

Joining Louisville Rowing Club

Part 2 - Completing SafeSport Training

Only USRowing **Relevant Adult Participants** are required to take SafeSport training. A **Relevant Adult Participant** is defined as the following:

- Any employee, board member, committee member, coach, or administrator of USRowing or one of its Member Organizations
- Any USRowing licensed Referee
- Any current or potential National Team athlete with the goal to participate in National Team selection such as development camp, trials, or selection camp
- Any person(s) authorized, approved, or appointed by USRowing or its Member Organizations to have Regular Contact with or authority over Minor Athletes. This may include coaches, volunteers, medical staff, trainers, chaperones, monitors, contract personnel, bus/van drivers, or officials who have Regular Contact* with a Minor Athlete, staff, board members, and any other individual who meets the Adult Participant definition
- An adult athlete who has Regular Contact* with any Minor Athlete

Regular Contact is defined as ongoing interaction where an Adult Participant is in a role of direct and active engagement with any amateur athlete who is a minor. **USRowing defines ongoing interactions as five (5) or more instances of In-Program Contact during a 12-month period.** For purposes of this definition, a competition is considered a single instance of In-Program Contact regardless of duration.

More information on SafeSport can be found on the USRowing website:

<https://usrowing.org/sports/2016/6/1/safesport.aspx>

Step 1

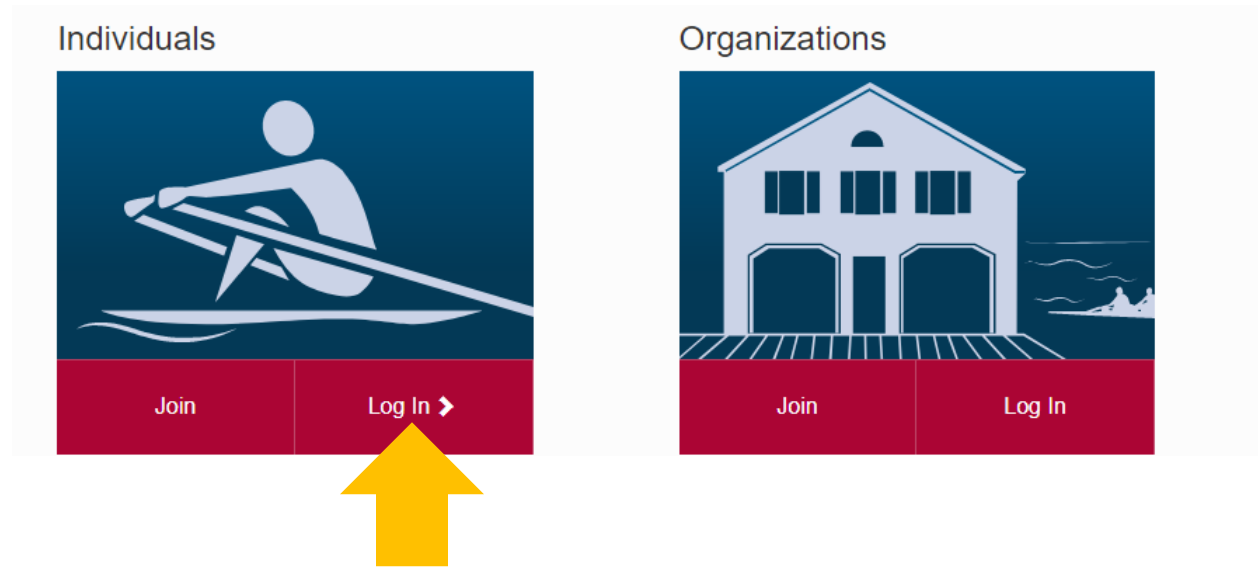
Visit the USRowing Membership Portal website: <https://membership.usrowing.org/>

Alternatively, you may scan the QR code below using a mobile device:



Step 2

Under the Individuals box, select Log In and log in using your existing account information. If you do not have a USRowing account, refer to the **Part 1 - Joining USRowing and Signing Waiver** document.



Step 3

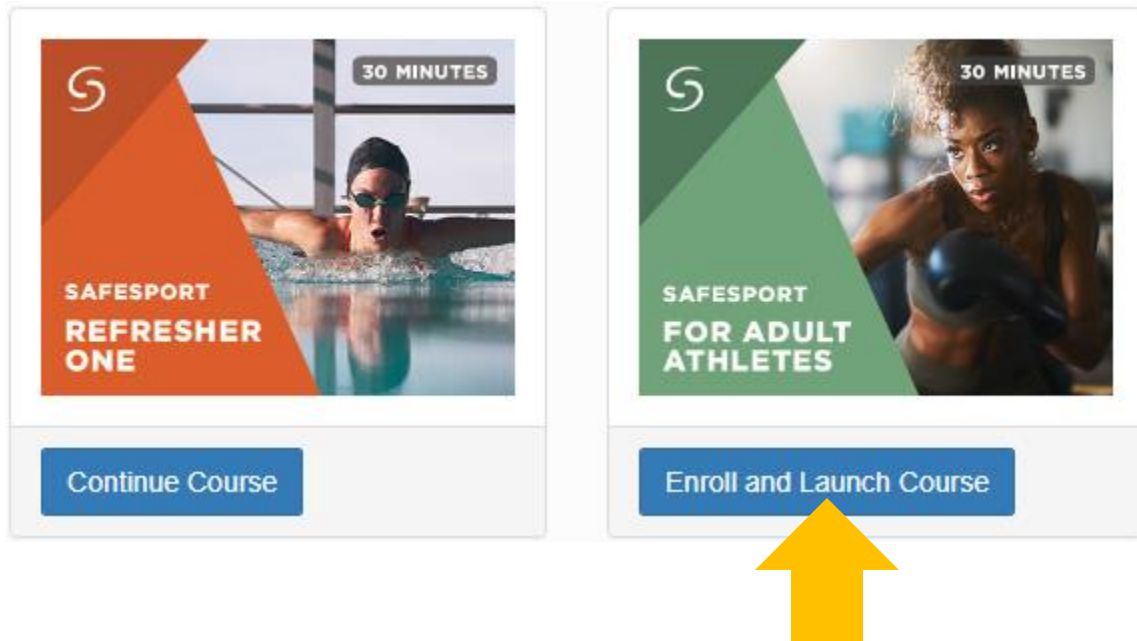
You'll then be taken to the Membership Profile page. On the left sidebar, select SafeSport.

The screenshot shows a web interface for a membership profile. On the left is a vertical sidebar with icons and labels for: Profile, Member Rewards Programs, Weekly Webinars, Video Library, Auto-Renew, Anti-Doping, and SafeSport. A large yellow arrow points to the SafeSport icon. The main content area has a breadcrumb trail 'Home / Membership Options' and a title 'Membership Profile'. Below the title is a light blue box for 'Basic Membership' with 'Expires: Oct 16, 2022' and buttons for 'Add Package' and 'Upgrade'. The user's name 'Gary Grunwald' is displayed, followed by membership details: 'USRowing Member # [REDACTED]', 'Waiver: Current (Expires: Oct 16, 2022)', and 'SafeSport: Current (Expires: 2022-03-20)'. A grey box with 'ADDRESS REDACTED' is shown below. Under 'My Organizations', there is one entry: 'Louisville Rowing Club, Inc./Greater Louisville Rowing Foundation' with a red 'X' icon and a 'Join Organization' button.

Step 4

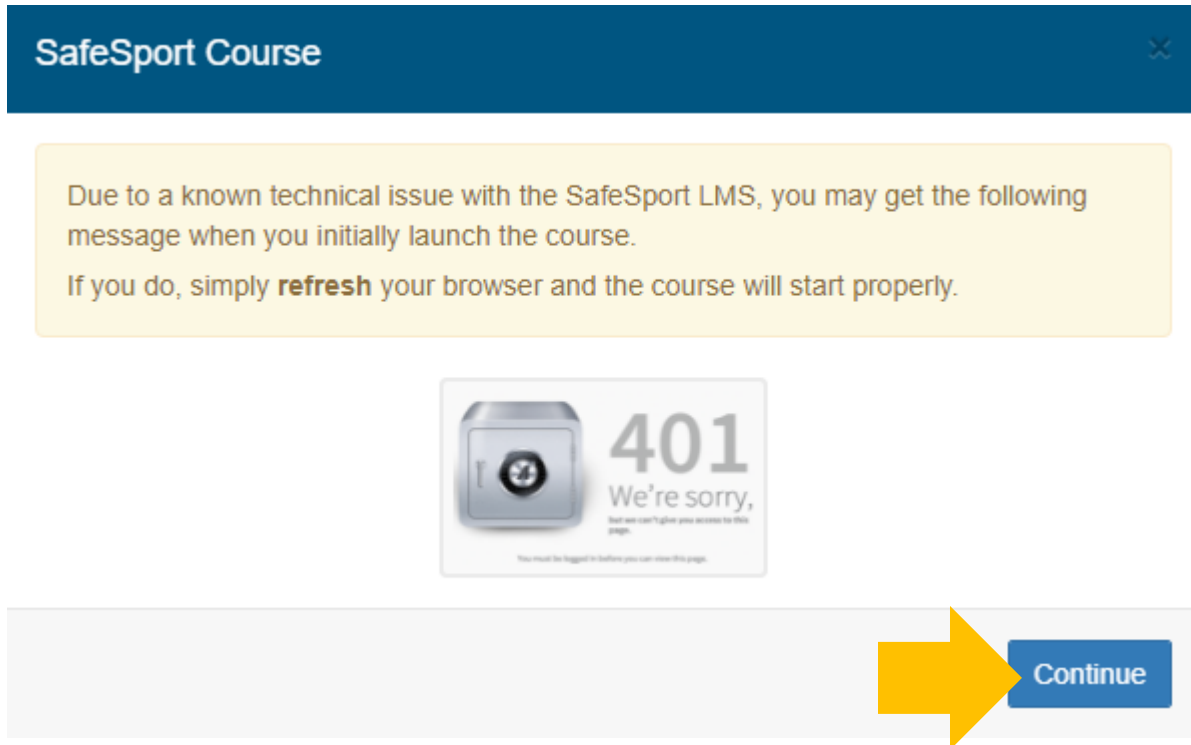
If this is your first time, look for the **SafeSport for Adult Athletes** class. Select the Enroll and Launch Course button to start the training.

If you need to complete the annual refresher training, look for the **SafeSport Refresher** class and select Enroll and Launch Course. Note that this training is not required if this is your first time taking SafeSport training.




Step 5

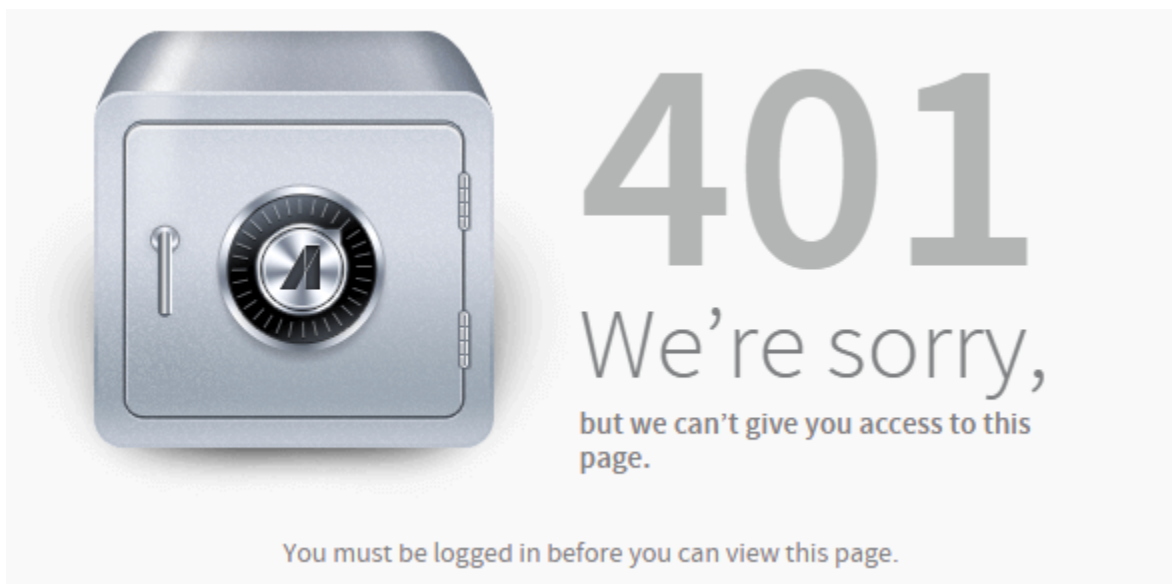
The following will likely pop up. Read it and select Continue.



The screenshot shows a dark blue notification box titled "SafeSport Course" with a close button (X) in the top right corner. Below the title is a yellow message box containing the text: "Due to a known technical issue with the SafeSport LMS, you may get the following message when you initially launch the course. If you do, simply **refresh** your browser and the course will start properly." Below this is a smaller version of the 401 error message, which includes a safe icon, the number "401", and the text "We're sorry, but we can't give you access to this page." At the bottom of the notification box is a grey bar with a yellow arrow pointing to a blue "Continue" button.

Step 6

If you see the following error, refresh the page. To refresh the page, look for the  icon (if using Google Chrome) and select it. Alternatively, you may press F5 on your keyboard to refresh the webpage.

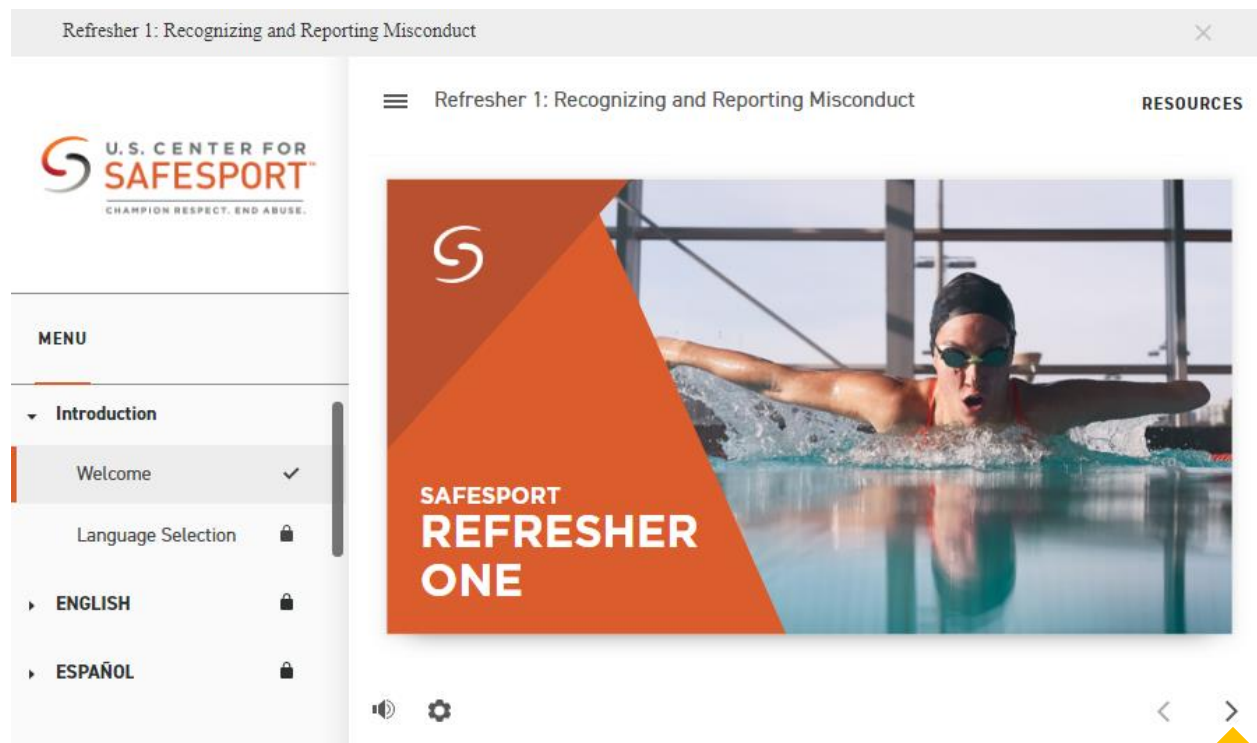


The image shows a full view of the 401 error message. On the left is a large, detailed illustration of a silver safe with a combination dial. To the right of the safe, the number "401" is displayed in a large, grey font. Below the number, the text reads "We're sorry, but we can't give you access to this page." At the bottom of the message, it says "You must be logged in before you can view this page."

Step 7

The training should load. Make sure your device's speakers are on and the volume is turned up. To proceed through the training, select the right arrow on the bottom-right of the training. Follow the instructions to complete the training. Your progress will be saved if you exit the training before completing it. The SafeSport for Adult Athletes class should take between 30 and 45 minutes to complete.

It is recommended that you download or print out your certificate upon completion of the training, however, you will need to create an account with safesporttrained.org in order to do so. There have been instances where the completed training did not show up in USRowing's database, and a certificate can be used to quickly resolve these issues.



The screenshot shows a web browser window titled "Refresher 1: Recognizing and Reporting Misconduct". The page features the U.S. Center for SafeSport logo on the left, which includes the text "U.S. CENTER FOR SAFESPORT" and "CHAMPION RESPECT. END ABUSE." Below the logo is a "MENU" section with a "Introduction" dropdown containing "Welcome" (checked), "Language Selection" (locked), "ENGLISH" (locked), and "ESPAÑOL" (locked). The main content area displays a video player with a swimmer in a pool. The video player has a title bar "Refresher 1: Recognizing and Reporting Misconduct" and a "RESOURCES" link. The video frame shows a swimmer in a pool with the text "SAFESPORT REFRESHER ONE" overlaid. At the bottom of the video player, there are volume and settings icons on the left, and navigation arrows on the right. A large yellow arrow points to the right navigation arrow.

Step 8

When you have completed the training, the member record in USRowing's membership database will populate an updated training expiration date.

To verify that the record has been updated in USRowing's membership database, log in to the USRowing Membership Profile page: <https://membership.usrowing.org/individual/landing>

If your SafeSport is listed as Current, then you have completed the annual SafeSport training. Congratulations! Note that a refresher course will need to be completed annually.

If the training does not appear as completed, email members@usrowing.org and provide your completed training certificate and USRowing Member Number.

For Louisville Rowing Club membership registration and payment, please see the **Part 3 – Paying Membership Dues on TeamSnap** document.

The screenshot shows the 'Membership Profile' page for Gary Grunwald. The page is titled 'Membership Profile' and includes a navigation sidebar on the left with icons for Profile, Member Rewards Programs, Weekly Webinars, Video Library, Auto-Renew, Anti-Doping, and SafeSport. The main content area shows the user's membership details: 'Basic Membership Expires: Oct 16, 2022' with 'Add Package' and 'Upgrade' buttons. Below this, the user's name 'Gary Grunwald' is displayed, followed by 'USRowing Member #' (redacted), 'Waiver: Current (Expires: Oct 16, 2022)', and 'SafeSport: Current (Expires: 2022-03-20)'. A yellow arrow points to the 'SafeSport' status. Below the membership details, the address is redacted with a box labeled 'ADDRESS REDACTED'. At the bottom, under 'My Organizations', 'Louisville Rowing Club, Inc./Greater Louisville Rowing Foundation' is listed with a 'Join Organization' button.