

**US Sailing  
Community Sailing Center  
Accreditation Program**



**Guidelines & Application**

# INTRODUCTION

With hundreds of community sailing programs in the US Sailing database, the Community Sailing Center Accreditation Program identifies and accredits those community sailing programs that offer the highest level of boating education and public access across the United States. By accrediting programs that only meet these high standards, as set forth in the application process, the Program aims to offer a national standard for community sailing programs. Accredited programs use US Sailing certified instructors, have detailed emergency and safety procedures, use curricula that meet US Sailing's teaching standards and have proper insurance.

Programs of all types (year-round or seasonal, youth or adult, etc.) can apply for accreditation, provided they meet the specific guidelines set forth by the Accreditation Application.

Organizations that have been accredited will be recognized nationally as the top community sailing programs and centers in the country. They will be featured in US Sailing's Community Sailing publications, networked with other accredited centers, receive regular communication from the US Sailing Accreditation Committee and will assist in mentoring newer programs into the Accreditation program. Accredited Centers can also participate in the governing process that molds, shapes and improves the quality and reach of our programs, by being involved with the Community Sailing Committee.

Please note that US Sailing accredits Keelboat Sailing Schools in addition to Community Sailing Centers. Both require different accreditations and a center meeting both terms, would apply for each accreditation separately.

The Accreditation process does not have prerequisites for the types of boats that an organization uses, nor is there a limitation on what age groups that they must teach. **Each program is expected to use boats that meet minimum safety requirements and in their educational programs are required to use curricula that accomplish the skills listed in the US Sailing Little Red Books.**

## **YOU'RE INVITED TO PARTICIPATE**

In addition to all the benefits your community sailing program will receive, you are invited to participate fully in the governing process that continually molds, shapes, and improves the quality and reach of our programs. While US Sailing could simply be viewed as another vendor designed to supply you with the materials, credentials and support that you need, we encourage all programs to get involved with the organization through service on the Community Sailing Committee.

## **THE EVOLUTION OF US SAILING**

Serving sailors since 1897 under the names of NAYRU and USYRU, the organization changed its name to US Sailing, to more adequately describe its broader role beyond the administration of sailboat racing.

US Sailing derives its charter from the Amateur Sports Act of 1978 passed by Congress, and in this role, is the National Governing Body (NGB) for the sport of sailing and regulates all levels of competition. However, US Sailing reaches far beyond the competitive level.

From training programs to community sailing outreach, US Sailing has worked to improve the sport and expand its accessibility to bring new people in at all levels of expertise through grassroots development programs.

The organization is strongly committed to quality instruction in order to produce quality sailors through a national training system. It is a network of instructors, program organizers and some of the best sailing experts in the world. Last year alone, US Sailing trained over 1,600 new instructors across the country in dinghy, keelboat and windsurfing instructor courses.

And over the last decade US Sailing has been actively involved in the development of community sailing programs making sailing more available, safe and fun. This program has proven to be extremely successful.

Today, US Sailing focuses all aspects of recreational sailing, and continues as a non-profit organization with a mission to serve all sailors.

Directly speaking to the relationship between US Sailing and Community Sailing Programs, US Sailing sees the Accreditation Program as a means to benefit both sailors and programs in the following areas:

- Increase the use of national small boat sailing educational standards for instructional programs, instructors, students and sailors.
- Provide a training system that enforces consistent standards of quality and promotes and supports reciprocity among programs in the U.S.
- Offer Instructor and Instructor Trainer certification as well as continuing education opportunities.
- Issue student and instructor certifications.
- Publish superior quality instructor manuals, student books and other teaching materials to support the program.
- Maintain a national database for student certification records.
- Help sailing programs in their efforts to offer successful opportunities for people to experience the joys and challenges of sailing.
- Encourage continued participation in the sport.
- Foster awareness of the importance of boating safety.
- Work with industry manufacturers to support community boating programs in the U.S.
- Work with other marine industry organizations to stimulate more people to come into sailing and foster cooperative efforts to benefit the entire industry.

# COMMUNITY SAILING ACCREDITATION PROGRAM REQUIREMENTS

The current guidelines for application in the US Sailing Community Sailing Center Accreditation program include:

1. Center 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 for the current annual organization dues.
2. Center must be either a 501(c)3 or corporation open to the general public without discrimination based on any protected class status. This clause may not be interpreted to halt any center from refusing to serve persons deemed inappropriate, dangerous, or incompatible with teaching, learning or community sailing. Military sailing programs are exempt from this requirement.
3. Accredited Centers agree to the terms, conditions and rules as found in the US Sailing Community Sailing Accreditation Guidelines. A center principal must sign and complete this US Sailing Community Sailing Center Accreditation application.
4. Upon acceptance of application, Center is subject to a physical site inspection and ongoing visits by US Sailing representatives. Such inspection includes but is not limited to standard items found in the US Sailing Community Sailing Center Accreditation Program site inspection guidelines. Site visits are performed on a case by case basis and may not be a mandatory part of the Accreditation application for some centers. However, a site visit may occur if a US Sailing representative is not familiar with your program.
5. All instructors who teach courses leading to student certification must be US Sailing certified to the level of the course they are teaching. See the complete US Sailing Community Sailing Center Accreditation Guidelines. The Center must employ US Sailing certified instructors for their teaching and supervisory staff, or instructors certified by their own nation's National Organizing Committee. (As per US Sailing requirements that a certified person be in charge of classes on the water, but not excluding non-certified instructors working with or under the supervision of the certified instructor.) All lead instructors must be at least 18 years of age.

6. A Center must have at least one lead instructor, US Sailing Certified, in order to be accredited. All lead and regular instructors must be at least 18 years of age. Minimum certification is Small Boat Level 1 Instructor certification. Include in this application the names of all US Sailing Certified Instructors on staff, with levels and membership numbers.
7. Fee Structure:
  - Annual organizational membership dues for US Sailing billed yearly from the US Sailing Membership Department.
  - Annual Community Sailing Center Program Accreditation fee (currently \$200.00).
    - Any Center that declares bankruptcy, or violates any of requirements or terms specified in the US Sailing Community Sailing Accreditation requirements, can be terminated with 30 days written notice.
    - Provide evidence of owning or renting a facility with a point of contact that is 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 structure that houses the business offices for the center.
      - A classroom suitable for conducting classes – see site inspection guidelines for examples
      - Other entities such as yacht clubs, marinas, sailing clubs, community colleges or centers, etc., which cater to the boating public.
8. 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).
9. Centers must submit copies of :
  - Emergency and Safety Procedure and Protocols
  - Liability and Injury waivers.
  - State business license and federal tax ID numbers.
  - Lesson plans, course syllabi, and the overall program curriculum (in the case of multiple levels of certification) for all certification courses.
10. Centers must attach copies of a Certificate of Insurance satisfying *all* of the items under Insurance Requirements.

11. The organization's evaluation criteria must meet or exceed standards found in the US Sailing's Little Red Book, which stipulates boats to be used are defined as dinghies, keel and centerboard daysailors and multihulls that are generally under 20 feet and without live-aboard accommodations. Proof of access to at least one boat: if owned by center, copy of the documentation or state registration. If chartered, copy of the charter contract.

## **INSURANCE REQUIREMENTS:**

1. 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:
  - Jones Act coverage
  - General Liability
  - Statutory limits for Worker's Compensation
  - \$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 Center.
  - The Protection and Indemnity insures the Sailing Center against losses by students, in or out of the vessel, while on the water during a training course.
  - The Jones Act requirement protects the Sailing Center against claims because of injury, death, or damages sustained by the sailing instructor while on the water.
  - The primary P&I must cover students on boats chartered or leased by the Center. To be submitted with Center application.
2. \$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 Center by a sailing student or member of the general public.
3. Statutory Limits for Worker's Compensation with Employer's Liability Limits at \$500,000. This protects the Sailing Center against worker's compensation claims by instructors, as employees, while performing their duties primarily over land or on the docks.
4. 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 center."
5. 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).

6. 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 centers under US Sailing.

## **IMPLEMENTATION & OVERSIGHT**

Every program will be reviewed on a variable schedule based on the history, performance and survey results of the program. For details on what criteria programs will be reviewed on, please reference the document "Quality Assurance Assessment."

An independent observer must review the application package of every program that wishes to become a US Sailing Accredited Community Sailing Center at the time of application. Site visits may be scheduled at this time.

- Programs meeting the US Sailing requirements at a level of Excellent may be reviewed every three years.
- Programs that are meeting the US Sailing requirements at a level of Satisfactory may be reviewed every two years.
- Programs that are meeting the US Sailing requirements at a level of Acceptable may be reviewed every year until they are at least Satisfactory for two consecutive years.
- Programs that are not meeting the US Sailing requirements at a level of Acceptable will be considered probationary and be reviewed again in a time dependent on the problems (e.g. missing insurance should only take a few days to correct, missing Level 1 instructors could take months). No program may be probationary for more than two years.
- Accreditation shall be revoked from programs rated at the probationary level for two consecutive years.



# Community Sailing Center Accreditation Application

## I. General Organization Information

Date: \_\_\_\_\_

Name of applicant (*hereinafter referred to as "Center"*): \_\_\_\_\_

US Sailing Organizational member number: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City, State & ZIP: \_\_\_\_\_

Physical address: \_\_\_\_\_

Email address: \_\_\_\_\_

Website address: \_\_\_\_\_

Name and title of principal contact: \_\_\_\_\_

Address (*if different*): \_\_\_\_\_

City, State ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

## II: Facilities & Equipment

| Sailboat(s)/Safety Boats | Fleet size | Length | Course Use |
|--------------------------|------------|--------|------------|
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Please list all vessels/fleets you intend to use for sailing courses. Additional boats can be listed on a separate piece of paper entitled *Schedule A*.

- Photographs of office, classroom, docks, safety boats, sailboats and storage facilities (for boats and equipment).
- Include evidence of renting or owning a facility.
- Proof of having been in business for at least one (1) year. If this provision has not been met, additional documentation might be required.

**III. Staff Information**

List/Attach the name(s) and member number(s) of US Sailing Small Boat Level 1 certified Instructors\* in the center. At least one certified Instructor must be employed by the center. List any additional instructors on a separate piece of paper entitled *Schedule B*.

We also ask that you indicate any additional US Sailing Certifications that your instructors have (example: Level 1 Instructor Trainer, Keelboat Instructor, Powerboat Instructor, etc.) and indicate what classes they teach in your organization.

| Instructor Name | Membership # | Any Additional US Sailing Certifications | Classes taught |
|-----------------|--------------|--|----------------|
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*\* A current US Sailing instructor is defined as one who has taken and passed the Small Boat Level 1 Instructor Course, their membership and instructor status are current (note: Instructors need to recertify their instructor certifications every three years to remain current).*

#### **IV. Educational/Safety Documentation**

- Lesson plans, course syllabi, and the overall program for all certification courses.
- Evaluation forms used for both students AND staff.
- Liability and Injury waivers.
  
- Emergency and Safety Procedure and Protocols (i.e. Emergency Action Plan)
  
- Please indicate if you utilize *US Sailing Red Book* in you programming\*\*?

*\*\*While the utilization of the US Sailing Small Boat Training programs is required for any classes that lead to US Sailing certification to be an accredited center, the use of the physical Red Book and Green Books for all classes is not.*

#### **V. Insurance and State/Federal Documents**

- Copies of state business license and federal ID tax numbers
- Insurance documentation. Certificate of Insurance, which complies with all required elements in *INSURANCE GUIDELINES* which states "Students are covered while aboard boats owned, chartered, or leased by the center."
- US Sailing is to be identified as an Additional Insured. A new Certificate of Insurance should be supplied to US Sailing at every renewal.

#### **VI. Additional Required Information**

- A check made out to US Sailing for \$200.00 for the annual accreditation fee.

A principal of the Center must sign the following statement, acknowledging agreement to the terms, conditions and rules as found in the US Sailing Community Sailing Center Accreditation Guidelines and attesting to the veracity of the information enclosed in this application.

**Print name** \_\_\_\_\_

**Title** \_\_\_\_\_

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

**IMPORTANT:** Submitting this application does not guarantee your Center has been officially approved by US Sailing or their agent. Until your Center has been officially approved in writing from US Sailing, you may not imply verbally or in any advertising and/or promotional items that your Center is a US Sailing Accredited Community Sailing Center.

Dear Applicant for US Sailing Accreditation Program:

Your insurance requirement needs to be arranged by your insurance broker. Please deliver this page, or a copy of this page, to your insurance broker so that your application can be approved as quickly as possible.

#### INSURANCE REQUIREMENTS:

1. \$1,000,000 Protection and Indemnity (P and I) including the Jones Act. 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. 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.
1. \$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.
1. 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.
1. Under the comments section of the Certificate of Insurance, it must be stated that **"Students are covered while aboard boats owned, chartered, or leased by the school."**
1. 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).
1. 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.