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 Chair of the Umpires Committee.

   i. Advanced Race Management Seminars also require the approval of the Chair of the Race Officer Training Subcommittee.

   ii. Advanced Judge Seminars also require the approval of the Chair of the Judges Training Subcommittee.

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 offer to cover their travel and lodging expenses.

3. Finances

a. US Sailing charges a standard registration fee of $45 per participant for materials and course administration for race officer, judge and umpire certification seminars (Basic Race Management Seminar, Advanced Race Management Seminar, Club Judge Seminar, Advanced Judge Seminar, One Day Umpire Seminar and Advanced Umpire Seminar).
b. Continuing Education Events are free of charge for Certified Race Officials ONLY. A $25 administrative fee to US Sailing will be charged to uncertified members. An additional amount may be added by the organizer to cover expenses such as food or materials.
c. US Sailing no longer includes additional expenses, such as food and beverage or

instructor travel, in the registration fee. The host organization may choose to absorb these additional expenses, arrange to collect an additional fee, or permit seminar participants to purchase food and beverages at the venue. You should not plan for participants to leave the seminar venue for lunch – there is not enough time in the schedule.

d. If the host organization is an MVP program club, they may use MVP 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.

4. Complete and Submit the Host Form

a. Please complete the Host a Course form as soon as possible. Requests to host an educational event must be submitted at least 6 weeks in advance of the offering.

b. You will need to know your organization's member ID, which can be found on the Member/Organization Lookup page.

c. Once your host form has been submitted and approvals secured, the seminar will be posted on our seminar calendar.

d. We recommend opening registration as soon as possible.

5. Online Registration

a. Participants 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 may immediately download *The Racing Rules of Sailing* in digital format. Paper rulebooks are also available for sale online.

6. Register Early

a. Seminars do fill up, so we recommend registering as soon as possible. This allows students enough time to prepare and get the full benefit from the seminar. Most seminars have pre-course work that must be completed before the first course meeting.

b. Walk-ins are not permitted for any seminar - all students must be registered in advance.

c. Advanced seminar registration closes one week before the first day to ensure students have enough time to prepare.

7. Optional Items for Purchase

a. While registering for the seminar, participants will have the opportunity to purchase optional items. These items 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.

9. Course Roster

a. Only the instructor has direct access to the course roster in order to protect the privacy of our members, including minors.

b. The instructor may share portions of the roster with the host to help with preparation for the seminar. Please treat the information as confidential.

10. Contact Participants

a. The organizer and/or instructor will email the participants about one week prior to the seminar with venue-specific details and reminders about accessing student materials.

b. Email templates are available on the instructor's online site and email addresses are available from the course roster. This information is also available to the instructor through Canvas, the online learning management system.

11. Online Testing

a. Testing opens at the end of the last day of the seminar. Participants will receive testing information at the end of the seminar.

b. All seminars have a four-week test window. Please reinforce with participants that they must complete the test during the test window (think of it like protest time).

c. Online testing is required for anyone seeking certification and recommended for all.

12. Test Scores

a. Test-takers receive immediate feedback and their score as soon as they submit their test. The instructor also receives participant's test score.

b. Scores are posted to the member's SOARS account after the test period ends.

c. For retest policies, please contact raceadmin@ussailing.org.

13. Questions or Problems? Please call (1-800-877-2451) or email (RaceAdmin@ussailing.org).