



# INSTRUCTOR CANDIDATE PACKET

Instructor Candidate Name (*First and Last Name*):

ASID:

Current Date (*MM/DD/YYYY*):

# INSTRUCTOR CANDIDATE APPLICATION



## PERSONAL INFORMATION:

First Name:

MI:

Last Name:

Email:

ASID: *(Instructor Membership must be current):*

Have you ever been convicted of a felony? Please check YES or NO box. If yes, please explain in the text box.

YES

NO

Comments (Optional):

## APPLICATION TYPE:

Are you completing this IQC as an upgrade to your certifications, a conversion from another sailing entity, or as a new instructor candidate?

New Instructor Candidate

Conversion

Upgrade to certifications

# INSTRUCTOR CANDIDATE APPLICATION



## COURSE REGISTRATION:

Please check the box next to each Instructor Qualification Clinic being registered for.

190	200	201	202	203	204	205	206
207	208	209	210	211	214	216	217
218	219	220	222				



**IF ALREADY 201 CERTIFIED, YOU MAY STOP HERE AND GO TO PAGE 6 AND 11 TO SIGN AND BE COMPLETE.**

## SAILING EXPERIENCE:

**101 Basic Keelboat or alternative institution credentials required for instructor certification. 200 IQC Conversion must accompany levels of Certification(s) and Copies of USCG License or Equivalent Country Authorization.**

1. How and where did you learn to sail? When and where did you obtain ASA 101 certification? Do you have 3+ years sailing experience?
2. What types of boats have you crewed on, for how many years or months or days, and where?
3. What types of boats have you skippered, for how many years or months or days, and where?

## SAILING EXPERIENCE (CONTINUED):

5. Explain your navigational qualifications, racing experience, racing direction, and markset experience, if any:

6. Have you ever been responsible for a boating accident where another person sustained bodily injury? Please check YES or NO box. If yes, please explain in the text box.

YES

NO

7. Describe your teaching experience, whether sailing or otherwise.

# INSTRUCTOR CANDIDATE APPLICATION



## TERMS AND CONDITIONS:

I understand fully that by signing this agreement I have studied and prepared for the requirements to become a Certified American Sailing Instructor. I agree to the Terms and Conditions and the American Sailing Code of Ethics. By typing my name, I am certifying electronically that I agree to these Terms and Conditions.

I understand that as an ASA Certified Instructor, I will need to certify students through an ASA Affiliate School.

**Name:**

**Date (MM/DD/YYYY):**

## PROFESSIONAL CONDUCT:

As an American Sailing Association certified instructor, I agree I will:

- Do everything possible to achieve excellence in my professional conduct and deliver the highest quality instruction.
- Show respect for students in language and actions, and through the exercise of fundamental human courtesy and a respect for diversity of all people.
- Treat my employers and students with the same honesty I expect for myself. The same honesty will extend to my handling of sailing qualifications, certifications, assessment of students' abilities, and any circumstances that might exhibit potential for conflicts of interest.
- Treat people fairly without regard to race, sex, religion, age, disability, or national origin.
- Set aside conflicts between me and students or others, within the context of carrying out my professional responsibilities.
- Honor property rights, copyrights, patents, and trade secrets.
- Respect privacy, confidentiality and personal exchange of information.
- Strive for excellence in the sailing profession by maintaining and enhancing my own knowledge and skills.
- Strive to maintain continuous and positive communication between students, instructors, schools, members, affiliates, and the American Sailing Association.
- Know and obey laws, statutes and regulations pertaining to my professional work. I will accept full responsibility and consequences for any violation.
- Accept and provide professional review and criticism. This includes review from students, schools, peers, and other individuals or groups involved.
- Honor contracts, agreements, and assigned responsibilities.
- Improve public understanding of sailing's benefits.
- Support and help those individuals who are subordinate so that they can achieve a high level of success.
- Use the association's materials and resources in proper and authorized manners.
- Present and groom myself in a manner that is appropriate for the high level of influence and responsibility that accompany my role as a sailing instructor.

## SAFETY:

- Exercise prudent seamanship at all times putting safety first and foremost. Should any doubts about the safety of maneuver or activity arise, I agree to avoid any situation in which safety may be compromised and to err on the side of caution.
- Use all resources available to provide a safe learning environment for all students.
- Assume responsibility for the safety of students and others who have been put in my care.
- Conduct myself in a professional, sober (avoiding all intoxicating substances) and safe manner while carrying out all responsibilities associated with sailing instruction.

## MORAL TURPITUDE:

I, *(type name)*

acknowledge that:

- I have not been convicted of a felony involving “moral turpitude”.
- I will not engage in any acts or conduct that would constitute “moral turpitude”.
- I recognize that such acts include, but would not be limited to, theft of property or money; lewd or lascivious conduct or comments; having or engaging in sexual relations with any student or employee, regardless of their purported “consent”; plagiarizing written materials belonging to any other person or entity; defaming any person or entity; accepting bribes offered by students or persons acting on their behalf or competitors; turning over any confidential or proprietary information or materials which belong to the American Sailing Association without its express, advanced written consent; and any other acts or conduct which would reflect negatively upon the reputation of the American Sailing Association, as determined in its sole discretion.



# INSTRUCTOR CODE OF ETHICS



## COMPLIANCE WITH THE CODE:

As an American Sailing Association instructor in good standing, I consent to uphold and promote the principles of this Instructor Code of Ethics. I recognize that ASA certified instructors who have gone before me established this code of conduct and others who follow will follow not only its tenets, but also the example set by myself and others. By typing my name, I am certifying electronically that I agree to this Code of Ethics.

**Instructor Candidate's Signature** (*if signed electronically, leave blank*):

**Instructor Candidate's Name:**

**Date (MM/DD/YYYY):**

## AGREEMENT:

### AMERICAN SAILING (“ASA”) RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AND PARENTAL CONSENT AGREEMENT (“AGREEMENT”)

IN CONSIDERATION of being permitted to participate in any way in ASA certified Programs (“Activity”) I, for myself, my personal representatives, assigns, heirs, and next of kin:

1. **ACKNOWLEDGE**, agree, and represent that I understand the nature of Sailing Activities and that I am qualified, in good health, and in proper physical condition to participate in such Activity. I further agree and warrant that if at any time I believe conditions to be unsafe, I will immediately discontinue further participation in the Activity.
2. **FULLY UNDERSTAND** that: (a) SAILING ACTIVITIES INVOLVE RISKS AND DANGERS OF SERIOUS BODILY INJURY, INCLUDING PERMANENT DISABILITY, PARALYSIS, AND DEATH (“RISKS”); (b) these Risks and dangers may be caused by my own actions or inactions, the actions or inactions of others participating in the Activity, the condition in which the Activity takes place, or THE NEGLIGENCE OF THE “RELEASEES” NAMED BELOW; (c) there may be OTHER RISKS AND SOCIAL AND ECONOMIC LOSSES either not known to me or not readily foreseeable at this time; and I **FULLY ACCEPT AND ASSUME ALL SUCH RISKS AND ALL RESPONSIBILITY FOR LOSSED COSTS, AND DAMAGES** I incur as a result of my participation or that of the minor in the Activity.
3. **HEREBY RELEASE, DISCHARGE, AND COVENANT NOT TO SUE** ASA, ASA Certified Instructors, their respective administrators, directors, agents, officers, members, volunteers, and employees, other participants, and sponsors, advertisers, and, if applicable, owners and lessors of premises on which the Activity takes place, (each considered one of the “RELEASEES” herein) **FROM ALL LIABILITY, CLAIMS, DEMANDS, LOSSES, OR DAMAGES ON MY ACCOUNT CAUSED OR ALLEGED TO BE CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OF THE “RELEASEES” OR OTHERWISE, INCLUDING NEGLIGENT RESCUE OPERATIONS; AND I FURTHER AGREE** that if, despite this **RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY**, or anyone on my behalf makes a claim against any of the Releasees, I **WILL INDEMNIFY, SAVE, AND HOLD HARMLESS EACH OF THE RELEASEES** from any litigation expenses, attorney fees loss liability, damage, or cost which any may incur as the result of such claim.

# IQC LIABILITY WAIVER



---

## TERMS AND CONDITIONS:

I have read this agreement and fully understand its terms. I understand that I have given up substantial rights by signing it and have signed it freely and without any inducement or assurance of any nature and intend it to be a complete and unconditional release of all liability to the greatest extent allowed by law. I agree that if any portion of this agreement is held to be invalid, the balance, notwithstanding, shall continue in full force and effect. This waiver and release will be interpreted and enforced pursuant to California law. By typing my name, I am certifying electronically that I agree to this Liability Waiver.

**Printed Name of Participant:**

**Participant's Signature (*Only if age 18 or over*):**

**Date (MM/DD/YYYY):**

## TERMS AND CONDITIONS

1. I have completed the 101 basic keelboat course or challenged the course with a 200 series vetting process.

Must have completed maneuvers & points of sail as follows:

- Close Hauled
- Beam Reach
- Close Reach
- Beam Reach
- Broad Reach
- Luffing
- Star Board Tack
- Jibing
- Head-to Wind
- Run
- Sailing - by - the - Lee
- In Irons
- Port Tack
- Tacking
- Stand - on
- Give - way

2. I understand the following helm commands:

- "Heading Up"
- "Bearing Away"
- "Ready About" - "Ready" - "Helms - a - Lee"  
(or "Coming About" or Tacking")
- "Prepare to Jibe" - Ready" - "Jibe Ho" or ("Jibing")

3. I acknowledge full understanding of the navigation rules based on the USCG Navigation Rules and Regulation Handbook.

4. I comprehend the proper use of the safety gear and the procedures for usage according to the Federal requirement for a 25-foot recreational sailboat.

# TERMS AND CONDITIONS

---



## TERMS AND CONDITIONS (CONTINUED)

5. I can differentiate the location and color of the navigation lights. Recognize and state the purpose of lateral aids to navigation by color, shape and numbering containing preferred channel markers.
6. ASA takes customer complaints seriously, misconduct warrants a warning for the first infraction and / or possible suspension from ASA Instructor Status.

## VERIFICATION

By typing my name, I am certifying electronically that I agree to these Terms and Conditions.

**Signature of Instructor Candidate:**

**Date (MM/DD/YYYY):**

## INTRODUCTION:

This manual will introduce you to the certification process and simplify your use of the American Sailing Educational System. Please read this manual carefully. You should have also received the American Sailing Logbook. It contains detailed requirements of the American Sailing educational program.

It is essential that you take time to familiarize yourself with all aspects of the program. Your students will rely upon you for answers. You will not fulfill your obligation to them unless you have the information they need.

You may want to keep this manual for further reference. The quiz at the end is designed for use with this booklet, so feel free to refer to the text when you complete the quiz.

## THE AMERICAN SAILING INSTRUCTOR'S ROLE:

American Sailing regards sailing instructors as trained, professional educators. You are the first significant contact students have with American Sailing. We expect the highest ethical and professional behavior from American Sailing instructors. Instructor credentials may be withheld or revoked in the event an American Sailing instructor fails to meet their obligation to students.

## AMERICAN SAILING CERTIFICATION:

Sailing certification was introduced to the US in 1983 by the American Sailing Association. Although most other countries had some sort of licensing/rating system to measure and regulate a sailor's proficiency, the US did not have any system in place. In an effort to professionalize the sail training industry in the US, American Sailing has implemented a set of internationally recognized standards. These standards are a voluntary system which provides a structure and unity to our industry. American Sailing standards are minimum requirements for participating sailing schools, instructors, and sailors. American Sailing schools and instructors are encouraged to exceed these minimum standards. They must also follow the "American Sailing Code of Ethics" and sign a copy of their agreement to these standards.

## AMERICAN SAILING CERTIFICATION (CONTINUED):

The American Sailing Educational System is comprised of “performance objective” standards to which sailors may be certified if they meet the minimum requirements. The requirements for each standard are outlined in the American Sailing Official Certification Logbook. The Standards have a Sailing Knowledge portion, which is tested with a written exam. An American Sailing Certified Instructor must test the Sailing Skills requirements on the boat for all certification levels except Coastal Navigation and Celestial Navigation.

Most people achieve certification when they take sailing lessons, however, an experienced sailor may challenge the American Sailing certification Standards and be tested and certified to any level. In these cases, the certifying instructor must insure that all applicable Standards are entirely satisfied for both Sailing Knowledge and Sailing Skills.

The American Sailing Sailing Logbook is the only acceptable proof of certification. It is essential that each certified student be issued a Logbook at the end of the entry-level course. Upon successfully completing the standards, the Master Instructor should sign the Logbook. American Sailing mails the certification seals directly to the student’s home for placement in the appropriate spaces in the Logbook.

## OFFERING ASA CERTIFICATION:

Instructors wishing to offer American Sailing certification must work through an Affiliate School. An American Sailing Instructor who is independent (not associated with an ASA school) may promote him or herself as a certified instructor but certification of students is forbidden.

Affiliates may order exams and materials for their classes and process certification requests. A for profit American Sailing Affiliate must have a storefront accessible to the public and regular business hours. Affiliates must use American Sailing Certified Instructors who are rated for the levels being offered.

## AMERICAN SAILING AND BOATS:

The American Sailing Official Certification Logbook suggests boat sizes and types for various certification levels.

## GENERAL AMERICAN SAILING INFORMATION:

The benefits of American Sailing Certifications:

- ASA has had a fully functioning, nationwide keelboat program since 1983.
- ASA standards are used by more than 400 participating schools throughout North America, Europe, Asia and the Caribbean. ASA represents approximately 90% of the viable, commercial sailing schools in the US, making ASA an expert for sailing education in the United States and Internationally.
- ASA has certified more than 7,500 professional sailing instructors from around the world.
- ASA has certified over 472,660 students.
- ASA credentials are recognized at schools and charter companies around the world.
- ASA 101 Keelboat course is approved by the US Coast Guard as a Safe Boating Course.
- ASA established a comprehensive, certified instructor insurance program.
- ASA has many certification and endorsement levels including trailerable multihull, cruising catamaran, small boat, and several levels of keelboat.
- ASA has a complete 7-level program with 4 additional levels of endorsements including Catamaran, Radar, Weather, Basic Celestial and Docking.
- ASA sponsors the prestigious American Sailing “Outstanding Instructor Award.”
- ASA maintains one of the most active sailing websites in the world.

Philosophically, American Sailing and its schools believe sailing is safe, fun, and easy to learn. It’s only complicated and intense if those teaching it choose to present it that way. We don’t!



## PROCEDURES FOR CERTIFYING STUDENTS:

Students must complete and pass both the Sailing Knowledge exam and the Sailing Skills outlined in the Logbook. Prerequisites for each level are also listed in the Logbook. Students cannot proceed to advanced certification levels without satisfying all prerequisites.

Every item of the on-the-water checklist must be performed satisfactorily under the observation of a current ASA instructor prior to certifying the student.

The written exam must be completed and passed before a student qualifies for certification. Passing grades are indicated on the back page of the exam. The exam is both a testing and a teaching tool. Instructors should review exams with student(s) following grading. Make sure all information is completely filled out on the back page of the exam including a readable email address and address of student.

Every ASA exam must be taken in the presence of, and graded by, an ASA certified instructor. There are no take-home exams. Student certifications may be revoked if ASA becomes aware that this rule has not been strictly observed by the Affiliate School and Instructor.

The certifying Instructor must complete the information in the student's Logbook in the appropriate space. (NOTE: There are also various levels of ASA Instructor Certification. A certified instructor may not certify students above their own Instructor certification level. They may not certify at all if ASA membership is not current.)

The certification request must be submitted by an Affiliate School. This is done through the American Sailing online system. The school should keep the exam for its records. It is important that the information provided to ASA via the online system is completely correct. This information is used to generate membership/certification cards and to send a feedback survey on courses via email.

Upon receipt of the certification request, American Sailing will review the certification and verify the status of the instructor, check appropriate prerequisites, and process the certifications.

## STUDENT SEALS:

American Sailing mails a seal for the appropriate rating(s) directly to the student for placement in their Logbook. Let your students know that it takes several weeks to process and send out seals; processing time could be significantly longer in the case of international destinations. We do all that we can to reduce this response time. Ensuring that the certification request has the correct information is key to shortening the amount of time for the students to get their seals.

## AMERICAN SAILING MATERIALS:

ASA materials are found on the Affiliated Organization Price List AS-119. Sailing Made Easy covers the material in the Keelboat Sailing 1 standards and the Coastal Cruising Made Easy covers Coastal Cruising standards. Bareboat Cruising Made Easy covers the Bareboat Cruising standards. Advanced Cruising & Seamanship covers the Advanced Coastal Cruising standards. These materials are available in volume discounts, which are published in the Affiliated Organization Price List AS-119.

## PROCEDURES FOR ORDERING MATERIALS:

- Materials can be ordered on line or by calling American Sailing Headquarters. In addition, ASA accepts fax orders using AS Materials Order Form AS-116.
- Order materials at least **TWO WEEKS IN ADVANCE** of anticipated need. We are usually able to help with last minute or emergency orders, but they do add to the cost of the shipping.
- Items not immediately available for shipping will be automatically back-ordered and forwarded as soon as possible. The packing slip will include any such information.
- Shipments within the U.S. are made via regular ground United Parcel Service (UPS). We are able to ship next or second day delivery for an additional charge or with other carriers on special instructions. Please use a street address for UPS purposes no P.O. Boxes. International shipments are sent by U.S. mail or a carrier specified by the recipient.
- Acceptable forms of payment are Check, Credit Card (Visa/Master Card/Discover or American Express) or COD. All payments are in U.S. Dollars and credit card is the preferred method of payment.

### Special Note:

Instructors are permitted to order all materials except exams, which are only available to ASA Affiliate Schools.

## INSTRUCTORS AND AS MEMBERSHIP:

American Sailing membership is required to maintain your active instructor status. Instructors who have allowed membership to lapse, must pay back dues not to exceed \$100.00. Only current instructors may offer ASA certifications.

Instructors receive the general membership newsletter American Sailing Journal as well as Bearings, the ASA Affiliate and Instructor Newsletter, both quarterly. ASA Certified Instructors have liability insurance coverage as a part of their membership. Instructors also receive all standard member benefits.

## CONTINUING EDUCATION:

American Sailing does not currently require continuing education for instructor certification maintenance. However, we do offer webinars and online courses for a nominal fee.

## OPERATING WITHIN THE U.S.:

The Keelboat Sailing 1 standard is an approved safe boating course by the US Coast Guard. Many states require additional material to meet state specific guidelines. Instructors should be knowledgeable regarding your state's requirements for safe boating certification.

## INSTRUCTOR QUALIFICATION CLINIC:

The Instructor Qualification Keelboat Sailing 1 Clinic evaluates the candidate in three primary areas:

- Safety, seamanship and boat handling knowledge in the form of written tests.
- Teaching in the classroom and on-the-water teaching. These exercises assess the candidate's ability to organize a lesson plan, prepare a structured lesson and teach.
- Boat Handling Skills in the form of single-handed sailing a 20-26 foot keelboat.

These are demanding exercises and evaluations—geared toward professional mariners.

Again, welcome to the American Sailing system system of education and certification. We welcome your ideas, questions and suggestions. American Sailing is your Association. Feel free to participate in whatever manner you choose.

## PROGRAMMED LEARNING QUIZ:

Dear Instructor Candidate:

You must fill out this quiz and get at least 90% of the answers correct before we can process your ASA instructor certification. Feel free to use the Policy, Procedures, & Learning Manual section of this booklet to find the correct answers. Please print clearly if not typing your response.

1. Sailing \_\_\_\_\_ was introduced to the U.S. in 1983 by the American Sailing Association.
2. ASA certification can only be processed through ASA \_\_\_\_\_ Schools.
3. Philosophically, ASA and its schools believe \_\_\_\_\_, fun and easy to learn.
4. The ASA \_\_\_\_\_ is the only acceptable proof of ASA certification.
5. ASA Instructors must also follow the ASA Code of \_\_\_\_\_.
6. ASA Affiliates must use an ASA Certified Instructor who is rated for the levels being offered for certification.  
TRUE                      FALSE
7. Prerequisites for each certification level are listed in the \_\_\_\_\_.
8. Instructors who have allowed their membership to lapse, must pay \_\_\_\_\_ not to exceed \$100.00.
9. ASA Affiliates are required to keep a copy of their student's completed exams.  
TRUE                      FALSE

## PROGRAMMED LEARNING QUIZ (CONTINUED):

10. There are \_\_\_\_\_ take-home exams.
11. Keelboat Sailing 1 clinic \_\_\_\_\_ the candidate in three primary areas.
12. The ASA Instructor Clinic will evaluate Safety, seamanship and boat handling knowledge in the form of \_\_\_\_\_ tests.
13. The ASA Instructor Clinic will evaluate Teaching in the classroom and on-the-water teaching. These \_\_\_\_\_ assess the candidate's ability to organize a lesson plan, prepare a structured lesson and teach.
14. Boat Handling Skills in the form of \_\_\_\_\_ - \_\_\_\_\_ sailing a 20-26 foot keelboat.
15. These are demanding exercises and evaluations geared toward \_\_\_\_\_ mariners.