



2019 ORIENTEEING USA MEMBER CLUB CHARTER RENEWAL

Orienteeing USA club charters run on a calendar-year basis and are now due for renewal. To renew for 2019, complete this form and return it with the required fees and documentation by **February 1, 2019**. If you fail to meet this deadline, your club will not be covered by the Orienteeing USA liability insurance until your charter renewal is received. **Please read all of the enclosed instructions.**

Regular Clubs: A Regular Club must have a minimum of five Orienteeing USA members claiming primary membership with the club. A Family membership counts as 2 members. For club group memberships (school, scouts), count every member of the group who uses club membership benefits. If your club has less than five Orienteeing USA members, you will need to include membership applications or charter as an Associate Club.

Associate Clubs: An Associate Club need not have a minimum number of Orienteeing USA members. If the Club has 8 or more Orienteeing USA members who claim primary membership with the club (counting as in the Regular Club section above), the club can only apply for Regular Club membership.

Club Name: _____

Type of Club (Check One): Regular _____ Associate _____

Is club incorporated? Yes / No _____ Which state? _____

Current IRS exemption type 501(c) _____ -or- Other _____

Club Contact Information for OUSA Website and ONA:

Club Web URL:

Email:

Phone:

Contact Information for OUSA Business (Rechartering, AGM delegates, etc.):

Preferred method of contact (check one): US mail _____ E-mail _____

Name, position in club and address if US Mail:

Name(s), position(s) in club and email(s) if Email:

Contact Information of SafeSport Representative: Please read the enclosed letter from Barb Bryant, VP Youth Initiatives. Each club must have at least one representative who has taken the SafeSport training. This is strongly recommended this year and will be mandatory beginning with the 2020 rechartering.

Name and contact (email and/or phone number) of SafeSport representative:

Charter Fees

Orienteering USA bases club charter fees on 3 factors: 1) a flat recharter fee of \$20, 2) total starts, and 3) total primary club members. Your counts must be actual, not estimated, and may be audited.

- **Re-charter fee** \$ 20.00
- **Total Starts** in 2018 at club events (see instructions enclosed) _____ x \$ 1.50 = + _____
- **Total primary members** in your club as of *December 15, 2018*, including OUSA and non-OUSA members (counting family memberships as two):
 _____ multiplied by either
 \$3.50 (Regular Clubs & Associate Clubs in Orienteering USA 4 yrs or more) + _____
-or-
 \$2.00 (Associate Clubs in Orienteering USA 3 yrs or less) (or) _____

Equals total amount due (total starts fee, re-charter fee and club memberships fee) = \$ _____

Mail form & fees to Orienteering USA, c/o Sandy Fillebrown, 824 Scotia Rd., Philadelphia, PA 19128.
Make checks payable to "Orienteering USA" or "United States Orienteering Federation" (no acronyms please).

Alternatively, you may submit your paperwork electronically. If you would like to do this, please send an email to contact@orienteeringusa.org for more information.

Start Statistics: Please provide the following information:

How many total days of local events in 2018? _____

How many total days of NREs (national ranking events—formerly known as “A” meets) in 2018? _____

Was one of these NREs an event where no sanctioning fees were paid? _____

Count the total number of Local orienteering events and starts, by type, hosted by your club during 2018:

Number of Events: Foot O _____ Ski O _____ MBO _____ Trail O _____ Other _____

Number of Starts: Foot O _____ Ski O _____ MBO _____ Trail O _____ Other _____

2019 Orienteering USA Club Charter Renewal Notes and Requirements

Charter Renewal Fee Structure

Orienteering USA Charter renewal fees have 3 components:

- A re-charter fee (flat \$20)
- A Club Dues component based on Local club event starts.
- A Club Dues component based on the number of club memberships.

How to Count Starts

For the calculation of the Club Dues component based on starts, you will need to go to your club records and do an actual count from either your starts or results lists. No estimates! Starts should be totaled for every club-sponsored event in 2018 which generated a start, finish, results or entries list. For each event use one of the following methods:

- Anyone running a course individually counts as one Start. A group of people running together with one result counts as one Start. Clubs should report the number of Starts by counting them off of the results or start lists.
- Each entry fee received for races held on the same day at the same venue counts as one start. If separate entry fees are available for separate races, then each race must be counted separately.

Also, note the following:

- National Event competitive starts are not included in this reporting requirement, as they are covered separately through national ranking event Sanctioning fees. However, non-competitive (recreational) Starts at national events are included in this reporting requirement as are competitive starts at a national ranking event that did not pay sanctioning fees.
- Exception: Events whose entire gross receipts are donated to Orienteering USA (for example, fundraisers for the U.S. Team) are exempt from this reporting requirement. If the receipts are split between the club and Orienteering USA, all Starts must be counted.
- Accuracy will be expected and counts may be audited. It's a good idea to document your count.
- Please notice the tabulation of both event **and** start totals by type (foot, ski, etc).

How to Count Club Memberships

For the calculation of the Club Dues component based on club memberships, count your club members as of December 15, 2018, counting family memberships as two members. If you have a group membership (school, scouts, etc.), you must count every member of the group who uses his/her club membership benefits, such as receiving a member discount at a local meet.

IRS Compliance

In addition to fees, the Orienteering USA Board of Directors is monitoring clubs' compliance with Federal law regarding IRS exempt organization status. Each club which does not have a current IRS exempt organization determination letter on file with Orienteering USA is required to submit a Non-Profit Status Report (enclosed) signed by 2 club officers. If your IRS status has changed since you filed a copy of your 501(c) determination letter, please inform Orienteering USA.

If you have any questions or need help, please e-mail contact@orienteeringusa.org.

Please email or mail forms and make payment by February 1, 2019. Mailing address:

Orienteering USA
c/o Sandy Fillebrown
824 Scotia Rd.
Philadelphia, PA 19128

For a list of Orienteering USA members claiming primary membership with your club, please let us know at contact@orienteeringusa.org and we will be happy to email the list.

We thank you for your membership. Have a great 2019!



December 1, 2018

Dear Orienteering Club leaders,

The Orienteering USA Board voted on Thursday, November 29, 2018 to update its Abuse and Misconduct policy. Previously, the code of conduct was laid out in the Junior Safety Handbook published in 2015 and available on our website. However, there were three main reasons to create a separate policy:

- The code of conduct applies to everyone in our community, not just juniors.
- A new federal law specifies mandatory reporters in sports organizations like ours.
- The same law requires training in prevention and reporting of abuse for people who regularly interact with children in our programs.

What do you need to know about our new policy at the club level?

The policy is available here: <https://tinyurl.com/ousa-safety-2018>

1. **Any adult who is authorized to interact with a minor or amateur athlete** at a sanctioned event is a mandatory reporter of suspected child abuse.
 - a. Adults authorized to interact with minor athletes include coaches, chaperones and event workers.
 - b. The authorizing organization is Orienteering USA. Each club should also assess whether it is directly covered by the federal law, which applies to “an amateur sports organization that participates in interstate or international amateur athletic competition”
 - c. An example of a sanctioned event is an OUSA-sanctioned National Ranking Event hosted by a club. The word “event” is broadly defined by federal law, to include travel, lodging, practice, competition, and health or medical treatment.
 - d. What reporters need to do is simple: **If you learn of facts that give reason to suspect that a child has suffered an incident of child abuse, you report it within 24 hours to the state reporting number. Abuse includes sexual, physical and emotional abuse. State hotline numbers are available at www.childwelfare.gov**
 - e. Clubs should make this information known to all mandatory reporters. I recommend including a reminder in event worker communications and in waivers.
2. **Everyone must follow our Code of Conduct** at Orienteering USA sanctioned activities, including national ranking events sanctioned by OUSA. The Code states that sexual, physical, and emotional misconduct is prohibited. The new Policy defines those terms. We are putting into writing what I think we all agree on: that we hold each other to high standards when it comes to how we treat each other. Clubs need to take no action other than to be aware that the Code exists and where it applies.
3. **At least one representative from each club must take the Safe Sport training.** The training is an online course that is free for OUSA members, and takes about 90 minutes to complete. Instructions are available at the OUSA website. You fill out a form to get an account, and send in your certificate of completion when you are done. We feel it is important for the clubs to have at least one person familiar with the definitions of various types of misconduct.

Thank you for your help in keeping our community a safe and supportive environment for all participants!
-- Barbara Bryant, VP Youth Initiatives, OUSA

Orienteering USA Chartered Club Non-Profit Status Report

Clubs who do not have a 501(c) determination letter on file at the Orienteering USA Accounting Office must file this report along with your Orienteering USA Charter Renewal.

Club Name _____

Please answer all questions.

Question #1

Is a copy of the club's current IRS exemption determination letter enclosed? Yes No

-OR-

If currently in the process of applying for exempt status, is a copy of the IRS receipt or application letter enclosed? Yes No

Question #2

Current IRS exemption type 501(c) -or- Other _____

Question #3

Did the club file an IRS Form 990, 990-EZ or 990-N for 2016? Yes No

If you answer "No" to either Question #1 or Question #3, attach a report of your club's progress in complying with the IRS requirements for applying for tax exempt status and/or filing annual reports,

Signature of 2 Club Officers Required

Signature _____ Date _____

Print Name _____

Position _____

Signature _____ Date _____

Print Name _____

Position _____