



Adaptive Sailing Center Accreditation Program

Guidelines & Application

INTRODUCTION

According to the US Census Bureau report “Americans with Disabilities: 2010,” approximately 56.7 million people in the civilian non-institutionalized population have a disability. Additionally, US Paralympics has indicated that there are over 21 million physically disabled Americans, including active duty service members and veterans.

To address the needs of these individuals, US Sailing created the Adaptive Sailing Center Accreditation Program to identify programs that are offering high-quality, adaptive, programming. Programs of all types (i.e. both year round and seasonable; junior and adult, etc.) are eligible, provided they meet the specific guidelines set forth by the Committee for Sailors with Disabilities. Organizations that are recognized as US Sailing Adaptive Sailing Centers will enjoy increased recognition as one of the best facilities in the country. Additionally, the goal of the Adaptive Sailing Center network is to help formalize the level of instruction throughout the United States and create more opportunities for individuals with all types of disabilities. There are no prerequisites for the types of boats that an organization uses, nor is there a limitation on what specific population they work with. **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 through either the US Sailing Red Book or Keelboat Program.** Ultimately, the Adaptive Sailing Centers will provide students with a nationwide network of educational and competitive opportunities. The hope is that the individuality, and successes, of each organization will be recognized as part of the best adaptive sailing network in the country.

YOU'RE INVITED TO PARTICIPATE

In addition to all the benefits your 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 Committee for Sailors with Disabilities.

THE EVOLUTION OF US SAILING

Serving sailors since 1897 under the names of NAYRU and USYRU, the organization recently 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. In many situations sailing has been proven to increase the quality of life for those who participate and has taught individuals positive life lessons.

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 1,800 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 -- in fact, the number of community programs has increased from 200 to over 900!

So today US Sailing is about all aspects of recreational sailing, and continues as a non-profit organization with a mission to serve all sailors. The development of the Adaptive Sailing Center program speaks to the importance that US Sailing places on the growth of the sport in this area. US Sailing sees the Accreditation Program as a means to benefit both sailors and programs in the following areas:

- ❑ Increase the use of national 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 United States.
- ❑ 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 and create opportunities for more inclusive programming.
- ❑ Foster awareness of the importance of boating safety.
- ❑ Work with industry manufacturers to support community boating programs in the United States.
- ❑ Work with other marine industry organizations to encourage more people to come into sailing and foster cooperative efforts to benefit the entire industry.

ADAPTIVE SAILING CENTER ACCREDITATION REQUIREMENTS & RESPONSIBILITIES

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

1. Center must be a current 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 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 sailing education in general. Military sailing programs are exempt from the requirement of being open to the general public.
3. Centers agree to the terms, conditions and rules as found in the US Sailing Adaptive Sailing Accreditation Guidelines. A Center principal must sign a complete US Sailing Adaptive Sailing Center application.
4. Centers agree to offer sport/recreation programs for people with physical, visual or cognitive disabilities on a minimum of 40 days per calendar year. A “day” is considered any activity that lasts two (2) consecutive hours or more. A record of this activity is expected to be kept for the purposes of the Quality Assurance Assessment.
5. Centers agree to hold one adaptive sailing specific activity on an annual basis. Events such as a “Come and Try” day, or regatta will satisfy this requirement.
6. Upon acceptance of application, your organization is subject to a physical site inspection and ongoing visits by US Sailing representatives. The inspection includes but is not limited to items outlined in the Quality Assurance Assessment Guidelines
7. All instructors who teach courses leading to US Sailing student-level certification must be US Sailing certified to the level of the course they are teaching (for Keelboat certification, the Center must also be a current Accredited Keelboat School). 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.
 - a. A Center must have at least one lead US Sailing Certified Instructor, in order to be accredited. All lead and regular instructors must be at least 18 years of age. Minimum certification is either Small Boat Level 1 or Basic Keelboat Instructor certification. Include in this application the names of all US Sailing Certified Instructors on staff, with levels and membership numbers.
8. Fee Structure:
 - a. Annual organizational membership dues for US Sailing (currently \$200.00) billed yearly from the US Sailing Membership Department.
 - b. Annual Adaptive Sailing Center Program accreditation fee (currently \$200.00).

9. Any Center that declares bankruptcy, or violates any of requirements or terms specified in the US Sailing Adaptive Sailing Center Accreditation Guidelines, can be terminated with 30 days written notice.
10. 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. A structure that houses the business offices for the center.
 - b. A classroom suitable for conducting classes – see site inspection guidelines for examples
 - c. Other entities such as yacht clubs, marinas, sailing clubs, community colleges or centers, etc., which cater to the boating public.
 - d. All facilities must adhere to the Americans with Disabilities (ADA) Act. Details regarding the requirements can be found here: www.ada.gov/2010_regs.htm.
11. Proof of having been in business at least one year.
12. Centers must submit copies of:
 - a. Emergency and Safety Procedure and Protocols
 - b. Liability and Injury waivers.
 - c. State business license and federal tax ID numbers.
 - d. Lesson plans, course syllabi, student and instructor evaluations, and the overall program curriculum (in the case of multiple levels of certification) for all courses.
13. Centers must attach copies of a Certificate of Insurance satisfying *all* of the items under Insurance Requirements.
14. The organization's evaluation criteria must meet or exceed standards found in the US Sailing's Little Red Book.
15. 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.
16. *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 Center.
 - a. 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.
 - b. 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.

- c. The primary P&I must cover students on boats chartered or leased by the Center. To be submitted with Center 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 Center by a sailing student or member of the public.
- C. 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.
- 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 center."
- 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 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 committee will review the application package of every program that wishes to become a US Sailing Accredited Adaptive Sailing Center Accreditation Program at the time of application. A site visit 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.
- Accreditation shall be revoked from programs rated at the probationary level for two consecutive years.



Adaptive Sailing Center Program Accreditation Application

I. General Organization Information

Date of Application: _____

Name of Organization: _____

US Sailing Organizational member #: _____ Organizational EIN #: _____

Is your organization currently recognized through US Sailing in another area?

If yes, please provide details below and skip sections III- VI: Yes No

Community Sailing Center Accredited Keelboat School Powerboat School

Name and title of principal contact: _____

Street Address: _____

PO Box: _____

City, State & Zip: _____

Email: _____ Phone: _____

Fax: _____

Website address (with direct link to program site): _____

Date organization formed: _____

Organization corporate status and IRS designation: _____

List service area [county(s), city(s), town(s), park district(s), school district(s)]: _____

Population of service area: _____

Congressional district: _____

II. Programming/ Participant Information

1. Does your organization currently offer sport/recreation programs for people with PHYSICAL & VISUAL disabilities on a minimum of 40 days per calendar year? : Yes No
2. When did your organization first offer sport/recreation programs for people with PHYSICAL & VISUAL disabilities? (leave blank if N/A): _____
3. Does your organization currently offer sport/recreation programs for people with COGNITIVE disabilities on a minimum of 40 days per calendar year: Yes No
4. When did your organization first offer sport/recreation programs for people with COGNITIVE disabilities (leave blank if N/A)?: _____
5. What type of programming is offered by your organization?:
 Recreational Competitive Both
6. State the Mission of your organization. Please attach any promotional materials that specifically highlight your adaptive programming.

7. Does your organization currently offer sport/recreation programs for veterans or active duty military?
 Yes No In Future
8. What is your organization's current annual operating budget? _____
9. What is the current annual operating budget designated specifically for adaptive sailing? _____

10. Indicate type(s) and age range of persons with disabilities served:

Amputee	<input type="checkbox"/> Youth (17 and under)	<input type="checkbox"/> Adults (18 and older)
Autism	<input type="checkbox"/> Youth (17 and under)	<input type="checkbox"/> Adults (18 and older)
Blind/Visually Impaired	<input type="checkbox"/> Youth (17 and under)	<input type="checkbox"/> Adults (18 and older)
Cerebral Palsy	<input type="checkbox"/> Youth (17 and under)	<input type="checkbox"/> Adults (18 and older)
Down Syndrome	<input type="checkbox"/> Youth (17 and under)	<input type="checkbox"/> Adults (18 and older)
Dwarfism	<input type="checkbox"/> Youth (17 and under)	<input type="checkbox"/> Adults (18 and older)
Multiple Sclerosis	<input type="checkbox"/> Youth (17 and under)	<input type="checkbox"/> Adults (18 and older)
Spina Bifida	<input type="checkbox"/> Youth (17 and under)	<input type="checkbox"/> Adults (18 and older)
Spinal Cord Injury	<input type="checkbox"/> Youth (17 and under)	<input type="checkbox"/> Adults (18 and older)
Post-Traumatic Stress Disorder	<input type="checkbox"/> Youth (17 and under)	<input type="checkbox"/> Adults (18 and older)
Traumatic Brain Injury	<input type="checkbox"/> Youth (17 and under)	<input type="checkbox"/> Adults (18 and older)
Veterans		<input type="checkbox"/> Adults (18 and older)

Other (please specify youth and/or adult):

11. Is your organization a member of any of the following organizations:

BlazeSport America Club	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Disabled Sports USA Chapter	<input type="checkbox"/> Yes	<input type="checkbox"/> No
National Recreation & Park Association	<input type="checkbox"/> Yes	<input type="checkbox"/> No
United States Association of Blind Athletes Chapter	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Wheelchair and Ambulatory Sports USA Chapter	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Paralympic Sports Club	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Special Olympics Partner's Club	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other (please specify):		

III. Facilities & Equipment

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*.

Sailboat(s)/Safety Boats	Fleet size	Length	Course Use

- Photographs of office, classroom, docks, safety boats, sailboats and storage facilities (for boats and equipment).
- Photographs of any adaptive specific equipment (transfer boxes, hoists, boat modifications, dock accessibility, etc).
- 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.

IV. Insurance & 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.

V. Staff Information

- List/Attach the name(s) and member number(s) of US Sailing Small Boat Level 1 and/or Basic Keelboat certified Instructors* that are employed or volunteer for you . 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, Powerboat Instructor, etc.) and indicate what classes they teach in your organization.

Instructor Name	Membership #	Any Additional US Sailing Certifications	Classes taught

* A current US Sailing instructor is defined as one who has taken and passed the Small Boat Level 1 or Basic Keelboat Instructor Course, their membership and instructor status must current (note: Instructors need to recertify their instructor certifications every three years to remain current).

How many of your staff are Certified Therapeutic Recreational Specialists? _____

VI. Educational/ Safety Documentation

- Lesson plans, course syllabi, and the overall program for all certification courses.
- Evaluation forms used for students.
- Evaluation forms used for staff.
- Liability and Injury waivers.
- Emergency and Safety Procedure and Protocols (i.e. Emergency Action Plan).
- Please indicate if you utilize US Sailing Little Red Book or the Official Logbook in you programming?
 Materials we use: Red Book Official Logbook We don't use them

VII. Additional required information

- A check made out to US Sailing for \$200.00 for the annual accreditation fee.
- A check made out to US Sailing for \$200.00 for the organizational dues if not already a member.

A principal of the Center must sign the following statement, acknowledging agreement to the terms, conditions and rules as found in the US Sailing Adaptive 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 Adaptive Sailing Center.

Dear Applicant for US Sailing Certification 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.
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 school 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 school 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 that **"Students are covered while aboard boats owned, chartered, or leased by the school."**
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.

QUALITY ASSURANCE ASSESSMENT GUIDELINES

US Sailing Adaptive Sailing Center Accreditation Program

Definitions

1. The US Sailing Quality Assurance (QA) program is a required element of the operating standards for all accredited US Sailing Adaptive Sailing Centers. The QA program is conducted by appointed term and staff US Sailing representatives in the form of an evaluative inspection at the school's site of operation and facilities.

Purpose

2. The purpose of the Quality Assurance program is to self-impose the highest standards of teaching excellence, customer satisfaction, professionalism, and integrity upon our accredited US Sailing facilities, and to further ensure that each program consistently and repeatedly meets the high standards set forth by US Sailing. The goal of the US Sailing program, ultimately, is to provide the best possible sailing education to our US Sailing student candidates, and to promote safety, good seamanship, enjoyment, and competency in the sailing environment. The QA Assessments are designed to ensure that all approved US Sailing schools are:
 - 2.1. Provided with programmatic instruction and support to provide quality, value and satisfaction to students;
 - 2.2. Adhering to the guidelines for accredited Adaptive Sailing programs;
 - 2.3. Operating with properly maintained, suitable equipment and facilities;
 - 2.4. Operating with procedures commensurate with good business practices. Includes relevant documentation, record keeping, product ordering and tracking, and other US Sailing policies;
 - 2.5. Taking adequate safety and accident prevention precautions, implementing and maintaining emergency and safety procedures, and carrying proper insurance;
 - 2.6. Utilizing properly trained and accredited instructors per US Sailing, state and federal requirements;
 - 2.7. Teaching the Little Red Book or Basic Keelboat standards in a manner and scope acceptable to US Sailing, and such teaching is receiving positive feedback from students, and the teaching provided produces student candidates with certifications commensurate with the matching skill and knowledge sets required.
 - 2.8. In addition to ensuring the above minimum standards for operation, the Quality Assurance assessment is also designed to offer help and assistance where required or asked for, and to generally support the flow of information and requirements from US Sailing to adaptive sailing programs and personnel in the field. It is also an opportunity for adaptive sailing programs to discuss individual needs, policy issues, and any other relevant topics directly with US Sailing staff and appointed representatives.

Frequency/Selection/Cost

3. Frequency
 - 3.1. QA Assessments will not be conducted more often than annually at each approved facility on a random basis. However, a program may possibly be selected due to student survey results or other reasons as noted below.
 - 3.2. How programs are selected for QA Assessments
 - 3.2.1. Random
 - 3.2.1.1. At the discretion of US Sailing, programs will be selected at random, or by geographical areas, or by other random method, until all accredited programs have been inspected. At that time, the random process will start over again. If the initial time period for all programs to be inspected is greater than one year, then the selected cycle will divide Quality assurance assessments evenly throughout the cycle.
 - 3.3. With Advance Notice:
 - 3.3.1. Most programs will receive at least a 30 day advance notice of a required QA Assessment so that adequate preparations and appropriate school personnel and staff can be present for the Assessment.
 - 3.4. "Short" Notice:
 - 3.4.1. US Sailing may, at its discretion, perform unannounced Assessments at any time. Such Assessments may, or may not, be full QA Assessments with all of the required Assessment elements. Selection requirements for Short Notice Assessments could result from student surveys, or could result simply from the fact that the US Sailing Facilitator was in the area. Short Notice Assessments may, or may not, result in the formal Denial of Accreditation and/or other actions outlined for standard routine announced and planned Assessments.
 - 3.5. Other Causes

3.5.1. A program may be selected for a QA Assessments for any one of the following occurrences: Change of senior program staff, insolvency of the program, or teaching inactivity, or a gross breach of procedures or good business practice.

3.6. Costs

3.6.1. US Sailing and the Committee for Sailors with Disabilities reserve the right to impose a cost to each accredited program for the QA Assessment. Such costs will be billed at the time of Assessment, or via other means, dues, or collections as the Committee or organization see fit.

Parties to an Assessment

4. Parties

4.1. Facilitator

4.1.1. The Facilitator for all Assessments may be US Sailing staff or other appointed representative. The Facilitator's responsibility will be to conduct all QA Assessments through observations and evaluations while on-site. The Facilitator will also be responsible for reporting the results of each QA Assessment.

Procedure

5. Procedure

5.1. Scope

5.1.1. Programs may expect QA Assessments no less frequently than once every three years, or more frequently for cause.

5.1.2. To assess each program accurately, the Assessment may be conducted during the most active part of that program's season. In order to minimize impact on a program, the Assessment will be conducted swiftly while examining a broad range of operational and administrative components outlined below.

5.1.3. Assessments may include an on-site evaluation of a program's fleet, facility, staffing, teaching and evaluation methods, safety protocols and performance, and professional/administrative management of the organization. Largely, the assessment process will be based on the standards and requirements for initial acceptance and Accreditation.

5.1.4. All proprietary information and materials will be treated confidentially by the Facilitator as privileged information. The Facilitator will not share any proprietary information with other programs without express permission from the originating school.

5.1.5. A school must successfully meet ALL requirements and areas of an Assessment to be Re-accredited.

5.2. Timeframe

5.2.1. Depending on the size and scope of sailing classes offered, the assessment process may require between 4 and 20 hours of on-site inspection and evaluation.

5.2.2. A written report, combined with a teleconference or in-person interview, will conclude an Assessment. The Assessment Report will recommend Accreditation, an Accreditation Remediation Program, or Denial of Accreditation.

5.3. Methodology

5.3.1. Facilitator Pre-assessment preparations

5.3.1.1. Notify Program School and Certified Instructors 30 days prior to an Assessment, unless a Short Notice Assessment is required.

5.3.1.2. Supply Program with an Assessment package which includes a detailed schedule of documents and functional areas of a school that will undergo evaluation.

5.3.1.3. School Pre-assessment preparations

5.3.1.4. Provide Facilitator with organizational contact names, numbers, and/or email addresses upon notice of an Assessment (if different or expanded beyond the primary program administrator).

5.3.2. Administrative Package (must be available in its entirety upon Facilitators arrival)

5.3.2.1. Insurance Policies

- 5.3.2.2. Protection & Indemnity (P&I) including Jones Act coverage, general liability and statutory limits for worker's compensation and employer's liability
 - 5.3.2.3. Long-term Property Deeds/Leases
 - 5.3.2.4. Boat Titles/Lease(s)
 - 5.3.2.5. Organizational Chart/Employee List
 - 5.3.2.6. Employee Training/Evaluation Materials
 - 5.3.2.7. Accident/Injury Reports
 - 5.3.2.8. Emergency Action Plans (EAP)
 - 5.3.2.9. Marketing materials
 - 5.3.2.10. Description of courses taught
 - 5.3.2.11. Lessons plans
 - 5.3.2.12. Instructor employee files (e.g. proof of USCG licenses or US Sailing Certification (where applicable),
 - 5.3.2.13. CPR/First aid certifications
 - 5.3.2.14. US Sailing certification for each instructor employed by the school who is teaching a course that leads to US Sailing student level certification.
 - 5.3.2.15. US Sailing student files – correspondence and US Sailing certification tracking, internal course reviews, etc. (if applicable)
 - 5.3.2.16. A written report of new programs being offered, fleet or facility expansion, or instructional improvements.
- 5.4. Observations and Meetings
- 5.4.1. The Facilitator will conduct an Opening Interview with Program Administrator(s).
 - 5.4.2. The Facilitator will conduct an Initial Observation of the fleet, facility, as well as instruction and on-the-water visits for Certified Instructors to on-going classes.
 - 5.4.3. Following the Initial Observation, the Facilitator will conduct a mid-point interview with the Program Administrator(s) and Certified Instructors.
 - 5.4.4. The Facilitator may then undertake additional on-site observations, including more instructional observations.
 - 5.4.5. An Exit Meeting by the Facilitator and Program Administrator(s) will be conducted as the final phase of the on-site Assessment.
 - 5.4.6. A formalized written follow-up report will be sent by the Facilitator and discussed by phone with the Program Administrator(s).
- 5.5. Instructional Vessels
- 5.5.1. Prepare all instructional vessels, safety equipment, storage facilities, dock space/landing/moorings to meet all Coast Guard and State registration and safety requirements.
 - 5.5.2. Site Assessment Preparation
 - 5.5.3. Major and minor hazards to safety either removed or identified with signage.
 - 5.5.4. Facility is clean
 - 5.5.5. Storage areas are neat and organized.
 - 5.5.6. Adequate instructional area with functional instructional materials

Assessment

- 6. Assessment
 - 6.1. Administrative Package
 - 6.1.1. Review and evaluate all Administrative Package documentation
 - 6.1.1.1. Fleet
 - 6.1.1.2. Boat Registration and documentation current
 - 6.1.1.3. USCG equipment check for all instructional vessels
 - 6.1.1.4. Lifejackets
 - 6.1.1.5. In good, legal condition
 - 6.1.1.6. Stored properly

- 6.1.1.7. Correct number for crew of vessel
- 6.1.1.8. Correct type for vessel
- 6.1.1.9. Seaworthiness check
- 6.1.1.10. Hull is structurally sound, no observable leaks or damage
- 6.1.1.11. Rigging is safe, properly rigged and tuned.
- 6.1.1.12. Hardware is properly installed and functional
- 6.1.1.13. Bilge pump/bailer functional
- 6.1.1.14. Condition upkeep check of equipment including sails, etc.
- 6.1.1.15. Sails in good condition (no holes or tears)
- 6.1.1.16. Anchor(s)/rode appropriately sized and secured
- 6.1.1.17. Storage areas tidy and organized
- 6.1.1.18. Vessel appropriateness assessment for teaching intended US Sailing levels
- 6.1.1.19. Instructional vessels are size, and type friendly to teaching students at appropriate level.

Facility

- 7. Facility
 - 7.1. Site Assessment for adequate safety, cleanliness, teaching areas, and storage organization.
 - 7.2. Facility meets ADA Act requirements.
 - 7.3. Facility offers appropriate equipment for instruction of indicated disabled population
 - 7.4. Instructor/Instructional Observations
 - 7.5. Observations of instructor(s) for;
 - 7.5.1. Professional conduct
 - 7.5.2. Use of US Sailing instructional methodology (Visual, Kinesthetic, Auditory)
 - 7.5.3. Effective and appropriate instruction
 - 7.5.4. Proper skill evaluation
 - 7.5.5. Proper record keeping
 - 7.5.6. Awareness and communication of US Sailing
 - 7.5.7. Customer service focus
 - 7.5.8. On-the-water group management/safety

Assessment Results

- 8. Results
 - 8.1. Program Assessment sheet
 - 8.1.1. The Program Assessment Sheet is the official record form of each Assessment visit. The Program Assessment Sheet keeps objective records of the Administrative Assessment items as well as subjective grading of the Fleet & Facility Assessment and Instructor/Instructional Observations.
 - 8.1.2. The Fleet & Facility Assessment and Instructor/Instructional Observations will also contain written observations and suggestions for areas where accolades are warranted, improvements could be made, or problems need to be remedied. The written evaluations provide explanations for the graded elements and suggestions for improvement if necessary. Additionally, the Facilitator may offer suggestions for improved operations or management based on public information available from other schools.

Exit Interviews

- 9. Exit Interview
 - 9.1. Prior to departing a school during an Assessment, the Facilitator will conduct a verbal exit interview with the Program Administrator(s). The Exit Interview is a preview of the final Assessment Report. The Facilitator will inform the Program Administrator(s) of areas of strength, weakness, also discussing suggestions for improvement and the Facilitator's decision about re-accrediting the school. This is the opportune time for the Program Administrator(s) to ask questions about the assessment and overall assessment of their school and programs. In essence, the Final Assessment Report will reiterate the discussion at the Exit Interview.

Final Assessment Report

10. Final Assessment Report

- 10.1. The Final Assessment Report will be drafted and sent to the assessed school within 14 days. This is the formal report that will be placed in a school's record at US Sailing. The Facilitator will contact the Program Administrator(s) to discuss the Final Assessment Report to ensure that they understand the implications and decisions in the report. Final Assessment Reports are confidential to the assessed school in that report, the Training Director, and Assessment Facilitator, and the Keelboat Program Board of Examiners if required.

Accreditation and Revocation of Accreditation

11. Accreditation and Revocation of Accreditation

11.1. Accreditation

- 11.1.1. Accreditation is awarded based on successful completion of all Assessment criteria

11.2. Remediation

- 11.2.1. A Plan for Accreditation with a timeframe for completion if only a few, minor assessment areas are incomplete.

Denial of Accreditation

12. Denial of Accreditation

- 12.1. Revocation of accreditation of a Program may result for failure in any area of an Assessment, or for other cause(s) such as grossly improper business management that demonstrate(s) a failure to uphold the standards of the Program.

12.2. Appeal of Adverse Assessment Reports

- 12.2.1. If a Program wishes to appeal an adverse Assessment decision, they must submit a written appeal to the Committee for Sailors with Disabilities within 15 business days of receiving their final Assessment Report. An adverse decision includes (a) the denial or revocation of their accreditation status, or (b) a plan for Remediation.

- 12.2.2. An adverse decision may be appealed only on the grounds that;

- 12.2.2.1. The Program accreditation standards were disregarded,

- 12.2.2.2. stated procedures were not followed, or

- 12.2.2.3. evidence favorable to the Program provided to the Examiner was not considered.

Process of Appeal

13. Process of Appeal

- 13.1. If a participating program believes that revocation or probation of its accreditation, or a factor in the decision not to grant accreditation is made in error, the only available means of redress is through the appeals process. The program must convincingly demonstrate that this error made a difference in the accreditation decision. To appeal the decision successfully, the program would have to show two things: (1) actual prejudice to it; and (2) that the prejudice changed the accreditation decision.

- 13.2. An appeal is heard by representatives of the Committee for Sailors with Disabilities. The findings are communicated to the school in a written report that conveys the basis of the action taken.

- 13.3. No later than 30 days after submission of the appellant's brief, the Committee members are convened to hear and act on the appeal. The appellant shall have the right to either (a) present an argument by teleconference, or (b) appear to present an oral argument on its brief, at the expense of the appellant. Whether the program is presenting information in person or via teleconference, individuals designated as "program representatives" must be employees of the program or must have been employed by the program at the time of the site visit. In cases of accreditation decision reviews, the Committee members will be provided copies of pertinent action letters and reports. Appellant petitions of appeals are provided to all Committee members.

- 13.4. The Committee members will prepare a written report that conveys the basis of their findings and action taken on the appeal, and submit that report to the program within two days of the action taken. If the Committee members do not uphold the appeal, the decision of the Facilitator becomes final.

Costs of Appeal

14. Costs of Appeal

14.1. If the appeal leads to an affirmation of the Facilitator's original decision, the appellant will be liable for (a) the costs of a teleconference or (b) the travel expenses of the Committee members which may include airfare, hotel, and other expenses. The meeting format, either teleconference or in-person, is at the decision of the appellant. If the Committee members find in favor of the school, the fee will not be assessed.