

CERTIFIED MARINA MANAGER APPLICATION

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

Employment History	<p>List the names and addresses of marinas that you have been employed at in the last 10 years, most recent first.</p> <p>Include in your portfolio, a letter from these marinas verifying your experience and dates of employment.</p>
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
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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 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 are 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. RNLI, Coast Guard			
Any Local community marine projects you are involved in			

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Education, Training and Professional Development

Please list any college, university or professional qualifications you have achieved
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Intermediate Marina Managers course (if applicable)
Date Attended
Location

Advanced Marina Managers School (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	No

If yes, please attach further information	
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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 14 functions on this page are those typically associated with a 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.

Marina Management Functions	1.From:	2.From:	3.From:	4.From:	5.From:
	To:	To:	To:	To:	To:
1. Routinely manage on site personnel either directly or through other, including recruiting, line management and performance management					
2. Purchasing Authority, approve invoices, negotiate or approve contracts for goods or services.					
3. Regularly direct employees or contractors who perform maintenance and repair work, judging work performance, adherence to specifications, and observance of safety regulations.					
4. Conduct scheduled on-site inspections at least monthly using inspection checklists.					
5. Meet routinely and personally with marina occupants on management matters.					
6. Establish or monitor and enforce operating policies and procedures, such as working hours, training procedures, and accountability for equipment.					
7. Has authority to authorise any single expense of £500/ \$1000 or more					
8. Supervise the monitoring of receipts, accounts, banking and debtors					
9. Supervise the process of boat storage renting and lease renewal					
10. Prepare annual budgets, including capital expenditure budgets, or review and authorise such budgets prepared by subordinates					
11. Review and approve monthly operating statements, together with report, if required,					

and submit to owners					
12. Authorise or establish marina record keeping system or supervise and control the maintenance of an existing system of business records.					
13. Prepare marketing plans, including selection of media, format and amount of advertising.					
14. Determine insurable risks, and based on familiarity with customary cover, recommend cover to owners					
For internal use only <i>Total Marina Management Functions performed</i>					

Experience Credit Form: Part two Management Experience (continued)

The 12 functions on this page are those typically associated with a marina property. Study the functions carefully and check only those for which you are or were accountable. Not every marina manager will have all of these experiences. The time periods must coincide with responses to Employment History on Page 1.

	1.From: To:	2.From: To:	3.From: To:	4.From: To:	5.From: To:
MARINA NAME:					
15. Determine the rates to be charges and authorise deviations from this rate in appropriate cases.					
16. Manage with full authority					
17. Analyse and review financial requirements with owners and, when appropriate, recommend alternate sources of funds					
18. Advise owners of the need to consult legal counsel based on management knowledge, familiarity with applicable laws and statutes, and possible legal and tax implications of specific actions.					
19. Review and advise owners of estimates of value, and assess the implications these estimates have in comparison to similar marinas; determine reasonableness of assessed and insurable value.					
20. Identify, analyse uses of property, and implement a plan to change a property's use, or approve such a plan.					
21. Identify, analyse and implement, or approve, major maintenance, or remodelling programs.					
22. Approve major variances from the budget, exclusive of emergencies.					
23. Have primary responsibility for compliance with government regulations.					
24. Help prepare/present permit application, and/or environmental impact information.					
25. Authorise the establishment of, or approve controls for, management information system (e.g. accounting systems.)					

26. Analyse and approve submissions for financing based upon a working knowledge of packaging and analysing loan submittals.					
For Internal Use only <i>Total Asset functions performed:</i>					
<i>Total Functions Performed</i>					
<i>Comments:</i>					

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

In your own words, write an employment narrative report for each period of time covered by your Experience Credit Form. Describe your marina job responsibilities and management experience. Do not include a CV or job description, and do not just restate the functions you checked on the experience credit form, rather you need to substantiate the functions you ticked on the experience credit form by providing details of your experience

Give specific examples of how the management functions were performed, and using the function descriptions as an outline; describe in your own words your ongoing management role in the company, as well as experiences.

Please include the following heading on each of the period narrative reports:

For Period From	To	Job Title
Employer	Title of Immediate Supervisor	
Titles of Positions Reporting Directly to You		

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: