirements and that your organizational membership is subject to suspension if you are not able to provide a written Safe Sport Policies and Procedures document upon request or if you don't agree to the following. If no policy has been uploaded by your organization, you are agreeing to follow [USRowing's Safe Sport Policy](#).

If your organization has its own SafeSport agreement policy and procedures, provide a link

☐ \* I represent and warrant that I am an official representative of this organization and have the power and authority to agree on its behalf.

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<p> <b>c.</b> Controls and rules with mechanical rules sponsored by the Insured;  <b>f.</b> Canoes or fighting events;  <b>g.</b> Events including contact sports;  <b>h.</b> Skates sponsored by the Insured;  <b>i.</b> Political Matters. </p>	
<b>General Liability Endorsements</b>	
Additional Insured Primary and Non-Contributory Insurance -	Primary designates that one party's liability is responsible for responding to a claim first before another entity's policy applies. Non-contributory steps the primary party's insurer from seeking contribution for the other entity's policy for <u>participating liability</u> .
Additional Insured - In favor of USRA	An additional insured refers to anyone other than the policyholder who is covered by an insurance policy. All volunteers and coaches must be included for General Liability and SAM.
Volunteers/Coaches are included as Insureds	
Waiver of Subrogation - When Required by Written Agreement	A contractual provision whereby an insured waives the right of their insurance carrier to seek redress or seek compensation for losses from a negligent 3rd party.
Boats - Manned boats used for supervision of registered regatta and sponsored rowing activities	Manned Boats used for supervision of registered regatta and sponsored rowing activities.
Canoes or Rowboats	No exclusion applies for use of canoes or rowboats owned or used by or rented to the insured.
Property in the care, custody or control of the insured	Excluded.
<b>Exclusion - Cross Suite (Insured vs. Insured)</b>	Coverage cannot include a cross suite liability exclusion. This exclusion would exclude liability suits involving one named insured against another named insured.

Note: This document is for your ready reference only. For specific terms and conditions please refer to the actual quotes, policy forms, and applicable endorsements.

☐ \* I represent and warrant that I am an official representative of this organization and have the power and authority to contract on its behalf.

☒ Electronic Signature

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Payment

Description	Quantity	Cost	Total
Megunticook Regatta - Regatta Pass Lite   Megunticook Regatta	1	\$100.00	\$100.00
			Total Due: \$100.00

Payment Method

- Select one -

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Submit

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