



# Intermediate Marina Management Course

Charleston Harbor Resort & Marina  
Mount Pleasant, SC  
February 26 – March 1, 2012

## Course Topics:

- Marina Law, Contracts, Risks & Liabilities
- Fire & Emergency Response Planning
- Environmental Management
- Human Resource Management & Development
- Customer Service & Marketing
- Personal Skills and Self-Improvement
- Health & Safety Compliance

## Course Objectives:

The Intermediate Marina Management (IMM) Course is offered by the Association of Marina Industries (AMI) as a stepping stone to AMI's Advanced Marina Management Course. Completion of the IMM course is a prerequisite for admission to the Advanced course. Completion of the Advanced Course is one of the prerequisites for application to become a Certified Marina Manager (CMM).

The Intermediate Course focuses on marina operations policies and procedures. There is an exemption application procedure for those senior marina managers who feel that their experience at their facilities qualifies them for the Advanced Course without needing to complete the Intermediate Course. Please contact [imtraining@marinaassociation.org](mailto:imtraining@marinaassociation.org) for details.

## Instructors:

Instructors for this course will include: **Tim Timpson CMM**, President of MarinaResource, LLC; **Dennis Nixon**, Assistant Dean, University of Rhode Island School of Life Sciences; **Kelli Thornell-Crete**, Ink, Inc. (EnvironmentalSpecialist), and other CMM's and regional Marina Industry professionals.

## Who Should Attend, and Why? What are the prerequisites?

The most important benefit from attending this course is the exposure to new ways of dealing with the issues and challenges which are common throughout the industry.

Learning about policies and practices that have been successful in other regions of the world leads to new solutions to management problems. Above all the intensive, participatory nature of these residency courses will establish a long lasting network of contacts in the industry, a major benefit for years to come. Graduates of these courses return to their ports and marinas with a fresh approach to management.

## Intermediate Course Prerequisites:

At least one full year experience is required working as a Marina Manager, or in a marina leadership position, where the applicant has performed day to day on-site work in a marina of 50 or more berths. Applications are carefully screened to ensure that those accepted have this required level of responsibility in the boating facility. The class is limited to 20 people. No more than two people may attend the course from the same company or marina.

## Well Worth the Cost:

To reserve a seat in this school: fill out the Application Form in this brochure, and forward to AMI along with a payment in the amount of **\$750**. Should your application not be accepted, both the check and reasons for denial will be returned within two weeks.

**Tuition:** The fee is **\$2,995** for AMI members, **\$3,470** for non-members. Course fee includes four days of training, all course texts and handouts, and technical consulting with the faculty at the course. Also included are a welcome reception on **Sunday, February 26, 2012**, four nights lodging at the venue hotel, and breakfasts, refreshment breaks and lunches for four days, and dinner Wednesday evening. The full payment is required as of **January 10, 2012**.

Residency at the venue, is mandatory, no exceptions. Additional nights reservations can be made by contacting the hotel. Any additional nights reservations are a personal expense and should be secured with a personal credit card.

## APPLICATION REQUIREMENTS

**No application is complete until you have submitted ALL the required information, as follows:**

- The completed Application Form
- Your resumé
- A deposit in accordance with the payment schedule listed below, which will bring your payment total to the amount required by each due date.

### Payment of Fees:

- Until **January 10, 2012** a deposit of **\$750** is sufficient deposit to hold your seat in the course, once you have been accepted. This deposit must be paid with your Application.
- As of **January 10, 2012** the full payment of the fee is required.

### Method of Payment:

- All deposits and further payments must be made to AMI.
- The payments may be made by check or credit card. AMI accepts ONLY VISA or Master Card.
- Checks should be made payable to Association of Marina Industries, payable in U.S. Dollars and drawn on a U.S. Bank.

### Cancellation and Refund Policies:

- A refund of fees paid will be made if AMI receives your cancellation in writing no later than **January 10, 2012** LESS a service fee of **\$500**. After **January 10, 2012** refunds will only be made if your seat in the course has been resold. Your registration is fully transferable to someone else in your company ONLY if they fully meet the admission requirements of the course.

### Certificate of Completion:

- Attendance and participation in all course sessions is required to receive a certificate of completion.

### For more information:

Visit the Website: [www.marinaassociation.org](http://www.marinaassociation.org), or contact by telephone: +1 401-247-0314; by fax: +1 401-247-0074; by email: [imitraining@marinaassociation.org](mailto:imitraining@marinaassociation.org)

## Application for Admission

Intermediate Marina Management Course, February 26 – March 1, 2012,  
Mount Pleasant, SC

**Please print**

Applicant's Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

AMI Member:  Yes,  No,  Joining now (Contact Merritt Alves: malves@marinaassociation.org)

Applicant's Background: **IMPORTANT - Attach your resumé with experience details**

Boating business management experiences: Marina/boatyard ownership \_\_\_\_\_ years

Marina/boatyard manager \_\_\_\_\_ years

Other boating business experience \_\_\_\_\_ years (please describe fully in resumé / C.V.).

Other business experiences: (please describe fully in your resumé or Curriculum Vitae, give exact title and responsibilities:

Education and training: (briefly include: any university degree, management/trade association courses, certificates, etc., and give details in your resume.)

Active memberships in professional/civic organizations: (include marine industry associations)

Please state why you want to attend this Course:

**Marina/Boatyard Description: Important** - Enclose marina organizational chart & marina photographs.

Do you consider your current marine business primarily a...  marina,  boatyard (or boat repair facility),  
 combination of both, or  other (please describe): \_\_\_\_\_

Total number of full time employees: \_\_\_\_\_ year round, and \_\_\_\_\_ in boating season;

Marina/boatyard area: \_\_\_\_\_ land, Number of boats capacity: \_\_\_\_\_ wet berths; \_\_\_\_\_ moorings; \_\_\_\_\_ dry berths.

Type of boats \_\_\_\_\_ % sail, \_\_\_\_\_ % power. Size range \_\_\_\_\_ to \_\_\_\_\_ m.; average = \_\_\_\_\_ meters.

Services:  fuel,  slipway/hauling,  boat/engine repair,  boat rentals,  boat building,  new boat sales,  
 chandlery/store,  brokerage,  restaurant,  electronics,  lodging,  others (list below)

**Return Application and Payment:**

1. Please be sure to complete the above fully, include your resume., marina organizational chart, and marina photographs or brochure.

2. Please send payment of application deposit, see deposit and payment details on preceding page.

**See Method of Payment instructions on preceding page. Full payment of all fees are due by January 10, 2012**

3. Payment is being made by:  Check  Credit Card (see below),

Please charge my credit card (VISA or Master Card ONLY) in the amount of \_\_\_\_\_ US Dollars.

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name of card holder: \_\_\_\_\_ Signature: \_\_\_\_\_

Address (if different from above): \_\_\_\_\_