

VIRGINIA SCHOLASTIC ROWING ASSOCIATION  
P.O. Box 73  
Fairfax Station, VA 22039

January 7, 2019

**ACTION REQUIRED BY MARCH 15, 2019  
TO PARTICIPATE IN VASRA EVENTS**

From: Dorothy Lazor, President  
To: All VASRA Member Boosters

Our VASRA and your Booster organizational memberships in the USRowing Association provides liability insurance coverage for the 2019 regattas and meets sponsored by VASRA. This is a significant benefit to participants, volunteers, member boosters, and spectators. Having this liability insurance also permits us to fulfill the insurance requirement in our agreements with the Northern Virginia Regional Park Authority, the city of Washington, D.C., and the National Park Service.

One requirement of the insurance carrier is that all participants and volunteers sign release of liability waivers. This release of liability is an acknowledgement by participants that rowing is an activity that involves risks and dangers of serious bodily injury, that they understand the nature of rowing, and that they are physically fit to participate. Participants agree that, in the event of an injury, they will not sue the club/team, the event organizers, or USRowing. They further agree that if they, or anyone on their behalf, does sue, they will indemnify the same parties. By law, minors cannot waive their right to sue; therefore, there is a release for minors that is signed by the parent/guardian.

Waivers for all athletes, coaches, VASRA Officers and Board of Directors members, and VASRA Regatta Staff are to be SIGNED ONLINE. This online waiver is good for any regatta throughout 2018. Weekly regatta volunteers will continue to sign the waiver form at the location when s/he signs in for regatta duty.

INSTRUCTIONS

**Coaches:**

1. Go to <https://membership.usrowing.org/organization/index>
2. Enter your club / team Admin Code (provided by USRowing upon renewal of your organizational membership).
3. Begin managing your team's roster. You may:
  - a. Add athlete records
  - b. Edit athlete records
  - c. Archive athlete records
  - d. View membership type, membership status, and waiver status.

**Athletes and Parents**

1. Go to <https://membership.usrowing.org/individual/join>
2. Enter your Club Code (contact your team coach if you have not received this code).
3. Enter two of the following: Name, Birthdate, or USRowing MemberID. If the athlete is not yet in the system you will be able to add your record.
4. View and update your profile (address, contact information, etc). You may also upload a photo (optional).
5. Submit your waiver.

NOTES:

1. Access to the portal is provided once your team has renewed its annual USRowing organizational membership. Your team coach/administrator will be given two codes: 1) The Admin Code, which is used to access the club roster and 2) a Club Code, which is to be shared with all team members.
2. Team Coaches are invited to add athletes not yet listed via the Excel-like user interface. This will jump-start the waiver-submission process for athletes and parents. However, this is not mandatory since athletes not yet in the roster will be able to add their record at the time they submit their waiver.
3. The Admin Code should be shared *only* with officers/coach of your boosters.
4. The Club Code should be shared with *all* team members of your club, but do not publish it on publically-accessible portions of your club website, if you have one.
5. The portal is supported by all four of the major browsers (Internet Explorer, Firefox, Safari & Chrome) and is tested on the two most recent versions of each browser. JavaScript must be enabled for proper operation.
6. All data is encrypted via the USRowing SSL certificate.
7. Upon launch of the new portal, the existing (legacy) USRowing waiver portal on RegattaCentral will be decommissioned.

All waivers must be completed on U.S. Rowing. Paper waivers will not be accepted. Participants included in a team roster on Regatta Central will be verified that they have a U.S. Rowing Waiver before they are allowed to participate in a VASRA Regatta

If you have questions or comments, contact Tom Snoich ([vasra.vp@gmail.com](mailto:vasra.vp@gmail.com))