



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 \$35 per person for race officer, judge and umpire certification seminars (One Day Race Management Seminar, Advanced Race Management Seminar, One Day (Club) Judge Seminar, Advanced Judge Seminar, Umpire Seminar and Advanced Umpire Seminar).
- b. US Sailing charges a standard registration fee of \$10 per person for Continuing Education Roundtables.
- c. US Sailing charges a standard registration fee of \$15 per person for Judges Protest Day.
- d. 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.

- e. 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.
- 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 as soon as possible 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.
- b. Walk-ins are permitted only at one-day seminars. The organizer must make sure that each person who walks in registers online at the beginning of the seminar. Participants must register to receive seminar credit and online test credentials.
- c. Advanced seminar registration closes three days 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. This email contains links to [student materials](#).
- b. Students can also access the materials directly from our website.

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 downloading student materials.
- b. Email templates are available on the [instructor's online site](#) and email addresses are available from the course roster.

11. Online Testing

- a. Testing opens at 1700 (Eastern) on the last day of the seminar. Participants will receive an email with information and the test link shortly before 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. Walk-in participants will be registered for the online test after they complete the online registration. The organizer is responsible for ensuring that walk-in participants register online when they arrive.
- d. 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 (education@ussailing.org).