



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.