ADAPTIVE ENDORSEMENT COURSE
HOST CHECKLIST

BOATS AND EQUIPMENT:
_____ Ideally, one Keelboat (or stable centerboard boat available for every three candidates (14-24 ft., sloop-rigged, tiller or joystick steered)
_____ Twelve 2 ft. lengths of line for knot-tying
_____ One safety boat (ideally center console that can tow a boat if necessary)

COURSE PREPARATION:
_____ Procedures for emergencies at site location
_____ Check condition of equipment before course (equipment in good condition is key to hosting a successful course – please be sure that boats are in good shape)
_____ Check condition of equipment after course; arrange for repair of any damage

ON-SHORE FACILITIES:
_____ Reservation of “classroom”; well-lighted and ventilated for classroom purposes
_____ Chalkboard with chalk and eraser or whiteboard with dry markers in 3 colors (board should be a minimum of 4’x6’) or flipchart with “stick up” pages
_____ Table and chairs for each participant plus several extra chairs
_____ LCD projector and screen (really helpful but not deal breaker)
_____ Restroom facilities nearby
_____ A Hoyer-type lift and/or transfer box (if at all possible on site)

MISCELLANEOUS:
_____ Arrangements for low cost lunches so participants can purchase (or bring their own) and eat together at course site
_____ Site to provide materials for building a transfer box on site during the course (according to provided plans from US Sailing) along with the tools to construct it.