



# US Sailing Keelboat Sailing School Accreditation Application

## APPLICATION TO ISSUE US SAILING KEELBOAT STUDENT CERTIFICATIONS

**IMPORTANT: Submitting this application does not indicate acceptance as an Accredited Keelboat School.** Until your school has received written notification from US Sailing confirming acceptance, you may not imply verbally, or in any advertising and/or promotional items that your school is a US Sailing Accredited school or offers US Sailing student level certification. Doing so at any time prior to formal, written, acceptance is grounds for application rejection.

### I. General Organization Information

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

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

*\* If not already a member, please provide a check made out to US Sailing for the \$250.00 organizational membership fee.*

### II. Facilities & Equipment

Please list all vessels you intend to use for US Sailing certification courses and the certification level for which they will be used. (**Regulation 3**)

Boat(s)	Fleet size	Length	Course Use

Additional boats can be listed on a separate piece of paper entitled Schedule B.

- Photographs of office, classroom, docks and boats. (**Regulation 6**)
- Evidence of owning or renting a facility. (**Regulation 6**)
- Proof of having been in business as a professional sailing school for at least one year. (**Regulation 7**)

### III. Staff Information

List/attach the name(s) and member number(s) of US Sailing Basic Keelboat Instructors\*\* in the school. At least one certified Instructor must be employed by the school. List any additional instructors on a separate piece of paper entitled Schedule A. (**Regulation 8**)

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

Instructor Name	Membership #	Any Additional US Sailing Certifications

*\*\*A current US Sailing instructor is defined as one who has taken and passed the Basic Keelboat Instructor Evaluative Course and has their membership and instructor status current (Note: Instructors need to recertify their instructor certifications every three years to remain current).*

### IV. Educational/ Safety Documentation

**Please submit copies of the following (**Regulation 9**):**

- Lesson plans and course syllabi for all courses taught at your School.
- Evaluation forms used for both students and staff.
- Any liability and/or injury waivers used by students.
- Emergency and Safety Procedure and Protocols (i.e. Emergency Action Plan).

## V. Insurance & State/Federal Documents

- Copies of state business license and federal ID tax numbers. (**Regulation 10**)
- Insurance documentation. (**Regulation 11**)
  - Certificate of Insurance, which complies with all required elements in *INSURANCE REQUIREMENTS* and states “Students are covered while aboard boats owned, chartered, or leased by the school.”
  - US Sailing is to be identified as an Additional Insured. A new Certificate of Insurance must be supplied to US Sailing at every renewal.

## VI. Additional required information

- Provide a check made out to US Sailing for the \$250.00 organizational membership fee, if not already a member. (**Regulation 12**)
- You will be invoiced \$300.00 for your keelboat program dues and your initial site inspection upon acceptance of your school. The invoice must be paid in full prior to being able to purchase student certification materials. (**Regulation 12**)

As a principal (Director, President, CEO, Owner, Co-Owner) of \_\_\_\_\_ (Applicant), I agree to the terms, conditions and rules as found in the Regulations for the US Sailing Keelboat Certification System and attest to the veracity of the information enclosed in this application.

Date \_\_\_\_\_

Signed \_\_\_\_\_

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

Title \_\_\_\_\_

### **US Sailing Keelboat Sailing School Accreditation Application Regulations**

(These Regulations are excerpted from the controlling document, *Regulations for the US Sailing Keelboat Certification System.*)

The current *regulations* for participation in the Keelboat Program include:

1. Certifying schools agree to the terms, conditions and rules as found in the Regulations for the US Sailing Keelboat Certification System. School owner must sign a completed US Sailing school application.
2. Prior to acceptance of application, School is subject to an initial physical site inspection, and subsequent inspections at least once every three years by US Sailing, which includes standard items found in the KEELBOAT CERTIFICATION SYSTEM “Site inspection checklist”.
3. Proof of access to at least one boat: if owned by School, copy of the documentation or state registration. If chartered, copy of the charter contract. Acceptable boat parameters are outlined below.

For purposes of the Keelboat Program, Basic Keelboat through Bareboat Cruising, appropriate vessels shall be defined as:

- a. For the **Basic Keelboat** course: A conventional mass-produced commercial Marconi sloop-rigged vessel between the lengths of 18-27 feet, which includes a ballasted keel sufficiently weighted by manufacturer’s design to be self- righting in normal operating conditions and with standard suit of non-flying sails. The cockpit must be self-bailing and/or have positive flotation, and the vessel may have lifelines. The vessel must be tiller steered. Auxiliary propulsion is not a requirement for vessels used in the Basic Keelboat course. Where applicable, all USCG requirements and all other statutory requirements must also be met, and a USCG Auxiliary courtesy exam is recommended.
  - b. For the **Basic Cruising** course: A conventional mass-produced commercial Marconi sloop rigged vessel between 23 – 32 feet, which includes a ballasted keel which is sufficiently weighted by manufacturer’s design to be self-righting in normal operating conditions and with standard suit of non-flying sails. The cockpit must be self-bailing, and the vessel must have lifelines. The vessel may be tiller or wheel steered. Auxiliary power is required and may be either outboard or inboard diesel powered. Where applicable, all USCG vessel requirements shall also be met, and a USCG Auxiliary courtesy exam is recommended.
  - c. For the **Bareboat Cruising** course: A conventional mass-produced commercial Marconi-rigged sloop or a ketch-rigged vessel between 30 - 45 feet, which includes a ballasted keel which is sufficiently weighted by manufacturer’s design to be self- righting in normal operating conditions and with standard suite of non-flying sails. The cockpit must be self-bailing and/or have positive flotation, and the vessel must have lifelines. The vessel must wheel steered. Inboard diesel auxiliary power is required. Where applicable, all USCG vessel requirements shall also be met, and a USCG Auxiliary courtesy exam is recommended.
4. Each school must have adult keelboat sailing education as its primary focus. The Keelboat Certification materials are produced for an adult-age audience.
  5. Any school that declares bankruptcy or violates any of requirements or terms specified in the Regulations of the US Sailing Keelboat Certification System, can be terminated with 30 days written notice.
  6. Evidence of owning or renting a facility, a point of contact, 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 building/facility that houses the business offices for the school.
  - b. A classroom suitable for conducting classes – see quality inspection list for examples.
  - c. A boat, adequate to properly conduct the requirements for US Sailing Certification, which is within a commercial environment marina that offers commercial services to the boating public. See definition of appropriate vessel types in section 3 of this application.
  - d. Other entities such as yacht clubs, marinas, sailing clubs, community colleges or centers, etc., which cater to the boating public.
7. Proof of having been in business at least one year. If you have not been in business one-year, you will be put on a one-year probationary period beginning the day you are accepted as a provider with US Sailing.
  8. All instructors who teach courses leading to student certification must be US Sailing certified to the level of the course they are teaching. They must be certified within one year of their first hire date or within one year of the acceptance of the School as part of the Keelboat Certification System, whichever comes later. US Sailing membership is required of all instructors.

A School must have at least one lead instructor, US Sailing Certified, to be accepted as part of the Keelboat Certification System and in order to issue Basic Keelboat certification. All lead and regular instructors must be at least 18 years of age. Minimum certification is the Basic Keelboat Instructor Certification. Include in this Application the names of all US Sailing Certified Instructors on staff, their levels and their membership numbers.

9. Lesson plans, course syllabi, and the overall program curriculum (in the case of multiple levels of certification) for all certification courses must be supplied for approval.
10. Schools must submit copies of state business license and federal ID tax numbers with their application.
11. Schools must attach copies of a Certificate of Insurance covering all the items under item “A” below.

**Required insurance coverage**

1. **Protection and Indemnity (P and I):** A certificate for a minimum of \$1,000,000 Protection and Indemnity (P and I) including **Jones Act coverage** (for any employees).
2. **General Liability** (see below)
3. Statutory limits for **Worker’s Compensation** with \$500,000 Employer’s Liability
4. 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).
5. **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.

Notes:

**P & I:**

- 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. (Not required if school has no employees.)
- The primary P&I must cover students on boats chartered or leased by the school.

**General Liability (minimums):**

\$1,000,000 each occurrence  
\$2,000,000 general aggregate  
\$1,000,000 personal & advertising injury aggregate limit  
\$5,000 medical expense limit  
\$1,000,000 damage to rented premises limit

**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. (Required in some states even for contract instructors who are not employees).

11. Fees:

- a. School must be a member organization of US Sailing and pay annual organizational membership dues for US Sailing (currently \$250.00) billed yearly from the US Sailing Membership Department.
- b. Assessed KEELBOAT annual program fees (per school or branch) to cover periodic site inspections, advertising co-op programs and other assessments made from time to time by the Commercial Sailing Committee (currently \$300.00 a year). An invoice is mailed to you each for these fees.

*See Page 3 of this document.*

12. Any school can order US Sailing instructional materials, but only schools that issue US Sailing certification may purchase certification packages and tests. Packages include all student level materials. Tests and answer keys must be supplied by US Sailing.

***Pricing and regulations are subject to change without notice.***