



US Sailing Keelboat Sailing School

Accreditation Information Sheet

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. The School owner/principal must sign a completed US Sailing school application, <https://www.jotform.com/build/92274897964175>
2. Proof of access to at least one boat: if owned by the School, copy of the documentation or state registration. If chartered, a 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 a standard suit of non-flying sails. The mainsail must have reef points. 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 that is sufficiently weighted by manufacturer's design to be self-righting in normal operating conditions and with a 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 that is sufficiently weighted by manufacturer's design to be self-righting in normal operating conditions and with a 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.
3. Each school must have adult keelboat sailing education as its primary focus. The Keelboat Certification materials are produced for an adult-age audience.
 4. Any school that declares bankruptcy or violates any of the requirements or terms specified in the Regulations of the US Sailing Keelboat Certification System, can be terminated with 30 days' written notice.

5. 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.
 - 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 the definition of appropriate vessel types in section 2 of this document.
 - d. Other entities such as yacht clubs, marinas, sailing clubs, community colleges or centers, etc., which cater to the boating public.
6. Proof of having been in business for at least one-year. If you have not been in business for one-year, you will be put on a one-year probationary period beginning the day you are accepted as a provider with US Sailing.
7. 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 one year of the acceptance of the School as part of the Keelboat Certification System, whichever comes later. The following must be current for all instructors US Sailing membership, first aid, CPR, and SafeSport.

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

8. 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 to the Adult Programs Department.
9. Schools must submit copies of state business licenses and federal ID tax numbers with the 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 for 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).

10. Fees:

- a. The 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) to cover, advertising co-op programs, and other assessments made from time to time by the Adult Programs Department (billed \$300.00 a year). An invoice is mailed to you each fall for these fees.

11. Any school can order US Sailing instructional materials, but only schools that issue US Sailing certification may purchase certification packages and tests. Tests and answer keys are supplied by US Sailing free of charge.

Pricing and regulations are subject to change without notice.