



## Host a Seminar or Continuing Education Event

### 1. Identify the Date, Host and Location

- a. The host organization must be a member of US Sailing.
- b. For approval and date selection, please contact your [Area Race Officer](#) (Race Management), [Regional Administrative Judge](#) (Judge) or [Glenn Oliver](#), Chair of the Umpires Committee.
  - i. *Advanced Race Management Seminars* also require the approval of [Jeff Johnson](#), Chair of the Race Officer Training Committee.
  - ii. *Advanced Judge Seminars* also require the approval of [Joe Krolak](#), Chair of the Judges Training Committee.

### 2. Identify the Instructor

- a. Your ARO, RAJ or the US Sailing Race Administration office can help you with this.
- b. You can find a list of US Sailing [certified instructors](#) on the US Sailing website.
- c. Instructors are volunteers, but the host organization should cover their expenses by building them into the registration fee.

### 3. Settle the Budget

- a. ***We strongly urge you*** to utilize our [seminar cost calculator](#) to determine as low a course fee as possible. Each participant, including certified Race Officials, register for seminars at their own expense. Seminars should not be viewed as a potential revenue source for the host. This calculator provides for both fixed and variable costs (US Sailing administrative fee, food, facility rental, instructor expenses, etc.).
- b. It's best to discuss this with the instructor before taking the next step. Some hosts prefer to absorb some of the seminar costs rather than pass them on to the participants – that's fine, but please make sure you are aware of what you will need to cover. US Sailing cannot reimburse additional expenses that are not included in the registration fee.

- c. If your host organization is an MVP program club, you may use your credits to offset the course fee. For details on how to do this, or to join the MVP program, please contact us at [info@ussailing.org](mailto:info@ussailing.org).

#### **4. Complete and Submit the Host Form**

- a. You will need to know your club's member ID, which can be found on the [Member/Organization Lookup](#) page.
- b. Once your [host form](#) has been submitted, the seminar will be posted within one business day and appear on our [seminar calendar](#).
- c. We recommend opening registration as soon as possible.
- d. Online registration closes on the Monday prior to the seminar @ 2355 (Eastern).
- e. Late online registration (incurring a \$25 late fee) closes on the Wednesday prior to the seminar @ 2355 (Eastern).
- f. Course packets are shipped via UPS on Tuesdays @ 1400. Both the organizer and instructor will receive the UPS tracking number.

#### **5. Online Registration**

- a. Registrants must be members of US Sailing.
- b. A discounted one-time only Special Introductory Membership is available to first-time members. To receive the \$10 discount, these new members must join through the seminar enrollment process.
- c. New members will receive their copy of *The Racing Rules of Sailing* within four to six weeks after registering.

#### **6. Register Early**

- a. This allows prospective participants to ensure that the seminar doesn't close due to having reached maximum capacity. This also allows time to prepare and get the full benefit from the seminar experience
- b. Walk-ins are permitted at the one day seminars; it is the responsibility of the organizer to make sure each walk-in is a member of US Sailing and properly registered onsite if they are not (forms are provided for this purpose). If you anticipate needing additional course materials for walk-in registrants, you may order these for \$7.50 per packet. Unused sets will be charged against the host club's reimbursement.
- c. Late online registration (including an additional \$25 late registration fee) is available for two days following the deadline for advanced seminars only; materials will be shipped overnight to the seminar location. Walk-ins are not permitted at advanced seminars.

#### **7. Optional Items for Purchase**

- a. While registering for the seminar, participants will have the opportunity to purchase optional items; these items are *optional* and are not required for the seminar.
- b. Orders are processed through the [US Sailing Store](#) and the items will be shipped directly to the registrant's designated delivery location.

## **8. Registration Confirmation Email**

- a. Registrants will immediately receive an email confirmation once they have submitted their registration form. This email contains links to [student materials](#).
- b. Often times, the student material language and link itself is overlooked. If so, they can [access these materials](#) directly from our website.

## **9. Course Roster**

- a. Only the instructor has received credentials to access the [course roster](#) due to members' privacy concerns.
- b. The instructor may, however, share the roster with the event organizer. Please treat the information as confidential.

## **10. Contact Participants**

- a. The organizer will email the participants about one week prior to the seminar with details and reminders as to where they can obtain key information.
- b. The instructor will email participants with all course-related information.
- c. Email templates are available on the [instructor's secure online site](#).
- d. Email addresses are available from the course roster.

## **11. Online Testing**

- a. Provided to each registrant; they will receive, via email, test information and the test link itself one day prior to the seminar. Testing opens at 1700 (Eastern) on the last day of the seminar.
- b. All Race Management seminars receive a 14-day test window; all Judge seminars receive a 28-day window. Please reinforce with participants that they must complete the test during the test window (think of it like protest time).
- c. Walk-in participants will be registered for the online test (and receive the 14/28 day window) after their registration form and payment have been received by US Sailing.
- d. The organizer is responsible for onsite registration and mailings to US Sailing.
- e. Online testing is optional, but mandatory for those folks seeking certification.

## **12. Test Scores**

- a. Will be posted to their SOARS account after the test period ended.
- b. Only the instructor will receive participants' test score.
- c. For retest policies, please contact [raceadmin@ussailing.org](mailto:raceadmin@ussailing.org).

## **13. Reimbursement**

- a. Following the seminar *and* all walk-in paperwork (if applicable) has been received by US Sailing, the organizer must complete the [Host's Request for Reimbursement](#).
- b. You can expect a reimbursement check 10-14 days after submitting this request.

## **14. Questions or Problems?** Please call (1-800-877-2451) or email ([education@ussailing.org](mailto:education@ussailing.org)).