

US Rowing Waiver coordinator job

Give new members the instructions on how to create an account and electronically sign the US Rowing waiver which is required before the first regatta. Use excel to track online us rowing waivers and cross reference with the registration list at beginning of each season.

Report back to registrar of any issues and upon completion

Sample of instruction Sheet below:

USRowing Annual Waiver Submission 2016 US Rowing Waiver Instructions

Each Rower and Coach is required to fill out the USRowing Liability Waiver in order to practice at the boathouse and race at regattas. This portal is the official mechanism for submitting waivers for all USRowing-registered regattas. All rowers must complete the waiver in order to participate in our program.

The fee is included in registration. US Rowing has changed their process this year. Sean has made sure every active rower has been set up with a basic membership. If you did not receive an email please contact Sean directly: seanobrien@shencrew.com

DIRECTIONS

1--US Rowing will now send you an email entitled "USRowing Basic Membership Admin Fee Paid"

2--Click this link: <https://membership.usrowing.org/>

3—Under individuals, choose member, sign waiver

(If you are new, choose Join and use team name "Friends of Shenendehowa Crew")

4—Enter the rower's member number from the email you received

5—If you don't know your password, click the "Set/Reset Password" and follow instructions

6-- Submit Waiver

You will then have ability to edit your information and add emergency contact

Call US Rowing at 1-800-314-4769 with any problems.

Below is sample letter:

Dear athletes and parents,

In preparation for practice and competition, we want to ensure everyone has updated their USRowing Membership and signed their online waiver. All membership activities will be completed through USRowing's new [Membership Portal](#). Please find instructions attached.

Membership/Waiver

*If this will be your first USRowing membership, click 'Join' and follow the prompts to choose a membership level and then sign your waiver. . *Note: The primary email you provide here will be used for password resets. Enter the email of the individual who will most likely be managing this account. USRowing can change this if necessary.*

Rowers who already have accounts can click 'Members' and enter their member number and password. If you don't remember the password, click 'Set/Reset'.

*You will be able to sign your waiver once you are logged in. *Remember to enter the club code when prompted, **[insert club code]**, so you appear on coach's roster. With a membership and an online waiver signed, you are ready to compete!*

Thank you.

Barbara