

Application for Admission

**Intermediate Marina Management Course, December 2-6, 2018
Nanaimo, British Columbia**

Application Requirements

No application is complete until the following required information is submitted:

- Completed Application Form
- Resume
- Organizational Chart
- Deposit as per the Payment Schedule Listed Below

Course Goals and Objectives – Why You Should Attend

This course has been designed with the right balance of relevant management topics— presented by leaders in their industry—coupled with valuable facilitated group discussions to create the ideal setting for learning. Another asset of this intensive, participatory residency course is the invaluable life-long peer network of which you now become a member. The curriculum is designed not only to provide you with guidance on the issues affecting today's marine industry but to sharpen your own leadership skills for successfully managing these issues. The marina industry is full of liabilities, risks and great opportunities. How you manage these will be the measure of success.

Through this course you will learn about, hear new perspectives on and fresh approaches to, and get guidance on:

- Dealing with the most critical issues and challenges common throughout the industry
- Proper language to use in contracts to significantly reduce the risk of liability to your facility
- How to successfully manage and grow your staff
- How to manage your human resources to reduce your risk of lawsuits
- Policies for best practices in emergency preparedness to protect your staff, facility and marina assets
- OSHA and Environmental regulations that are industry-centric and critical in protecting your facility from crippling fines and your staff from life-altering injury
- Marketing and branding your facility and how to use social media to self-promote
- Management and leadership that will benefit a facility in its entirety
- Invaluable tools for success
- Becoming part of a lifelong invaluable network of industry-leading colleagues
- ... and much, much more

Course Topics and Instructors

- | | |
|--|----------------|
| • Marina Law, Contracts, Risks and Liabilities | Dennis Nixon |
| • Emergency Response Planning | Carl Wolf, CMM |
| • Environmental Management | Kelli Crete |
| • Leadership and Effective Communication | Pam Lenzion |
| • Social Media, Marketing and Branding | Steve Chandler |
| • Critical Leadership, Staff Development and Human Resource Management | Jim Schuman |
| • Health and Safety Compliance | Kelli Crete |

Successful Completion

To receive a certificate of completion, all students must attend and participate in the full length of each session and course social events and receive favorable peer evaluations, where applicable.

Intermediate Course Prerequisites

Those accepted into the course must have at least one full year of experience 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 or at a marina with a minimum of \$500,000 in gross revenues. Applications are carefully screened to ensure those accepted have the required level of responsibility in a boating facility. Class size is limited to 28 people. A maximum of two people from the same marina may attend the same course.

Well Worth the Cost

To reserve a seat in this course, complete the Application Form in this brochure and forward it to AMI along with a \$750 deposit. Should your application be denied, your check will be returned and you will receive the reason(s) for the denial.

Tuition: \$2,995 (U.S.) for AMI members; **\$3,470** (U.S.) for non-members
Tuition Includes:

- Four nights of lodging at host hotel
- Four breakfasts, breaks and lunches
- Opening reception – Sunday evening
- Closing dinner – Wednesday evening
- Half day study tour of local marinas

Residency at the venue is mandatory. There are no exceptions. Extended reservations can be made by contacting the hotel directly. Additional nights of stay are a personal expense and should be secured with a personal credit card.

Payment Schedule: (Please note that there is a minimum number of students required to run each course)

- Once your complete application package is received, you will receive a confirmation email*—at which time, a **\$750** deposit is due
- Full payment is due no later than **October 1, 2018**

*Do not make travel arrangements until you receive this email confirmation

Method of Payment:

- All deposits and further payments must be made payable to and sent directly to AMI
- Payments may be made by check or credit card. AMI accepts only VISA or MasterCard
- Make checks payable to the 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 October 1, 2018, minus a service fee of \$500. After October 1, 2018, refunds will be made **only** 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.

Payment is being made by: _____ Check _____ Credit Card (see below)

Please charge my credit card (VISA or MasterCard ONLY) in the amount of _____ U.S. Dollars

Card Number: _____ Expiration Date _____ Security Number _____

Name of Cardholder: _____ Signature _____

Address (if different from below): _____

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Please print

Applicant's Name _____ Title _____

Marina _____

Address _____

Phone _____ Fax _____ Email _____

Body of Water _____ Website URL _____ Gross Revenues of Marina \$ _____

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

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

Boating business management experiences: Marina/boatyard ownership _____ years

Marina/boatyard manager _____ years

[Put "N/A" or "-" in all spaces which are Not Applicable at your marina, do not leave any information blank.]

Number of Marina Employees: Year-round _____ Seasonal _____

Marina work contracted out (not performed by employees) (check): Landscape Maintenance
 Security Accounting Human Resources Mgmt. Other: _____

Services (profit centers) operated by your employees: (check)
 Fuel Repairs Haul/Launch Restaurant Ships Store Other _____

Services leased out to, and/or operated by others:
 Fuel Repairs Haul/Launch Restaurant Ships Store Other _____

Storage type and capacities:

Wet berths: (#) _____ Wet moorings: (#) _____ Dry in racks: (#) _____ Dry on trailers: (#) _____

Number of slips used by transient (visiting) boats for less than 30 days: _____

Percentage of boats that are: Power boats _____% Sailboats _____%

Size range in water: _____ ft. to _____ ft. Size range in racks: _____ ft. to _____ ft.

Water level fluctuation: Tidal range if salt: _____ feet. Annual change if fresh: _____ feet.

Fuel service at marina: (check all that apply) Petrol Diesel LPG Other: _____

Fuel storage capacity and location of tanks:

Capacity (Liters): Petrol _____ Diesel _____ Above ground _____ Underground _____

Pump-out Equipment at marina: Yes No

Make _____ Type of pump _____

Location: _____ Fixed at fuel dock Fixed elsewhere (Where?): _____

Portable pump-out ashore Mobile pump-out on boat Pump-out connections at slips

Other things you would like your classmates to know about your marina: (Use reverse side or additional sheet if needed)
(Examples: major fire, storm damage, events, permit or other Issues you'd like help with, etc.) _____

See Method of Payment instructions on preceding page. Full payment of all fees are due by October 1, 2018

**Send to: International Marina Institute – 50 Water Street, Warren, RI 02885 USA – Phone 401-247-0314
Fax: 401-247-0074 – Email: imitraining@marinaassociation.org**