

CERTIFIED MARINA MANAGER APPLICATION



Biographical Information		Date
Applicants Name		
Marina Name	Job Title	
Email Address		
Business Address		
Business Telephone Number	Mobile Number	

Employment History	List the names and addresses of marinas that you have been employed at in the last 10 years, most recent first. Include in your portfolio, a letter from these marinas verifying your experience and dates of employment.
Marina Name	Position
Marina Address	Dates Employed From To
Name of Line Manager	

Marina Name	Position
Marina Address	Dates Employed From To
Name of Line Manager	

Marina Name	Position
Marina Address	Dates Employed From To
Name of Line Manager	

Marina Name	Position
Marina Address	Dates Employed From To
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Marina Name	Position
Marina Address	Dates Employed From To
Name of Line Manager	

Marina Association Membership	As a CMM Applicant, you will be required to be an active member of a local or regional marine association, or if none available in your area be an active member of another professional organisation.	
Association	Association Contact	
Office held (if applicable)	Committee served on (if applicable)	
You may add any other civic and professional organisations you are involved in e.g. Boating Industries Association, Coast Guard		
Any Local community marine projects you are involved in		

Education, Training and Professional Development

Please list any college, university or professional qualifications you have achieved

Intermediate Marina Management Course (if applicable)

Date Attended

Location

Advanced Marina Management Course (Please attach a copy of certificate)

Date Attended

Location

List any marina/job related courses that you have attended over the last five years

Any further qualifications or achievements

References Six letters of recommendation are required and must be submitted with the application
(See application handbook instructions as to who these references may be and how they are to be submitted)

Name and affiliation of Reference

1.

2.

3.

4.

5.

6.

Other Information

Have you ever been involved in a reorganisation for the benefit of creditors, or in a bankruptcy as a debtor?

Yes

If yes, please attach further information

No

Have you ever been involved in either civil or criminal legal proceedings as a defendant in which there were allegations of fraud, misrepresentation, misappropriation of funds or property, etc:

Yes

If yes, please attach further information

No

Have you ever been subject to disciplinary action by any other professional organisation?

Yes

If yes, please attach further information

No

Experience Credit Form: Part one: Portfolio information

Instructions: Indicate your management experience in each area below, beginning with column 1 list your most recent experience. The dates at the top of the columns should represent each marina job, and relate to the employment history provided. Attach further pages if necessary.

Dates From						
To						
1. Indicate marinas where you have had primary management responsibilities . Indicate storage capacity by number of berth etc						
Marina Name						
Wet Berths						
Dry Stack						
Dry Land Storage						
Moorings						
Total Boats						
2. Give approximate gross annual income of these activities in thousands of Pounds or Euros						
Wet Berths						
Dry Storage						
Dry Land Storage						
Moorings						
Fuel						
Marine Store						
Boat repairs/service						
Boat Sales						
Boat Rentals						
Strata Title Management						
Retail Space rental						
Office Space Rental						
Restaurant income/rental						
Industrial/other income						
Accommodation						
Total						
3. What proportion of your time during an average week is/was spent on the following activities? Display as a percentage %						
Financial Planning						
Marketing, Sales and Customer Relations						
Equipment operation						
Staff Administration						
Administration						
Servicing boats/engines						
4. Months worked as a General Manager, or reporting directly to a General Manager?						
5. How many employees do/did you supervise in this position						

Experience Credit Form: Part two Management Experience

Instructions: Indicate your marina management experience by placing an X in the boxes below that accurately reflect your duties and responsibilities and the level of your authority. Evaluate each function as it applies to the marina or marinas you have managed.

The following six functions are core components of the role of an experienced marina manager. Study the functions carefully and check only those for which you are or were accountable. The time periods must coincide with responses to Employment History on Page 1.

CORE Marina Management Functions	1.From: To:	2.From: To:	3.From: To:	4.From: To:	5.From: To:
MARINA NAME:					
1 Manage Budgets <ul style="list-style-type: none"> • Prepare & monitor operational budgets • Manage cash flow 					
2 Manage people <ul style="list-style-type: none"> • Recruit staff • Performance manage and develop staff 					
3 Manage Facilities <ul style="list-style-type: none"> • Ensure optimum yield/profit on all facilities • Plan, implement & monitor scheduled maintenance & repair 					
4 Manage marina operations <ul style="list-style-type: none"> • Manage day to day operations of marina • Develop and implement customer service strategies • Develop and implement reporting & recording systems 					
5 Comply with regulations <ul style="list-style-type: none"> • Keep up to date with regulations including H & S, environmental & legal • Ensure compliance with all regulations 					
6 Build relationships with stakeholders <ul style="list-style-type: none"> • Develop relationships with stakeholders and local groups eg: local councils, regional Govt, harbour authorities 					
For internal use only <i>Total compulsory functions performed</i>					
Comments:					

Experience Credit Form: Part two Management Experience (continued)

The following five functions list some experience that an experienced marina manager may possess. Study the functions carefully and check only those for which you are or were accountable. The time periods must coincide with responses to Employment History on Page 1.

NON-CORE Marina Management Functions	1.From: To:	2.From: To:	3.From: To:	4.From: To:	5.From: To:
MARINA NAME:					
7 Manage contractors & suppliers <ul style="list-style-type: none"> • Appoint contractors/suppliers • Monitor performance of contractors/suppliers 					
8 Promote the marina <ul style="list-style-type: none"> • Oversee the promotion/marketing of the marina 					
9 Manage future development of marina <ul style="list-style-type: none"> • Make recommendations to Board/owners for improvements to marina • Prepare capital budget requests 					
10 Manage Boatyard operations <ul style="list-style-type: none"> • Manage hardstanding/dry stack operations • Manage lift out and moving of boats 					
11 Manage Tenants <ul style="list-style-type: none"> • Develop relationship with tenants • Review lease terms/agreements & mix of tenants 					
For Internal Use only Total optional functions performed:					
Comments:					

Comparably sized facility information

Instructions to CMM Applicant: Provide the following information for a minimum of five marina facilities that are of comparable size to yours within your geographical region.

	1	2	3	4	5
Marina Name and Address					
No. of Wet Berths No. of Dry Stack Slots No. of Moorings No. of Dry Store Spots					
Total Boat Capacity					
Rate information: Wet Berth Rate <i>Summer season</i> <i>Winter Season</i> Dry Stack rate Mooring Rate Dry Storage Rate					
Operations: Sell Fuel (yes/no) Chandlery (yes/no) Service/Repairs (Yes/no) Boat Rentals (Yes/no) Boat Sales (Yes/no)					
Restaurants (yes/no)					
Office space leased (yes/no)					
Retail space leased (yes/no)					
Industrial or other use, If yes what?					
No. of Employees					

Required Supporting Documentation

1. Marina Organisation Chart

Show the organisational structure of the marinas managed.

2. Photographs

Include photographs of all berth types, aerial photograph if available, general photographs of major profit centres, berth holder facilities.

3. Marina Promotional Material

Brochures, berthing fees list, samples of advertising

4. Latest Annual Marina Operating Statement

12 month profit and loss statement, please mark as confidential if you do not want this information to be circulated to the CMM Review Committee.

Employment Narrative Report

Please refer to the Certified Marina Manager's Application Handbook for a detailed description on the contents of the narrative report.

Verification of information

Signature of applicant, verifying the accuracy of the information on this application and the experience credit form and acknowledging having read the rules and regulations, and will comply with them.

Name

Signature

Date

Signature of employer, verifying the accuracy of the information on this application and the experience credit form as the applicant's current responsibilities.

Employer name

Position in the Marina

Signature

Date