



2020

DISABLED SPORTS USA MEMBER HANDBOOK

Kyleen Davis, Chapter Services Manager

kdavis@dsusa.org | 240-268-0237

TABLE OF CONTENTS:

TABLE OF CONTENTS

STAFF CONTACT INFORMATION	2
INTRODUCTION	2
PURPOSE	2
ROLES AND RESPONSIBILITIES	3
MEMBER REQUIREMENTS	4
MEMBER SERVICES	5
SPORTS OFFERED	6
SPECIAL PROGRAMS & EVENTS	7
PROGRAMS	7
EVENTS	7
ADVERTISING & MARKETING	8
HEALTH & SAFETY	9
STANDARD OF CONDUCT	9
INSURANCE	10
DISABLED SPORTS USA INSURANCE PROGRAM POLICIES OFFERED.....	10
INFRACTIONS AND DISCIPLINARY ACTIONS.....	10
INQUIRY PROCESS	10
DUE DILIGENCE	11
TERMINATION OF MEMBERSHIP	11
RENEWAL	11
GRACE PERIOD	11
APPENDIX:.....	12

STAFF CONTACT INFORMATION

- **Chapter Services Manager**
Kyleen Davis
kdavis@dsusa.org
240-268-0237

INTRODUCTION

This handbook details the policies and procedures for the DSUSA Membership Program. Member organization programs must adhere to the policies set forth in this Membership Handbook.

- **DSUSA Mission**
Disabled Sports USA's mission is to provide national leadership and opportunities for individuals with disabilities to develop independence, confidence, and fitness through participation in community sports, recreation, and educational programs.
- **DSUSA Vision**
Every person, regardless of ability, has an equal opportunity to participate in sports and recreation in their community.

PURPOSE

The Disabled Sports USA Membership Network is made up of organizations that provide local, regional, and/or national sports programming to athletes with disabilities. These organizations have access to a variety of direct and ancillary benefits that enhance and foster the continued growth of adaptive and inclusive sports programming nation-wide.

There are four primary membership levels, including:

- **Chapter (Platinum Level)**
Adaptive Sports Organizations; Inclusive organizations with moderate/large adaptive programs.
- **Adaptive Club (Gold Level)**
Small Adaptive Sports Organizations; Inclusive organizations with small adaptive programs.
- **Inclusive Club (Silver Level)**
Inclusive organizations with inclusive programming.
- **Event Partner (Bronze Level)**
Adaptive and/or Inclusive** events that have a clear access point for athletes with disabilities.*

More information on the membership levels, requirements, and benefits can be found online at:
<https://www.disabledsportsusa.org/membership-levels/>

***Adaptive** – Programming designed for athletes with disabilities

****Inclusive** – Programming designed for athletes with and without disabilities

ROLES AND RESPONSIBILITIES

A full DSUSA staff listing can be found on our [website](#). If you have any questions about a particular program, feel free to reach out to directly to the individual associated with it.

Leadership			
Glenn Merry	Executive Director	gmerry@dsusa.org	301-217-9838
Finance/Operations			
Bill Snyder	Chief Financial & Operating Officer	bsnyder@dsusa.org	301-217-9843
James Arnold	Office Coordinator	jarnold@dsusa.org	240-268-5372
Member Services			
Cheryl Collins	Member Services Director	ccollins@dsusa.org	301-217-9841
Kyleen Davis	Chapter Services Manager	kdavis@dsusa.org	240-268-0237
Ryan Semke	Insurance Program Manager	rsemke@dsusa.org	240-268-5370
Programs			
Julia Ray	Programs Director	jray@dsusa.org	301-217-9840
Orlando Gill	Field Representative	ogill@dsusa.org	804-937-5195
Huayra Gomez-Garcia	Events Senior Program Manager	hgomezgarcia@dsusa.org	240-268-0864
Lily Jagodzinski	Events Program Specialist	ljagodzinski@dsusa.org	301-383-9669
Cayla Hammaker	Education Program Specialist	chammaker@dsusa.org	240-268-5373
Julianne Mills	Education Program Manager	jmills@dsusa.org	301-217-9839
BreAnne Podgorski	Events Program Coordinator	bpodgorski@dsusa.org	301-217-9842
Krista Rappoccio	Senior Education Manager	krappoccio@dsusa.org	240-268-5376
Najeeb Siddiqui	Grants Administrator	nsiddiqui@dsusa.org	240-264-5374
Karalyn Stott	Program Manager	kstott@dsusa.org	240-268-5375
Development & Communication			
Dave Simonson	Development Director	dsimonson@dsusa.org	301-217-9837
Shuan Butcher	Communications Manager	sbutcher@dsusa.org	240-268-2180

MEMBER REQUIREMENTS

Member organizations must comply with the following to remain in good standing. DSUSA may request copies of documents to ensure that the member organization meets the criteria of a membership as relates to the standards of capacity, competence, and financial accountability.

Member Requirements	Chapter	Adaptive Club	Inclusive Club	Event Partner
<i>Member Dues</i>	\$250	\$250	\$150	\$50
<i>Offer direct sports programming to athletes with permanent disabilities</i>	●	●	●	●
<i>Carry Commercial General Liability Insurance</i>	●	●	●	●
<i>Demonstrate sound financial practices</i>	●	●	-	-
<i>COMPLY WITH DSUSA'S Sport Protection Policy</i>	●	●	<i>Policy in place</i>	<i>Policy in place</i>
<i>Demonstrate competent governance</i>	●	●	●	-

MEMBER SERVICES

Member organizations will have access to the following exclusive benefits:

Member Services	Chapter	Adaptive Club	Inclusive Club	Event Partner
<u>Training & Education</u> <i>Eligible to apply for training and host opportunities</i>	100%	75%	50%	25%
<u>Grant Program</u> <i>Eligibility to apply for grant opportunities in support of programs, training/education, and equipment. DSUSA distributes an average of \$2 million annually to its member network through the Grant Program*</i> <i>*In order to be eligible for grant funding through Disabled Sports USA, applicants must be tax-exempt (i.e. 501c3 or government entity).</i>	100%	75%	50%	-
Partnerships <i>Access to relationships with corporate, federal and national partners with respect to engagement and sponsorship opportunities, as well as adaptive sports subject matter experts/trainers</i>	●	●	●	●
<u>Insurance Program & Access</u> <i>Access to affordable group Commercial General Liability insurance, Directors & Officers and Employment Practices Liability insurance for qualifying organizations</i>	●	●	-	-
<u>SafeSport Discount</u>	●	●	●	●
<u>Resource Library</u>	●	●	●	-
<u>Challenge Magazine</u> <i>Ability to submit articles and announcements about your activities in Disabled Sports USA's national publication, Challenge Magazine (circulation of over 33,000). Access to free subscriptions for your members</i>	●	●	●	●
<u>Event Calendar</u>	●	●	●	●
<u>Employment Listing</u>	●	●	●	●
Event Discounts	●	●	●	●
<u>Product & Service Discounts</u>	●	●	●	-
<u>Membership Listing</u>	●	●	●	-

SPORTS OFFERED

The following is a list of sports programs offered by member organizations. The list is not all-inclusive.

Sports offered by the DSUSA Chapter Network

- Air Rifle
- Alpine/Downhill Skiing
- Archery
- Backpacking
- Badminton
- Baseball
- Basketball/Wheelchair Basketball
- Biathlon
- Boccia
- Bowling
- Camping
- Canoeing
- Carriage Driving
- Cheer
- Curling
- Cycling
- Dance
- Dragon Boat Racing
- Equestrian
- Fencing
- Fishing
- Football
- Goalball
- Golf
- Gymnastics
- Hiking
- Ice Climbing
- Ice Skating
- Kayaking
- Kickball
- Lacrosse/Wheelchair Lacrosse
- Martial Arts
- Mountain Biking
- Nordic Skiing
- Paddle Boarding
- Pickleball
- Power Lifting
- Rafting
- Rock Climbing
- Ropes Course
- Rowing
- Running/Wheelchair Racing
- Sailing
- Scuba
- Skateboarding
- Sled Hockey
- Snowboarding
- Snowshoeing
- Soccer/Power Soccer
- Softball
- Strength Training
- Surfing
- Swimming
- Table Tennis
- Tai Chi
- Tennis/Wheelchair Tennis
- Track and Field
- Triathlon
- Volleyball/Sit Volleyball
- Wakeboarding
- Water Skiing
- Wheelchair Rugby
- Windsurfing
- Yoga

SPECIAL PROGRAMS & EVENTS

DSUSA offers a number of opportunities for member organizations to enhance the delivery of their programs, through the involvement of their staff, volunteers, and participants in the following programs and events.

PROGRAMS

[GRANT PROGRAM](#)

The Disabled Sports USA grant program provides over \$2,000,000 in funding to its member network annually in three main funding categories: youth, military, training/education. Grant award amounts vary, but are typically meant to supplement programming. Opportunities are shared directly with the member organizations, via Constant Contact, as they become available.

[ADAPTVE2ACHIEVE \(A2A\) - TRAINING & EDUCATION PROGRAM](#)

Adapt2Achieve [training opportunities](#) enable adaptive sports providers to deliver improved program services to their communities. DSUSA offers member organizations within our member network free or reduced education, development and networking events.

[WARFIGHTER SPORTS – MILITARY PROGRAM](#)

Since 1967, Disabled Sports USA has proudly served wounded warriors, including those injured in the Iraq and Afghanistan wars, offering over 50 winter and summer sports at more than 100 events each year. Warfighter Sports rebuilds lives through sports by improving self-confidence, promoting independence and uniting families through shared healthy activities.

[EMPOWER YOUTH SPORTS](#)

Empower Youth Sports seeks to enable youth with disabilities to experience the power of sports through access to training & adaptive equipment grants and to training & education materials

EVENTS

[THE HARTFORD SKI SPECTACULAR](#)

The programs offered during this week-long event include learn to ski and snowboard lessons, a week-long race camp, Nordic skiing, free sports clinics, PSIA National Adaptive Academy for Instructors, and other social/networking events.

[A2A LEADERSHIP CONFERENCE](#)

This annual conference brings together community-based organizations, healthcare providers, and others for a unique educational opportunity that aims to develop and strengthen the adaptive sport industry. DSUSA offers member organizations free or reduced cost access to this event.

[A2A TRAINING CALENDAR](#)

Adapt2Achieve training opportunities enable adaptive sports providers to deliver improved program services to their communities. DSUSA offers member organizations free or reduced cost education, development and networking events.

ADVERTISING & MARKETING

DSUSA CHAPTER LOGO & SERVICE MARK

Permission to use Disabled Sports USA's registered service mark tagline: **If I can do this, I can do anything!**

CHALLENGE MAGAZINE

Over 33,000 copies of the magazine distributed to potential adaptive athletes looking for sports opportunities. Member organizations have the opportunity to submit articles promoting unique adaptive sports opportunities available through their program.

EVENT CALENDAR

Member organizations may submit events/programs for inclusion in our comprehensive online calendar. Events must provide sports programming opportunities for individuals with disabilities. Promotional events/fundraisers will not be included on this calendar.

EMPLOYMENT LISTING

DSUSA posts job, internship, and volunteer opportunities from the chapter network on our [online employment listing](#).

HEALTH & SAFETY

Sport Protection Policy

Disabled Sports USA has undertaken a national Sport Protection Policy to promote an environment free of misconduct and abuse. To this end, members of DSUSA are required to adopt a written Sport Protection Policy that meets the minimum standards of DSUSA. That policy must be publicly available to the chapter's community.

Each Member's Sport Protection Policy shall govern those individuals who fall under the responsibility of the local chapter. ***Members may include additional and/or different policies that relate to their specific organization, but such policies may be no less restrictive than those presented by DSUSA, or as otherwise required by law.***

DSUSA has developed [policy templates for members](#) just entering the process and who need help getting started.

Members with existing policies can check them against the listed requirements above. If they meet the minimum standard, please submit a written copy to DSUSA for review.

Required Policies

Each Disabled Sports USA chapter is responsible for creating their own policies and procedures to ensure the safety of their participants, volunteers, and employees.

A list of policies DSUSA requires all Member Organizations to have in place and resources to create and modify policies can be found in the [Resource Library](#).

STANDARD OF CONDUCT

Member organizations must have a Code of Conduct in place, and may use DSUSA Templates provided in the [Resource Library](#) or develop their own code of conduct as long as it meets the following minimum standards:

- **Staff/Volunteer Code of Conduct**
 - Mandatory paperwork needed for participation
 - Outline personal conduct guidelines
 - How to communicate on behalf of company (in person & social media)
 - Employment environment
 - Policies on discrimination, harassment, bullying
 - Employment Practices and Affirmative Action
 - Protocol for staff participation in activities while on the job
 - Protocol on relationships (staff and participant, between staff members, etc.)
 - Protocol on use of substances while on the job
 - Protocol for emergency procedures
 - Protocol for grievances
 - Outline any consequences for breaking the code of conduct and future participation

- **Participant Code of Conduct**

- Mandatory paperwork needed for participation
- Outline acceptable behavior in and out of programming
- Policy on discrimination, harassment, bullying
- Protocol on use of substances while participating in activities
- Protocol for emergency procedures
- Outline any consequences for breaking the code of conduct and future participation

INSURANCE

All member organizations must carry Commercial General Liability Insurance in an occurrence format in an amount of no less than \$1,000,000 per occurrence and \$2,000,000 per annual aggregate with no “participant or spectator exclusions”, covering liability arising out of premises operations, personal and advertising injury, products-completed operations, contractual liability and independent contractors.

A Certificate of Insurance evidencing proof of all insurance required and naming Disabled Sports USA, Inc. (DSUSA) as an Additional Insured must be furnished to DSUSA annually at time of policy renewal.

Members at the **Chapter – Platinum** and **Adaptive Club – Gold** levels are eligible to apply to participate in the Disabled Sports USA’s Group Insurance Program, offered by American Specialty & Risk Services and Great American Insurance Company.

DISABLED SPORTS USA INSURANCE PROGRAM POLICIES OFFERED

[Commercial General Liability Insurance Policy](#) and [Excess Liability Insurance](#)*

[Directors & Officers \(D&O\) and Employment Practices \(EPL\) Liability Insurance](#)

For more information about DSUSA’s Group Insurance Program, please contact Ryan Semke at rsemke@dsusa.org.

**Chapters participating in DSUSA’s Group Insurance Program may also purchase supplemental policies such as [Liquor Liability](#), [Non-Owned Hired Auto](#) and [Inland Marine](#) insurance at an additional cost.*

INFRACTIONS AND DISCIPLINARY ACTIONS

INQUIRY PROCESS

DSUSA has a mechanism by which to respond to public feedback on members, and will follow up accordingly. Adverse feedback may result in an inquiry to ensure that standards are being met. Reports will be kept confidential to the extent possible.

DUE DILIGENCE

DSUSA may request copies of documents to ensure that member organizations meet the criteria of a membership as relates to the standards of capacity, competence, and financial accountability. These documents include but are not limited to the following: proof of state of incorporation registration, IRS determination letter, insurance, a certificate of insurance naming Disabled Sports USA as an Additional Insured, annual IRS filing, and/or official name change.

The Principal Contact must notify DSUSA immediately of any change in member organization's status or operations.

TERMINATION OF MEMBERSHIP

Member organizations shall abide by the requirements outlined in this their Membership Agreement. DSUSA may terminate this Agreement if member organizations fail to meet the outlined responsibilities, and is therefore not in good standing.

DSUSA will provide member organizations notice with 30 days to meet the specified terms prior to the effective date of termination.

RENEWAL

Renewal reminders will be sent annually in June, and will include the following:

- Dues invoice
- Membership Agreement
- Member Handbook
- Member Survey link

Members are not required to apply to renew membership, but will be expected to review the materials above, and comply with any related instructions.

If a member organization would like to change their level of membership, they must contact the Chapter Services Manager, Kyleen Davis at kdavis@dsusa.org or 240-268-0237.

GRACE PERIOD

Member organizations are extended a 90-day grace period following the current membership date to renew their membership. A member who completes the membership renewal process during this time frame maintains the original membership join date and remains eligible for longevity programs and other tenure-based benefits. After the 90-day grace period a member can rejoin the organization and receives a new join date.

The grace period is the amount of time after a membership expires and before a payment is made. During this time the member continues to receive benefits. When the grace period expires, if the member has not renewed, the membership is changed to inactive.

