

UVRF Coach Requirements

A. UVRF-Certified Coach Checklist:

1. UVRF SafeSport Certification

a. Review updated UVRF policy *every year* before rowing starts.

- ✓ Read current policy on UVRF website, under Documents tab:

<http://files.leagueathletics.com/Text/Documents/12461/51961.pdf>

- ✓ Background article providing context for USRowing requirement that member organizations have SafeSport policies:

<http://www.outsideonline.com/outdoor-adventure/water-activities/swimming/The-Sex-Abuse-Scandal-Plaguing-USA-Swimming.html>

b. USRowing SafeSport Online Training. Renew *every 3 years*. New UVRF coaches must complete the training prior to contact with athletes. There is no cost to the applicant.

- ✓ Go to <https://safesport.org/>
- ✓ Register for an account (must create new account if yours is older than 2018)
- ✓ On Profile page, below address, use the “Add membership” link to identify “U.S. Rowing” as your organization, entering the USRowing account code:
J5YZ-UJKV-YMFX-4ENI
- ✓ Complete all 3 units: Sexual Misconduct Awareness, Emotional and Physical Misconduct, and Mandatory Reporting.
- ✓ Submit copy of all 3 certificates to UVRF Safety Officer

2. **NCSI background check** Renew *every 2 years*. There is no cost to the applicant.

- ✓ Go to <http://www.ncsisafe.com/default.aspx>. The ID for UVRF is **10879599**.
- ✓ Email UVRF Safety Officer a copy of the confirmation of your application submission.

3. **NH Commercial Boat License** If you coach from a launch, you must have a valid NH commercial boat license. Coaching launch drivers must renew their commercial license *every 5 years* (can be done by mail if not expired). Coaches pay their own license fee. Coaching from a single or double does not require a boat license. UVRF motors are 15hp or less.

- ✓ Submit copy of certificate to UVRF Safety Officer

4. **American Red Cross-approved First Aid, CPR/AED** Coaches must stay current with their training. UVRF will reimburse the course fee.

- ✓ Submit copy of certificates of completion to UVRF Safety Officer.

5. **IRS forms for compensation** If you will be compensated for coaching, submit up-to-date IRS forms I-9 and W-4 to the UVRF Treasurer. These forms only need to be submitted if you have never been paid by UVRF or if any information on the forms, such as your address, has changed.

- ✓ <http://www.irs.gov/pub/irs-pdf/fw4.pdf>
<http://www.uscis.gov/files/form/i-9.pdf>
- ✓ Send these two employment forms to Treasurer, c/o UVRF, PO Box 419, Hanover, NH, 03755. These forms must be accompanied by photocopies of either 2 valid picture IDs OR a copy of your current passport.

6. **Complimentary UVRF Membership/ USRowing Waiver**

UVRF-certified coaches who expect to coach 10 or more sessions in a calendar year will receive complimentary club membership and use of club sculling equipment during that calendar year.

You will be given a private link to register as a UVRF coach member. You must register online and sign the current year USRowing waiver before you start coaching. This is key for our liability insurance coverage with USRowing.

B. Guest Coaches:

Guest coaches are those who coach fewer than 10 times per calendar year for UVRF. Coaching 10 or more times requires UVRF certification, including all the items on the Certification Checklist.

Guest coaches can receive compensation if they submit the proper tax forms to the UVRF Treasurer.

SafeSport Compliance

Guest coaches must either:

1. be certified coaches at another USRowing affiliated club under that club's liability policy and have complied with that rowing club's SafeSport policy, or
2. become SafeSport certified (review UVRF policy and pass online training) and sign a USRowing online waiver, or
3. act in the capacity of assistant coach under the direct supervision of a UVRF certified coach.

C. Dartmouth Coaches

Current Dartmouth coaches are not considered to be UVRF "guest" coaches. Their adherence to Dartmouth Athletics and Dartmouth Crew policies is sufficient with regard to most of the UVRF requirements. The only exception is that a Dartmouth coach must follow the same UVRF SafeSport Compliance policy as a guest coach. If they coach 10 or more times then they must be UVRF SafeSport certified.

Dartmouth coaches will be compensated if they submit proper tax forms to the UVRF Treasurer. Dartmouth coaches who become UVRF Certified and expect to coach 10 or more sessions per calendar year will receive complimentary club membership and use of club sculling equipment during that calendar year.

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