

US SAILING Keelboat Sailing School Accreditation Application



(APPLICATION TO ISSUE US SAILING KEELBOAT STUDENT CERTIFICATIONS)

Name of applicant (hereinafter referred to as "School"):

Physical address: _____

City, State & ZIP: _____

Telephone: _____ FAX: _____

Mailing address: _____

City, State & ZIP: _____

Email address: _____

Web Site address: _____

Name and title of principal contact: _____

Address: _____

City, State & ZIP: _____

Please provide the following documentation and information needed to review your Keelboat School Application. A school's application must include documentation or certification of the following:

Provide a check made out to US SAILING for the \$125.00 organizational membership fee if not already a member. (Guideline 1)

Enclose/attach the name(s) and member number(s) of US SAILING Basic Keelboat Instructors* in the school. At least one certified Instructor must be employed by the school. List any additional instructors on a separate piece of paper entitled Schedule A. (Guideline 4)

Instructor(s) Name	Membership #	Certifications

** A current US SAILING instructor is defined as one who has taken and passed the Basic Keelboat Instructor Evaluative Course, their membership and instructor status are current (note: Instructors need to *recertify* their instructor certifications every three years to remain current). The office requires a current copy of their First Aid and CPR cards on file. Missing any of these components means the instructor is not certified and needs to contact the Training Office to update.

Please list all vessels you intend to use for US SAILING certification courses and the certification level for which they will be used. (Guideline 5A)

Boat(s)	Fleet size	Length	Course Use

Additional boats can be listed on a separate piece of paper entitled Schedule B.

Evidence of owning or renting a facility. (Guideline 10 A-D)

Proof of having been in business as a professional sailing school for at least one year. (Guideline 11)

Lesson plans and course syllabi. (Guideline 12)

Copies of state business license and federal ID tax numbers. (Guideline 13)

Insurance documentation. (Guideline 14)

Certificate of Insurance, which complies with all required elements in *INSURANCE GUIDELINES* and states “Students are covered while aboard boats owned, chartered, or leased by the school.”

US SAILING is to be identified as an Additional Insured. A new Certificate of Insurance should be supplied to US SAILING at every renewal.

A check made out to US SAILING for \$300.00 for the program fees. (Guideline 6)

Photographs of office, classroom, docks and boats. (Guideline 10)

A principal of the School must sign the following statement, acknowledging agreement to the terms, conditions and rules as found in the Guidelines for the US SAILING Keelboat Certification System and attesting to the veracity of the information enclosed in this application.

Date _____

Signed _____

Print name _____

Title _____

IMPORTANT: Submitting this application does not guarantee your school has been officially accepted by the US SAILING Training Department. Until your school has been officially accepted (in writing from US SAILING), you may not imply verbally or in any advertising and/or promotional items that your school is a US SAILING certified school or offers student level certification.

US SAILING Keelboat Sailing School Accreditation Application Guidelines

(These Guidelines are excerpted from the controlling document, *Guidelines for the US SAILING Keelboat Certification System*.)

SAILING SCHOOL REQUIREMENTS

The current guidelines for participation in the Keelboat Program include:

1. School must be a member organization of US SAILING. If not already a current US SAILING member organization, include a check made out to US SAILING in the amount of \$125.00, U.S. funds, for the annual organization dues.
2. Certifying schools agree to the terms, conditions and rules as found in the Guidelines for the US SAILING Keelboat Certification System. School owner must sign a complete this US SAILING school application.
3. Upon acceptance of application, School is subject to a physical site inspection at least once every three years by US SAILING, which includes standard items found in the KEELBOAT CERTIFICATION SYSTEM “site inspection checklist”.
4. All instructors who teach courses leading to student certification must be US SAILING certified to the level of the course they are teaching. They must be certified within one year of their first hire date or within one year of the acceptance of the School as part of the Keelboat Certification System, whichever comes later. See Guidelines for the US SAILING Keelboat Certification System for complete details.
 - a. A School must have at least one lead instructor, US SAILING Certified, in order to be accepted as part of the Keelboat Certification System and in order to issue Basic Keelboat certification. All lead and regular instructors must be at least 18 years of age. Minimum certification is the Basic Keelboat Instructor Certification. Include in this Application the names of all US SAILING Certified Instructors on staff, their levels and their membership numbers.
 - b. Within one year of the time that any instructor(s) joins your staff as an instructor, said instructor(s) who teach courses towards US SAILING certification must be certified to the certification level to which they will be teaching. In the meantime, these instructors must be members of US SAILING.
5. Proof of access to at least one boat: if owned by School, copy of the documentation or state registration. If chartered, copy of the charter contract. Acceptable boat parameters are outlined below.

For purposes of the Keelboat Program, Basic Keelboat through Bareboat Cruising, appropriate vessels shall be defined as:

- a. For the **Basic Keelboat** course: A conventional mass-produced commercial Marconi sloop-rigged vessel between the lengths of 18-27 feet, which includes a ballasted keel sufficiently weighted by manufacturer’s design to be self- righting in normal operating conditions and with standard suit of non-flying sails. The cockpit must be self-bailing and/or have positive flotation, and the vessel must have lifelines. The vessel must be tiller steered. Auxiliary propulsion is not a requirement for vessels used in the Basic Keelboat course. Where applicable, all USCG requirements and all other statutory requirements must also be met, and a USCG Auxiliary courtesy exam is recommended.

- b. For the **Basic Cruising** course: A conventional mass-produced commercial Marconi sloop rigged vessel between 23 – 35 feet, which includes a ballasted keel which is sufficiently weighted by manufacturer’s design to be self-righting in normal operating conditions and with standard suit of non-flying sails. The cockpit must be self-bailing, and the vessel must have lifelines. The vessel may be tiller or wheel steered. Auxiliary power is required, and may be either outboard or inboard diesel powered. Where applicable, all USCG vessel requirements shall also be met, and a USCG Auxiliary courtesy exam is recommended.
 - c. For the **Bareboat Cruising** course: A conventional mass-produced commercial Marconi-rigged sloop or a ketch-rigged vessel between 35 and 45 feet, which includes a ballasted keel which is sufficiently weighted by manufacturer’s design to be self-righting in normal operating conditions and with standard suite of non-flying sails. The cockpit must be self-bailing and/or have positive flotation, and the vessel must have lifelines. The vessel must wheel steered. Inboard diesel auxiliary power is required. Where applicable, all USCG vessel requirements shall also be met, and a USCG Auxiliary courtesy exam is recommended.
6. All schools are billed \$300 annually towards expanded marketing and advertising efforts and the school quality and compliance programs.
- Annual fees thereafter:
- o Annual school membership dues for US SAILING (currently \$125.00) billed yearly from the US SAILING Membership Department.
 - o Assessed KEELBOAT annual program fees (per school or branch) to cover periodic site inspections, advertising co-op programs and other assessments made from time to time by the Commercial Sailing Committee (currently \$300.00 a year). An invoice is mailed to you each January for these fees.
7. Any school can order US SAILING instructional materials, but only schools that issue US SAILING certification may purchase certification packages and tests. Packages include all student level materials. Tests and answer keys must be purchased separately from US SAILING packages.
8. Each school must have adult keelboat sailing education as its primary focus. The Keelboat Certification materials are produced for an adult-age audience.
9. Any school that declares bankruptcy, or violates any of requirements or terms specified in the Guidelines of the US SAILING Keelboat Certification System, can be terminated with 30 days written notice.
10. Evidence of owning or renting a facility, a point of contact, accessible to the public. Provide a written description of the facility listing all its benefits to the sailing student and a photograph of each aspect of the facility used by the student. The facility shall include:
- a. A building that houses the business offices for the school
 - b. A classroom suitable for conducting classes – see quality inspection list for examples
 - c. A boat, adequate to properly conduct the requirements for US SAILING Certification, which is within a commercial environment marina that offers commercial services to the boating public. See definition of appropriate vessel types in section 5 of this application.
 - d. Other entities such as yacht clubs, marinas, sailing clubs, community colleges or centers, etc., which cater to the boating public.
11. Proof of having been in business at least one year (such as certificate of incorporation, the actual telephone yellow page listing - no photocopy - with the cover showing the year, or any actual advertisement that shows the date of the ad such as a newspaper page).

12. Lesson plans, course syllabi, and the overall program curriculum (in the case of multiple levels of certification) for all certification courses must be supplied for approval.
13. Schools must submit copies of state business license and federal ID tax numbers with their application.
14. Schools must attach copies of a Certificate of Insurance covering **all** of the items under item A below.

INSURANCE REQUIREMENTS:

- A. A certificate for a \$1,000,000 Protection and Indemnity (P and I) including Jones Act coverage from an insurer with a minimum Best rating of A-Minus or better for a minimum of \$1,000,000 primary Protection & Indemnity Liability (P&I) including:
 - i. ___ Jones Act coverage
 - ii. ___ General Liability
 - iii. ___ Statutory limits for Worker’s Compensation
 - iv. ___ \$500,000 Employer’s Liability: The comments section of the Certificate shall state that students are covered while aboard boats owned, chartered or leased by the School.
- b. The Protection and Indemnity insures the sailing school against losses by students, in or out of the vessel, while on the water during a training course.
- c. The Jones Act requirement protects the sailing school against claims because of injury, death, or damages sustained by the sailing instructor while on the water.
- d. The primary P&I must cover students on boats chartered or leased by the school. To be submitted with school application.
- B. \$1,000,000 General Liability: This protection is limited to \$1,000,000 for a single incident of bodily injury or property damage, primarily over land, in a claim against the sailing school by a sailing student or member of the general public.
- C. Statutory Limits for Worker’s Compensation with Employer’s Liability Limits at \$500,000. This protects the sailing school against worker’s compensation claims by instructors, as employees, while performing their duties primarily over land or on the docks.
- D. Under the comments section of the Certificate of Insurance, it must be stated “Students are covered while aboard boats owned, chartered, or leased by the school.”
- E. The insurance company must carry a minimum Best Rating A- or be Lloyd’s of London (unless this requirement is specifically waived by US SAILING in writing).
- F. US SAILING is to be identified as an Additional Insured. This requirement is necessary if we are to implement the inspection and certification of sailing schools under the US SAILING Association.