

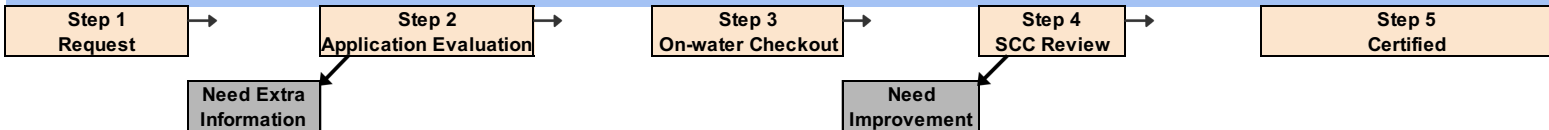
Skipper Certification Process

We have attempted to provide as much detail as possible about the requirements for attaining each level. However, ultimately it is a judgment call that the Skipper Certification Committee (SCC) is making, and they reserve the right to deny authority to any person who in their view does not have all of the necessary crew management, sailing and seamanship skills, and experience necessary, even if they meet the requirements "on paper". Conversely, the SCC may also waive specific requirements review if they feel the candidate can safely manage a boat and crew in the designated waters. Lastly, certification is dependent on attending an Annual SEAS Monmouth Skipper Orientation in the current year. This requirement applies to all levels of skippers and must be attended annually

Stake Holders:

Applicant	- The SEAS monmouth member who requests to be certified for certain level of Skipper
SCC	- SEAS Monmouth Skipper Certification Committee The SCC will oversee the entire process, provide review and will make the final decision for
Coordinator	- Communicator between Applicant, SCC and On-water Checkout Skipper
On-water Checkout Skipper	- Any SEAS Monmouth Skipper with at least two years experience of the skipper level can be the On-water Checkout Skipper for the same level or lower. The On-water Checkout Skipper will assess the Applicant's skill according to the 'Skipper Checkout Criteria' and provide the recommendation to SCC to make the final decision.
Boat Rsv Coordinator	- Small Boat or Keelboat reservation coordinator

Certification Process



Step 1 - Request

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| a. Applicant | - Submit Skipper CheckOut Application Form along with required the Documents to Coordinator by email. |
| b. Coordinator | - Send Acknowledge message back to Applicant upon receiving application and all documents within 3 business days
- Forward the Application and Documents to all members of SCC for Evaluation |

Step 2 - Application Evaluation

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| a. SCC | - SCC members will communicate and decide whether the application is accepted to proceed On-water Checkout or Need Extra Information with 5
- SCC will email the evaluation result to the Coordinator |
| b. Coordinator | The Coordinator will inform applicant of SCC's decision of application acceptance or request for any additional information
- Send the list of On-water Checkout Skippers to the Applicant |

Step 3 - On-water Checkout

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| - Checkout can be proceeded during Activity sail, Private sail or Special checkout sail whichever convenient to the On-water Checkout Skipper and the Applicant
- At least two checkouts needed, but not limited. | |
| a. Applicant | - Forward the documents (Application form, personal sailing resume and copy of BSC) to the Checkout Skipper before the sail
- Print out the Skipper On-water Checkout Form, Safety Checkout List, Skipper Skill Checklist of the level. Bring all three documents and your
- Notify Coordinator of the choice of two or more On-water Checkout Skippers for the record
- Reserve the boat with Boat Reservation Coordinator within 2 weeks upon receiving on-water checkout request from Applicant and willing to proceed
- Review the application and Applicant's sail resume before the checkout sail |
| b. On-water Checkout Skipper | - Observe the Applicant performance according to the Skipper Checkout Criteria List of the level during the checkout sail and fill out the Skipper On-
- Fill out performance rating from 1- 5 in each category on the checkout evaluation form where 1 is the lowest and 5 is the highest
- Make explicit explanation on the category rated 3 and below. It's on-water checkout skipper's decision to provide debriefing for the specific on-water
- Send copy of the on-water checkout evaluation form to the Coordinator within 3 business days of checkout sail by email |
| c. Coordinator | - Keep track of the On-water Checkout Results for the Applicant
- After receive all the on-water checkout result of the Applicant, forward to all SCC members for review as step 4. |

Step 4 - SCC Review

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| a. SCC | - Each SCC member reviews the on-water checkout results and give the final decision: Pass or Need Improvement
- Send email to Applicant and Coordinator to notify the result. |
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Step 5 - Certified

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| a. SCC | - Send email to Applicant to notify the result
- Send email to Boat Reservation Coordinator to include the Applicant as Certified Skipper on the skipper list |
| b. Applicant | - Make sure updated Annual SEAS Monmouth Skipper Orientation |
| c. Coordinator | - Update Skipper Certification Record with the final result |