
2025 / 2026 Affiliation and Membership

The following information outlines important details regarding the 2025/26 membership process for all Members. It includes a summary of what is covered under your membership, the steps required to affiliate with Rowing SA for the upcoming season, and a breakdown of updated fees.

This information is provided to ensure all Members understand what is included in their membership and are appropriately registered and insured for the 2025/2026 season.

What you need to do:

1. Review this document and its accompanying links
2. Affiliate your club for 2025/2026 - see *How to Affiliate with Rowing SA* - [page 9](#)
3. Ensure that all individuals within your club have an active membership on Rowing Manager

We have provided a 'How to Guide' for Club Administrators, to manage processes on Rowing Manager.

This is attached to this document.

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Important changes in 2025/2026

There were several changes brought in last season which impacted the renewal of your club/school affiliation with Rowing SA, as well as for your individual members. There are only a few minor changes included in the 2025/2026 season:

Changes to club/school affiliation

- Affiliation/Waiver process
- Separating the Clubs and Schools –schools may not wish to accept an insurance component as they already have this covered for their committees/staff/activities (Public Liability, Products Liability, Professional Indemnity, Management Liability).
- All fees increase by approximately 4%, however the school's affiliation fee (those that do not have the insurance component included) will see a reduction of 15% from the new amount.

Changes to Individual Membership

- Increase to the age who can access the 'Junior Membership,' from 18 and under, to 19 and under making it cheaper for athletes just out of school.
- Coach Membership remains at \$20 (no CPI increase) due to a reduction in insurance costs.
- Come & Try Membership from \$5 to \$10 as this will cover them for 10 weeks and not the previous 6 weeks, to accommodate longer programs.
- Recreation/Social Membership remains at \$20 (no CPI increase) due to a reduction in insurance costs.
- Increase to all other memberships and Seat Fees by approximately 4% to meet increasing operational costs.
- A 15% reduction on RSA Membership Fees will continue for Members at Regional Clubs.
- A 2.4% increase to the Rowing Australia Affiliation Fee.

Reminder of last season's relevant updates to Individual Membership

- all rowers, coxswains, administrators, coaches, volunteers; both competitive and non-competitive MUST have an individual Rowing SA membership to be covered by insurance and the National Integrity Framework.
- the inclusion of Junior members within the Rowing Australia Affiliation Fee. This will be charged only to those who compete at the South Australian Rowing Championships or Australian Rowing Championships. This is a one-off fee per season.
- an increase to the Senior Entry Level Membership to align the differentiation more accurately between the Junior and Senior membership category.
- memberships are categorised into 'Junior' and 'Senior' rather than 'School' and 'Club' to align with the Rowing Australia Affiliation Fee structure.
- a 'bulk member upload form' is available to clubs to assist entering large numbers of members for their first time.
- the addition of a Social/Recreation Membership category with a \$20 fee to cover each member for the full year during all rowing activities.
- the addition of a Coach Membership category with a \$20 fee to cover each member for the full year during all rowing activities.

2025/2026 Club Affiliation Fees

Condition of Affiliation

Clubs/Schools will need to ensure that all members taking to the water:

- That all rowers are to have proper instruction in the actions to be taken in the event of a capsize, at least once a year.
- Are capable of releasing themselves from the boat.
- Be able to swim 50m in light clothing (e.g. rowing kit) and be sufficiently at ease in the water not to panic.
- Be able to tread water for a minimum of 3 minutes as per Rowing Australia's water safety and assessment guidelines.

If a participant cannot swim, or cannot meet any of the above requirements, then:

- additional flotation aids, either on the person or within easy reach in the boat, or modifications to the equipment must be adopted in conjunction with additional supervision and rescue plans.
- If a safe alternative cannot be found the athlete should not be permitted on the water.

These conditions are particularly relevant for Para Athletes, athletes with reduced or limited mobility, athletes with limited swimming ability and inexperienced athletes

Rowing SA Membership Categories

Rowing SA offers several membership categories, all of which cater to different rowers within the SA rowing community. These membership options mean that members are able to join the growing SA rowing community whether you're cheering from the riverbanks, learning to row, racing with your local club or competing in state or national championships.

Category		Purpose
Senior and Junior	Coxswain	Available to club members who participate in regattas as a coxswain ONLY
	Full Season	Available to anyone wishing to compete in any SA event/regatta.
	January - June	
	July - December	
	Entry Level - Full Season	Only available to members who have never held an RSA Competitive Membership (apart from a Single Regatta Membership – up to two previously purchased).
	Registration - interstate regatta eligible	Registration for athletes competing at non-RSA Events (i.e. HOY)
	Single Regatta	Allows member to compete in any category and as many times on the regatta the membership specifies. Available for RSA regattas in SA only. Unable to compete in any State Championship regatta
Non-Competitive	Come & Try/Learn to Row (up to 10 weeks)	Non-Competitive Membership for up to 10 weeks. Does not allow individual to be entered in any event/regatta.
	Social/Recreational	Non-Competitive Membership. Does not allow individual to be entered in any event/regatta.
	Coach	Non-Competitive Membership. Does not allow individual to be entered as an athlete or to train.
	Official / Volunteer	The insurance component does not cover them during any rowing activity.

Rowing SA - Affiliation & Other Fees

2025-2026 Membership Fees

2025-2026 Rowing SA Membership Fees				
		Rowing SA Portion	Rowing Australian Affiliation Portion - one off annual fee	Total Cost
Senior 20 years of age or over as of 30 June 2025	Coxswain	\$125	\$46.59	\$171.59
	Full Season	\$335		\$381.59
	January-June	\$235		\$281.59
	July-December	\$180		\$226.59
	Entry Level - Full Season	\$170		\$216.59
	Single Regatta	\$46		\$92.59
	Registration - interstate regatta eligible	\$46	N/A	\$46
Junior 19 years of age or under as of 30 June 2025	Coxswain	\$90	*Calculated at \$22.53 per person competing at the 2026 Open State Championships or 2026 Australian Rowing Championships.	\$90*
	Full Season	\$228		\$228*
	January-June	\$160		\$160*
	July-December	\$135		\$135
	Entry Level - Full Season	\$115		\$115*
	Registration - interstate regatta eligible	\$46		\$46
	Single Regatta	\$46		\$46*
Non-competitive	Come & Try/Learn to Row (up 10 weeks)	\$10	N/A	\$10
	Social/Recreational	\$20		\$20
	Coach			
	Official / Volunteer	\$0		\$0
Note: - All members of regional clubs will receive a 15% discount to their individual membership fees. *RA affiliation fee for Junior members who compete at either of the regattas listed above.				

2025-2026 Seat Fees – Premium Regattas

2025-2026 Seat Fee	
Regatta	Seat Fee
Open State Champs (per seat)	\$18
Riverland (per person)	\$33 (per person)
Grade State Champs (Nov. & 3rd) (per seat)	\$12
Masters & Sprint State Champs (per seat)	\$12

2025-2026 Affiliation Fees

Club and School	
0-49 members	\$410
50-99 members	\$700
100+ members	\$870
*School NO liability insurance included	
0-49 members	\$350*
50-99 members	\$595*
100+ members	\$740*
*No Liability insurance included – school's insurance to cover members (only available if opting out during the affiliation process)	

Rowing SA - other fees

- Failure to return a bow number will result in a \$30 fine to the Club.
- Crews that utilise an unregistered individual will be removed from the race and their club fined \$250. The unregistered rower shall not be allowed to compete until proper registration procedures have been followed.
- An appeal against any decision of the Jury, or the President of the Jury, or Regatta Operations Manager must be lodged in writing, within seven days of the Regatta, to the RSA Board, and a deposit of \$100 shall be included. This appeal will be considered at the first Board meeting after the appeal is received. The decision of the RSA Board shall be final, and if the appeal is rejected, the deposit shall be forfeited.
- Any member of the Association found to be in breach of the RSA Regulations for Boat Racing or the Rowing Australia Racing Code, disobeying the Jury, or behaving in an offensive manner may be fined up to \$250 and/or disqualified by the Jury, who shall notify the offender(s) that such action has been taken. The RSA Board may consider further action depending on the severity of the offence.

Scratching's and Substitutions

- Each scratching request received after 9:00am on the Wednesday prior to the Regatta will receive a penalty of \$25 (inc. GST) and \$50 (inc. GST) for Championship events.
- Any crew that scratches at Regatta Control within 1 hour prior to the final published starting time of their race shall be fined
- \$50 (inc. GST) and \$100 (inc. GST) for a Championship event.
- Non-Appearance – Any crew that fails to report at the start without notification shall be fined \$75 (inc. GST) and \$150 (inc. GST) for a Championship event.
- Please note that there are no exemptions to the determination of a scratching/issuing of any fines for scratching (unless a medical certificate is provided to Rowing SA within 4 days of the regatta being held, e.g. regatta held on Saturday, certificate to be provided no later than 5pm Wednesday).

State & National Affiliation Fee

There are many benefits and services provided by Rowing South Australia and Rowing Australia which are available to clubs and individual members. A fee is provided to each Sport Organisation.

It is important that Rowing SA allocates appropriate fees to each membership category for the sustainability of all services and the growth of the sport in SA.

Rowing Australia acts on behalf of its members which includes Rowing SA, to develop, promote and strengthen the sport across all levels of participation and competition. The benefits of the National Sporting Organisation Affiliation Fee are attached as a separate document.

[How to Affiliate with Rowing SA](#)

The affiliation process for 2025/2026 is now available. Please complete the affiliation process by using the following online form. [Affiliation Form 2025](#).

Please take note of the following:

1. All designated personnel/committee positions **MUST** be uploaded into Rowing Manager. These positions will be used for the Regatta Season contact list.
 - a. Please ensure that these contact details remain current/up to date so you do not miss important communications from Rowing SA.
2. All clubs and members should be aware that when they are engaged in activities associated with rowing at West Lakes they are bound by the conditions of the permit, which contains obligations that may differ to those of private citizens.

Every club will be required to appoint a Club Safety Officer. This position will be required to be nominated within Rowing Manager. This will then act as notification of that individual to Rowing SA. **Please refer to the Rowing SA Safety and Training Policy – Section 1.3.**
3. All appointed photographers seeking access to Rowing South Australia (Rowing SA) events must be officially accredited. This requires the submission of a Media accreditation form which is available in advance of each event. Such accreditation will require the photographer to provide proof of any relevant 'Working with Children' accreditation including a current police clearance.
4. We have created a Club App, which is a handy tool to access all Rowing SA forms. This App can be installed on your smartphone's home screen, always allowing for quick access. To download, scan the QR code below, or via the Rowing SA website under [Booking Forms](#).



The forms currently available include:

- Affiliation Form
- Booking Forms – Coastal / Indoor Rowing Room/ North Reserve
- Incident Report Form
- Club Media Personnel Application Form

Rowing SA has developed an easy-to-follow guide that is specifically for the implementation of these within Rowing Manager. This document is designed to explain to club administrators how to complete the changes that are required within Rowing Manager.

We understand that the requirement to have all club members registered in Rowing Manager will be an additional administrative burden to clubs. Therefore, a Bulk Upload spreadsheet is available for clubs to enter multiple new members at once.

Please refer to the **‘How To’ Guide for Rowing Manager** which explains ‘How to’ use Rowing Manager efficiently.

2025 / 2026 Rowing SA Membership

[Why join Rowing SA](#)

The Rowing SA community consists of over 2,000 members who we know to be passionate and determined rowers, coaches, officials, volunteers and enthusiastic supporters who continue to make this sport what it is today within SA.

With 34 clubs and schools across the State, our community has access to both social and competitive rowing opportunities through Learn to Row programs, junior to master rowing programs, indoor and coastal rowing events, regattas for all levels, and State Team representation.

With so many ways to get involved and an abundance of rowing opportunities, we have made choosing the right membership simple with an array of membership options. Becoming a Rowing SA member does not only provide you with benefits including worldwide insurance coverage whilst training and competing, you’ll also be supporting the growth of rowing within SA. Your membership allows us to push rowing within SA just that little bit further to ensure the wider rowing community can continue to enjoy exceptional rowing experiences.

What you receive from a Rowing SA Membership?

Being a member demonstrates a commitment to the sport.

Members gain access to resources, guidelines, and information related to rowing, helping schools, clubs, and members stay informed and enhance their rowing.

Membership facilitates networking with other rowing entities, creating opportunities for collaboration, sharing best practices, and building a strong rowing network.

Insurance Coverage

Your membership fees ensure that you are covered by insurance whilst both training and racing and even attending or volunteering at Rowing SA sanctioned events. The Rowing SA insurance program has been specifically designed to cater to our rowing community to protect you when something does not quite go to plan. Insurance coverage is only valid after your membership has been renewed. More details on our insurance can be found on our website: <https://rowingsa.asn.au/insurance/>

Compliance and Governance

Proactive engagement with governing bodies like the Department for Sport, Recreation & Racing, South Australian Institute of Sport, Sport SA, Clubs SA, Events SA, and others to ensure compliance, inclusivity, and the sport's progression.

Advocacy

Support for diverse representation of SA members at all levels, by actively engaging with key commissions and working groups. Contributing to the strategic objectives at state and national level and engaging new and diverse participants.

Investment

Channelling resources for growth initiatives, fostering early involvement in digital platforms like Row Nation and Coastal Rowing, encouraging innovation within the sport.

Operations

Sustaining the sport's infrastructure for administration, governance, compliance, and overall operational functionality, including facilitating diverse state-wide and national events across different rowing disciplines. Not only have your membership fees enabled us to establish a leading rowing organisation, but

they allow Rowing SA to grow, educate and assist our current volunteer workforce.

Education

Enabling participant experiences through coach and official accreditation, educational initiatives, and support for clubs and schools.

Sport Integrity

Meeting ongoing requirements of Sports Integrity Australia, the National Sports Tribunal, and participant obligations within the National Redress Scheme to ensure integrity and accountability within the sport.

Development

Supporting commercial initiatives such as database and participant management, media and communications strategies, partnership development, and comprehensive commercial planning for the growth of the sport holistically.

Rowing SA promotes member schools and clubs, increasing visibility within the rowing community and potentially attracting more participants and supporters. Follow us on socials Instagram, Facebook, LinkedIn, YouTube and sign up for our regular news updates.

Event Participation

Members can participate in rowing events, competitions, and regattas organised by Rowing SA.

Training & Development

Rowing SA may offer training programs, workshops, and development opportunities for coaches, athletes, and administrators, contributing to the overall growth of rowing expertise.

Rowing SA Membership Benefits

Membership Benefits		World-Wide Insurance	Compliance & Governance	Advocacy	Investment	Operations	Education	Sport Integrity	Development	Event Participation	Training & Development
Senior (20 years of age or over on 30 June 2025) Junior (19 years of age or under on 30 June 2025)	Coxswain	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Full Season	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	January - June	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	July - December	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Entry Level Full Season		✓	✓	✓	✓	✓	✓	✓	✓	✓
	Registration -	✓	✓	✓	✓	x	x	✓	x	x	x
	Single Regatta	✓	✓	✓	✓	partial	partial	✓	partial	partial	partial
Non-Competitive	Come & Try/Learn to Row (up to 8 weeks)	partial	partial	partial	partial	x	x	partial	x	x	x
	Social/Recreational	✓	✓	✓	✓	x	x	✓	x	x	x
	Coach	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Official / Volunteer	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Appendix 1

Rowing SA Group Insurance - A Guide to Insurance for Clubs, Schools and Members

Rowing SA Membership Insurance

Rowing SA holds a Personal Injury insurance policy on behalf of its members. This policy provides insurance for the below registered members, for participating in sanctioned activities arranged by Rowing SA registered members and includes:

- non-participating officials
- coaches
- officials
- committee members
- Rowing SA employees
- apprentices
- volunteer workers
- work experience students.

A sanctioned activity means: a regatta or other rowing competition, event, or activity (including training), whether on a one-off basis or as part of a series, league, or competition, sanctioned or organised by Rowing South Australia

A portion of your affiliation and membership fees ensure that you and your rowing activities are covered by appropriate and high-quality insurance policies.

The Rowing SA insurance program has been specifically designed to cater to our rowing community to protect you when something does not quite go to plan. Insurance coverage is only valid after your affiliation and/or membership has been renewed. There is a grace period until 31 July 2025, however it is highly recommended to affiliate club and ensure that all members within your club have a Rowing SA membership and registered in Rowing Manager.

It is important that you understand the insurance coverage of the Rowing SA Insurance Program, so we have compiled a guide to the insurance coverage including several FAQs to assist.

For all insurance documents and policy wording, please go to [Rowing Australia – V Insurance](#).

Frequently asked Insurance Questions

Q I am getting in a boat to do very limited on water or limited physical training (only ergs) but my role at the club is more of a volunteer member – how do I register?

A If you are training in any capacity, in a rowing activity, you must have an active rowing membership – you cannot register as a volunteer only.

Q: I am a club volunteer; do I need to be listed in Rowing Manager as a member?

A: Yes, all club volunteers need to have a current membership in Rowing Manager for insurance purposes. The insurance and registration for volunteers is free.

This registration is for OFF WATER/NO TRAINING ACTIVITIES only.

Q: I am a coach; do I need to need to be listed in Rowing Manager as a member?

A: Yes, all club Coaches need to have a current membership in Rowing Manager for insurance purposes. The insurance and registration for coaches is \$20.

School Insurance

Q I am a school student and have insurance at school for school-based activities. Is this a double up on insurance?

A No this is not a double up and the insurance policies complement one another. School based activities are likely to be covered by your school policy, however any rowing activity as outlined and sanctioned by Rowing SA will be covered under the Rowing SA policy.

Club Insurance

Q: I injured myself whilst training at my club - am I covered for insurance?

A: The Personal Accident policy through Rowing SA covers members at official events, during training, official social events, and fundraising activities as well as travel to and from such activities.

Q I'm running the club BBQ every weekend, so I'm not an active rowing member. Am I covered for insurance if I burned myself one weekend?

A Only members are insured under Rowing SA's Personal Accident policy. If you are volunteering to run the BBQ, you should be registered on Rowing Manager with the club as a volunteer to ensure your injuries from the burn are covered for insurance purposes.

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- Q Does the insurance cover equipment theft or damage to club equipment at our rowing shed?**
- A No, Rowing SA's policy does not extend to building or contents for clubs. Clubs will require their own insurance for this purpose.*
- Q I'm an athlete and I have been injured and have been seeking professional medical assistance. I must do an erg for a trial and am fairly sure I'll be ok to participate, even though the Doctor has advised me not to row. I do the erg and my injury gets worse, am I covered for insurance?**
- A Pre-existing Medical Conditions are not covered under the Personal Accident policy. Your claim may be affected if you train against medical advice. It is advisable to speak to your Health Professional before doing your trial and if not cleared, complete an exemption form that Rowing SA will provide so you are exempt from the erg.*
- Q Are club social events, such as fundraising, club BBQs, or club room hire covered by the insurance if there is an accident?**
- A Coverage for social events held as part of regular club activities are covered under Rowing SA's insurance policy. The Public Liability insurance extends to cover hiring out of club rooms. This policy covers property damage or personal injury to third parties arising from your negligence.*
- Q When travelling to and from events (i.e. travelling to training, travelling to a competition, and travelling for a state team trip) and an accident occurs, am I covered under Rowing SA's policy?**
- A If the travel is for a Rowing SA sanctioned event or purpose, the personal accident insurance covers members traveling directly to and from this event.*
- Q What is the extent of travel coverage? (i.e. is my lost luggage covered?)**
- A Rowing SA does not have a Travel Insurance policy for its members. General travel insurance would be required by the individual for personal effects and loss.*
- Q What are our club's responsibilities regarding the insurance policy?**
- A The club is responsible for maintaining accurate records of members, advising Rowing SA of the full membership, ensuring all activities are conducted safely and in accordance with guidelines, and promptly reporting any incidents or claims to Rowing SA using the Incident Form.*
- Q We have booked an external contractor to attend the club for a maintenance issue (or other). If they get injured on the job, are they covered by the clubs' insurance?**
- A No, external contractors should carry their own Public Liability insurance.*
-

Certificate of Currency

Q I have been asked to provide my Certificate of Currency, where do I get it?

A To access your Club or School Certificate of Currency follow the link from the buttons [here](#). select 'South Australia', then select your Club from the drop-down menu, then print or save the document.

How to make a Claim

Q A member has suffered an injury, and we would like to make a claim for the incident. How do we do that?

A It is important that all incidents are reported even if they do not eventuate into a claim. Once an incident occurs, please complete the [Rowing SA Incident Form](#). This will be used in conjunction with a claim form. Rowing SA will be notified of the incident and if you need to make a claim, please email aswift@rowingsa.asn.au.

Frequently asked Membership questions

Q: What does my affiliation fee provide

A *Every rowing club in SA affiliates with Rowing South Australia, which is separate to the membership fee. This affiliation fee is based on the number of members in the club and the type of membership category that is taken up by each member. The affiliation fee includes:*

- *Club insurance*
- *Compliance and Government*
- *Advocacy*
- *Investment in resources*
- *Operations*
- *Education*
- *Sport Integrity*
- *Development*
- *Training & Development*

Q: I am a club volunteer; do I need to be listed in Rowing Manager as a member?

A: *Yes, all club volunteers need to be listed in Rowing Manager for insurance purposes. The insurance and registration for volunteers, is free. Membership is accessed via your club.*

Q: I am a coach; do I need to need to be listed in Rowing manager as a member

A: *Yes, all club Coaches need to be listed in Rowing manager for insurance purposes. The insurance and registration for coaches, is \$20.*

Q: I am a rower and only want to row in one or two regattas. What membership category is best for me?

A: *The single regatta membership will allow you to race in as many events in that single regatta. It won't allow you to race State Championship events as you will need a minimum of a half year membership.*

If you purchased a single regatta membership for the Riverland Regatta, the extra seat fee specific to that regatta is also payable.

Q: I have never rowed, but want to come and try a few sessions – do I need to join a club and be listed in Rowing Manager?

A: *Yes, all members need to be listed in Rowing Manager, even Come and Try. The Come and Try membership is organised via each club. A \$10 membership fee goes to Rowing SA.*

Q: I am learning to row and don't think I'll compete – do I need to be registered in Rowing Manager?

A *Yes. You can join as a Come and Try Member and upgrade your membership to a competitive membership, if you decide to compete at a later time. The difference in cost between the two memberships is then payable.*

Q I'm running the club BBQ every weekend, so I'm not a member and I don't row. Why do I need to join Rowing SA as a member?

A Only members are insured under Rowing SA's Personal Accident Policy.

If you are volunteering to run the BBQ, you should be registered on Rowing Manager with your club.

Rowing SA Contacts

For any Membership questions, please contact:

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Regatta Manager

E: blannan@rowingsa.asn.au

T: 08 8242 3288

For all Insurance questions, please contact

Christine Newberry

Operations Manager

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For any Insurance claims, please contact

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How to Guide for Rowing Manager

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Membership

For the 2025-2026 season Rowing SA requires all rowers, coxswains, administrators, coaches, volunteers; both competitive and non-competitive to have a Rowing SA membership in order to be covered by insurance and the National Integrity Framework.

This is a change from previous years where membership of an affiliated rowing club was sufficient to be covered by insurance and only members competing in Rowing SA Regattas were required to hold a current membership.

This change will mean members interacting with your club in any capacity will need to have a profile and a current membership on Rowing Manager. Some common groups this will impact will be:

- Come and Try athletes
- Club Volunteers (e.g., individuals involved in boat maintenance, cooking BBQ'S, serving on a committee)
- Social or Recreational athletes (i.e. athletes that are training either on or off the water but are not competing).

Membership Categories

There are a variety of Membership categories available to cater to the different groups within the Rowing SA community. There have also been some changes to existing membership categories to align with the Rowing Australia Affiliation fee structure.

Senior:

'Senior Memberships' have replaced 'Club Memberships' and are for all competitive members 20 years of age or over as of the 30th of June.

Junior:

'Junior Memberships' have replaced 'School Memberships' and are for all competitive members 19 years of age or under as of the 30th of June.

There are 7 competitive membership types available within each category:

Membership	Description
Coxswain	This membership should be used for athletes that intend as competing as a coxswain ONLY . Athletes with this membership will not be eligible to be entered in a rowing seat. This membership lasts for the duration of the season (1st of July - 30th of June).
Full Season	This is an unrestricted membership class and will allow the individual to participate in all regattas throughout the season in either a rowing or coxing seat
July-December	This is a limited membership category that will allow the individual to participate in all regattas throughout July-December in either a rowing or coxswain seat.
January-June	This is a limited membership category that will allow the individual to participate in all regattas throughout January-June in either a rowing or coxswain seat
Entry Level - Full Season	This membership is only available to members that are in their first competitive season of rowing. This membership category will allow the individual to participate in all regattas throughout the season in either a rowing or coxing seat
Registration (Interstate Regatta eligible)	This category is for individuals intending to compete in interstate regattas ONLY . It will cover the individual's participation in training activities. Individuals with this membership will NOT be eligible for regattas in SA.
Single Regatta	This membership is for individuals intending to compete in a single regatta. It will cover the individual's participation in training activities. Clubs must specify the regatta the membership is required for when applying the membership. An individual may purchase multiple single regatta memberships. Individuals with Single Regatta Memberships will NOT be eligible to compete in State Championship Events.

There are also a range of Non-Competitive Memberships available. These memberships are for individuals that will not be competing in a rowing or coxing seat at regattas. They are:

Membership	Description
Come & Try / Learn to Row	This membership has a limited term of 10 weeks. It is for individuals participating in Learn to Row programs or Come and Try periods within a Club or School.
Social/Recreational	This category is for individuals who row or train recreationally or socially within a club.
Coach	This membership is for individuals participating in the sport as a coach of recreational or competitive athletes.
Official/Volunteer	This membership is for individuals involved in the sport as Rowing SA Officials or Volunteers, or individuals involved in Clubs or Schools in a Volunteer capacity in a non-training related role.

Please see the 2025/2026 Rowing SA Membership Fees table for Membership Costs, or for more information on the benefits of the membership categories.

Choosing A Membership Type

It's important to select the membership that reflects the individual's participation in the sport. This will guarantee they have the appropriate insurance coverage.

Example 1: An individual volunteering for your club as a coach must have a Coach Membership.

It is also important that an individual has a membership that covers them for the duration of their participation in rowing or club activities, and that the membership is applied prior to taking part in those activities.

Example 2: an athlete beginning to train in August needs a membership even if they do not plan on racing until December.

We understand that sometimes it is difficult to know what membership type may be best for an individual. To assist with this most membership categories are upgradeable with just the difference payable.

Example 3: An athlete joins your club for a Come and Try program. They have never tried the sport and are unsure what they will do after the program concluded.

1. This athlete should have a Come and Try Membership. (\$10). This will cover the athlete for all club activities (including all on water and off water training) for 10 weeks from the time the membership is applied.
 - At the conclusion of the Come and Try program the athlete decides that they would like to continue training with the club but would like to wait and see before committing to racing.
 - This athlete's membership should be upgraded to a Social/Recreational Membership (\$20) - the upgrade cost will be \$10 meaning the total cost will be \$20.
 - This membership will cover the athlete for all club activities (including all training activities) for the duration of the season.
2. After training with the club for a few months the athlete decides, they would like to try some racing.

- This athlete will need a Competitive Membership in order for them to compete.
- As the athlete is in their first competitive season, they will be eligible for an Entry Level Membership (Junior Entry Level \$115 /Senior Entry Level \$216.59*).
- This can also be an upgrade.

*RA affiliation fee for Junior members who compete at either of the listed regattas in the fee structure document.

3. The total season membership cost for this athlete will be the cost of the Entry Level Membership.

Example 4 : One of your returning senior athletes wants to do winter training with the club before deciding if they will commit to racing for the season.

1. This athlete needs a Social/Recreational Membership (\$20) to ensure they have coverage while they are participating in training activities.
 - After going well in winter training the athlete decides they will commit to racing in the July-December period.
2. This athlete's membership should be upgraded to a Senior July-December Membership (\$226.59). The upgrade cost will be \$206.59.
 - After doing well throughout the July-December racing season that athlete decides they will continue rowing for the SA Rowing Championships.
3. This athlete's membership should be upgraded again with a second half year membership, January to June membership (\$461.59). The upgrade cost will be \$235 (which is the purchase of the January to June membership). **This is more expensive than purchasing the Full Season Membership initially.**
4. The total season membership cost for this athlete will be the cost of two half season Memberships.
5. All upgrades are managed directly with your clubs.
6. ***Please note when upgrading, you do not need to pay the Rowing Australian Affiliation Portion – this is a one-off annual fee***

Bulk New Member Upload Form

We understand that the requirement to have all club members registered in Rowing Manager will be an additional administrative burden to clubs. Therefore, a Bulk Upload spreadsheet will be available for clubs to enter multiple new members at once (this sheet has previously only been available for schools).

Member Details

Additional details will also be required when registering new members and renewing members in Rowing Manager. As usual each member will require:

- Date of Birth
- Gender (Male/Female/Non-Binary) Email Address

In addition to this all members will now require:

- Postcode
- Emergency Contact Details (Name, Mobile Number, Email Address, Relationship)

Club Details

There has been an expansion to the Club Details and Contacts functionality on Rowing Manager. There are 3 new functions as part of this expansion.

1. Office Bearers & Contacts (Now a requirement for all clubs)

As part of the 2024-25 Affiliation Agreement Clubs and Schools will now be required to maintain their Office Bearer & Contact Lists within Rowing Manager. These lists will form the main contact lists for communication from Rowing SA. Details on the Contact & Office Bearers List is NOT public and is for internal use only. Clubs and Schools will have a slightly different set of Office Bearer & Contact Positions available to them.

2. Website Contacts

This is public club contact information and details. This information is public and will be displayed on the Rowing SA Rowing Manager website for members within the rowing community, or general public, to utilise. An example of this information in use can be found [here](#).

3. Learn to Row

This is public information and will be displayed on the Rowing SA Rowing Manager. This page will allow clubs to enter details about their Learn to Row Programs so members of the public can easily find them. An example of this information in use can be found [here](#).

Use The Bulk New Member Upload Spreadsheet

This spreadsheet is for the processing of multiple new members (members that do not have an existing profile on Rowing Manager). Existing members requiring membership renewal can be processed through the 'Membership Renewals' menu, or existing members requiring a transfer from one club to another can be processed through the 'Club Transfers' menu.

The Bulk New Member Spreadsheet can be accessed by clicking on 'Bulk New Members' in the menus on the left of the screen under the 'Club Administration' options and then downloading the spreadsheet template 'bulk_new_members.xls' near the bottom of the page

The Bulk New Member Spreadsheet looks like the below. It is important that your club's name appears in the top left, and to ensure all details are entered, correct, and complete for all members.

Profile/Login:
Select Club...
(submit entries for a different club)

SA Season: **2024-20...**

Regattas
Regatta Entries
Entry System Users
Crews List
Boats Register
Results Reports
RP7 Software

Accounts
Regatta Accounts
Membership Invoices
Payment History

Club Administration
System Administrators
Learn To Row
Website Contacts
Office Bearers & Contacts
Membership List
Membership Renewals
New Member Request
Bulk New Members
New Memberships
Club Transfers

User Profile
My Details
Change Password
My User Account
Officials Module

Logout
Logout

Bulk New Member Requests

You may submit a list of new rowers to be added to the database in an Excel spreadsheet. This spreadsheet must conform to the format of the template below.

First Name, Last Name - no all uppercase names please.
Gender - must be either 'M' or 'F' or 'N' (Male/Female/Non-Binary are also acceptable).
Date of Birth - d/m/yyyy (4 digit year required).
Membership Category:
Please note that you can apply for different membership categories for different people within the same spreadsheet, so it is necessary to supply the membership category for each person. It is recommended that you use the category abbreviation as it is less ambiguous.

Abbrev.	Category	
Coach	Coach	@ \$20.00
Soc/Rec	Social/Recreational	@ \$20.00
Snr Reg	Senior - Registration	@ \$36.00
Snr Entry	Senior - Entry Level	@ \$208.50
Jnr Cox	Junior - Coxswain	@ \$86.00
Jnr Jul-Dec	Junior - July-December	@ \$130.00
Jnr Jan-Jun	Junior - January-June	@ \$153.00
Jnr Full	Junior - Full Season	@ \$219.00
Sen Cox	Senior - Coxswain	@ \$165.50
Sen Jul-Dec	Senior - July-December	@ \$218.50
Sen Jan-Jun	Senior - January-June	@ \$270.50
Sen Full	Senior - Full Season	@ \$365.50
Sen Single	Senior - Single Regatta	@ \$89.50
Jnr Single	Junior - Single Regatta	@ \$44.00
Off/Vol	Official/Volunteer	@ \$0.00
Jnr Reg	Junior - Registration	@ \$36.00
Jnr Entry	Junior - Entry Level	@ \$109.00
LTR	Come & Try/Learn to Row	@ \$0.00

Additional columns that may be requested depending on State requirements:
Email Address, Mobile Phone, Postcode, Emergency Contact Person

Spreadsheet Template:  [bulk_new_members.xls](#)

By submitting new member requests via the spreadsheet template you are certifying that information provided is correct to the best of your knowledge and that your club/school is accepting financial liability for these memberships. Club applicants will subsequently be required to agree to the sport's terms of membership. School applicants should also be made aware of the relevant Rowing South Australia Policies and Rules, including the Anti-Doping Policy.

When complete the file should be emailed to: blannan@rowingsa.asn.au

The membership category selected must use the Membership Category abbreviations as found at the top of the spreadsheet. This data gets imported straight into Rowing Manager and errors in fields like name, date of birth, or email, can have significant impacts on how an athlete is classified for entry purposes or if they are able to receive and complete their waiver to make them eligible for entry.

Once complete you will need to email the spreadsheet to <mailto:blannan@rowingsa.asn.au> for processing.

	A	B	C	D	E	F	G	H	I	J	K
1	CLUB:	Rowing South Australia									
2	Please ensure names are in Proper Case and spelling is correct.										
3	Membership Categ Coach, Soc/Rec, Snr Reg, Snr Entry, Jnr Cox, Jnr Jul-Dec, Jnr Jan-Jun, Jnr Full, Sen Cox, Sen Jul-Dec, Sen Jan-Jun, Sen Full, Sen Single, Jnr Single, Off/Vol, Jnr Reg, Jnr Entry, LTR										
4	First Name	Last Name	Gender (M/F/N)	Date of Birth (d/m/yyyy)	Membership Category	Email	Postcode	Emergency Contact	Emergency Phone	Emergency Relation	Emergency Email
5											
6											
7											

Upgrade Memberships

To upgrade a membership, you will need to go to your existing membership list - this can be found in the Club Administration menus on the left of screen.

Profile/Login:

Select Club...

(submit entries for a different club)

SA Season: 2024-20...

Administration

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Regatta Entries

Crews List

Boats Register

Results Reports

RP7 Software

Accounts

Regatta Accounts

Membership Invoices

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System Administrators

Membership List

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New Member Request

Bulk New Members

SCC Account

SCC Account

User Profile

My Details

Change Password

My User Account

Officials Module

Logout

Logout

Membership List

Current Season Previous Season (Process Renewals)

ROWING SOUTH AUSTRALIA Sort by: Name Download

2024-2025 Rowing South Australia Financial Members (@ 8/7/2024)

Last Name	First	Date of Birth	Other Club/Sch.	Cox Accrd	Coach Accrd	Rowing Score	Grd	Member#	Type	Sch. Year																																				
Membership Types: = Birth Date Verified <table> <tr><td>Coach</td><td>Coach</td></tr> <tr><td>Jnr Cox</td><td>Junior - Coxswain</td></tr> <tr><td>Jnr Entry</td><td>Junior - Entry Level</td></tr> <tr><td>Jnr Full</td><td>Junior - Full Season</td></tr> <tr><td>Jnr Jan-Jun</td><td>Junior - January-June</td></tr> <tr><td>Jnr Jul-Dec</td><td>Junior - July-December</td></tr> <tr><td>Jnr Reg</td><td>Junior - Registration</td></tr> <tr><td>Jnr Single</td><td>Junior - Single Regatta</td></tr> <tr><td>LTR</td><td>Come & Try/Learn to Row</td></tr> <tr><td>Off/Vol</td><td>Official/Volunteer</td></tr> <tr><td>Sen Cox</td><td>Senior - Coxswain</td></tr> <tr><td>Sen Full</td><td>Senior - Full Season</td></tr> <tr><td>Sen Jan-Jun</td><td>Senior - January-June</td></tr> <tr><td>Sen Jul-Dec</td><td>Senior - July-December</td></tr> <tr><td>Sen Single</td><td>Senior - Single Regatta</td></tr> <tr><td>Snr Entry</td><td>Senior - Entry Level</td></tr> <tr><td>Snr Reg</td><td>Senior - Registration</td></tr> <tr><td>Soc/Rec</td><td>Social/Recreational</td></tr> </table>											Coach	Coach	Jnr Cox	Junior - Coxswain	Jnr Entry	Junior - Entry Level	Jnr Full	Junior - Full Season	Jnr Jan-Jun	Junior - January-June	Jnr Jul-Dec	Junior - July-December	Jnr Reg	Junior - Registration	Jnr Single	Junior - Single Regatta	LTR	Come & Try/Learn to Row	Off/Vol	Official/Volunteer	Sen Cox	Senior - Coxswain	Sen Full	Senior - Full Season	Sen Jan-Jun	Senior - January-June	Sen Jul-Dec	Senior - July-December	Sen Single	Senior - Single Regatta	Snr Entry	Senior - Entry Level	Snr Reg	Senior - Registration	Soc/Rec	Social/Recreational
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From here you will be able to see your entire current season membership list and their details, including their membership type.

Individuals that have not completed their waiver will appear in grey with a next to their name.

All other members will appear in black with a next to their name.

Click on either of these two symbols to bring up the individuals Member Record. This will have more details including the individuals' memberships for that season and their total membership fees. To upgrade, click on the blue 'Purchase Subscription' button.

Membership: **Subscriptions:**

7/7/2024 **\$20.00** Social/Recreational

Total Fees: **\$20.00**

 **Purchase Subscription**

And then click on the 'Subscription' drop down menu to bring up a selection of available memberships. Once you have made your selection the 'Purchase/Upgrade Cost' will be displayed. To finalise the upgrade, click 'Purchase'.

Please note: a membership cannot be downgraded. If required, *please contact the Rowing SA Office to discuss downgrading an individual's membership.*

Update Emergency Contact Details & Postcode For Existing Members

To update emergency contact and postcode details for existing members you will need to open their Member Record. To do this go to your 'Membership List' - this can be found in the 'Club Administration' menus on the left of screen.

Profile/Login:

Select Club... 

(submit entries for a different club)

SA Season: 2024-20... 

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Administration Menu

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Regatta Entries

Crews List

Boats Register

Results Reports

RP7 Software

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Regatta Accounts

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System Administrators

- Membership List
- Membership Renewals
- New Member Request
- Bulk New Members

SCC Account

SCC Account

User Profile

My Details

Change Password

My User Account

Officials Module

Logout

Logout

Membership List

Current Season Previous Season (Process Renewals)

ROWING SOUTH AUSTRALIA Sort by: Name   Download

2024-2025 Rowing South Australia Financial Members (@ 8/7/2024)

Last Name	First	Date of Birth	 Other Club/Sch.	Cox Accrd	Coach Accrd	Rowing Score	Grd	Member#	Type	Sch. Year																																				
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From here you will be able to see your entire current season membership list and their details, including their membership type.

Individuals that have not completed their waiver will appear in grey with a  next to their name. All other members will appear in black with a  next to their name.

Click on either of these two symbols to bring up the individuals Member Record and scroll down to

the section marked 'contacts'.

Click on the blue 'Edit Contacts' button to make all fields editable. Once complete, click the green 'Save Contacts' button.

Request An Individual Log In To Rowing Manager

Any member with a valid email address associated with their Rowing Manager profile can request a password and log in to their personal profile.

From here an individual will be able to see their membership record including their race history, update their phone number, email address, postcode, and emergency contact details, and view their regatta entries (if they are a member with Regatta Entry privileges assigned by their club).

Senior clubs in particular may wish to encourage this approach for their members in order to keep details as up to date as possible.

To obtain an individual password go to [Rowing Manager](#) and click 'Recover Password'.

Welcome to RowingManager.com

Membership, Regatta Entries, Boat Race Officials and more...

User ID:

Password:

Log In

By logging in to this website you agree to abide by and use the information in accordance with the Privacy Policies of the relevant Rowing Associations.



| [Recover Password](#) | [Privacy](#) | [Support](#)

Complete and submit the 'Password Recovery' form. This will generate an email to the members registered email address. They will then need to follow the prompts in this email to set their password.

Manage Club System Administrators On Rowing Manager

All Clubs and Schools are able to manage their own Rowing Manager Administrators and their associated privileges on Rowing Manager.

it is strongly recommended that these are reviewed at least annually and updated as required.

To access this, go to the 'System Administrators' menu - this can be found in the 'Club Administration' menus on the left of screen.

- Regattas
 - Regatta Entries
 - Entry System Users
 - Crews List
 - Boats Register
 - Results Reports
 - RP7 Software
- Accounts
 - Regatta Accounts
 - Membership Invoices
 - Payment History
- Club Administration
 - System Administrators
 - Learn To Row
 - Website Contacts
 - Office Bearers & Contacts
 - Membership List
 - Membership Renewals
 - New Member Request
 - Bulk New Members
 - New Memberships
 - Club Transfers

From here, you will see a list of your current Club Administrators and the administration levels they are able to access.

These are:

Admin - This is the highest access level and will give the member access to all other levels. Members with Admin. privileges will be able to edit Club Details (including Office Bearer & Contacts), view and manage accounts and invoices, add members and view/manage all member details, submit regatta entries. All members with Admin Access are able to add or remove club System Administrators.

Regattas - This will allow the member to submit and edit regatta and entries, and authorise entries submitted by Regatta Entry Systems Users (if the club has assigned any), view results reporting, and edit crews lists and boat registers.

Membership - This will allow the member to create new members, upgrade existing memberships, and view/edit members details.

Accounts - This will allow the member to view all invoicing and accounts details.

To add or delete System Administrators you will need to have Admin. privileges yourself, then:

Use  **New Administrator** to open a member search bar. Enter the name of the person you would like to add as an administrator (you can search and add any member - not just your own club members).

☒ Admin ☒ Regattas ☒ Membership ☒ Accounts => ☒ emails

Use ☐ Admin ☒ Regattas ☐ Membership ☒ Accounts => ☒ emails to assign privileges by ticking/unticking the checkboxes.

Use  to remove a member entirely as a System Administrator.

When finished click the 'Save Permissions' button.

Add Office Bearer & Contact Information

Office Bearer & Contact Information is a new function for our clubs on Rowing Manager and completing/keeping this information updated is now a condition of affiliation with Rowing South Australia moving forward. Rowing SA will be using this information to form the basis for all our communication with schools and clubs.

Clubs and Schools will have a slightly different list of Office Bearers & Contacts available to them.

CLUBS

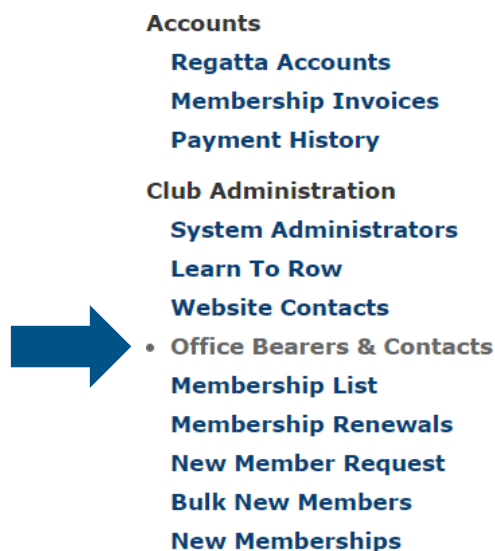
President Captain Secretary Treasurer Head Coach
Learn to Row Program Safety Officer
Child Safety Office (where club has U18 members) Media Officer
Regatta Entries

SCHOOLS

Rowing Coordinator Accounts Manager (Bursar) Head Coach
Media Officer Parent Committee Regatta Entries

A name, email, and mobile phone number are required for the mandatory positions. This information is not public and is for communication between the Rowing SA and the Clubs and Schools only.

To complete this information, use the 'Office Bearers & Contacts' menu - this can be found under the 'Club Administration' menus on the left-hand side of the screen.



Complete the Office Bearers & Contacts details (some positions are not mandatory and will not be utilised by each club - these have a checkbox to indicate the position is not held) and click the blue 'Save Contacts' button.

Once all contacts have been updated for the season click the checkbox marked 'updated for 2025-2026 season'.

These details can be edited using the same steps.

Add Club Contact Details

The Club Contact Details section is a new function. This information is **public** and will be displayed on the Rowing SA Rowing Manager Website for members within the rowing community, or general public, to utilise.

An example of this information in use can be found [here](#).

Clubs will need to keep their own Club Contact details updated in Rowing Manager.

To do this click on the 'Website Contacts' menu - this can be found under the 'Club Administration' menus on the left-hand side of the screen.



Clubs may choose which information they wish to complete however it is recommended that clubs complete as much as possible. This will enable other clubs, members of the rowing community, and members of the public to easily access up to date information about the club.

Add Club Learn To Row Details

The Club Learn to Row Details section is a new function. This information is **public** and will be displayed on the Rowing SA Rowing Manager Website for members within the rowing community or members of the public to view to and access Learn to Row Programs.

An example of this information in use can be found [here](#).

Clubs will need to keep their own Learn to Row details updated in Rowing Manager.

To do this click on the 'Learn To Row' menu - this can be found under the 'Club Administration' menus on the left-hand side of the screen.

Accounts

Regatta Accounts
Membership Invoices
Payment History

Club Administration

System Administrators



• **Learn To Row**

Website Contacts
Office Bearers & Contacts
Membership List
Membership Renewals
New Member Request
Bulk New Members
New Memberships
Club Transfers

Clubs may choose which information they wish to complete however it is recommended that clubs complete as much as possible. This will enable members of the rowing community and members of the public to easily access up to date information about the clubs Learn to Row Programs.