|  |  |  |
| --- | --- | --- |
| **A picture containing text, clipart  Description automatically generated** | **Registration, and Application Requirements****ADVANCED MARINA MANAGEMENT (AMM) COURSE** **27 March – 1 April 2022****Newcastle NSW, AUSTRALIA** | **GMI Logo_COLOUR 4** |

**ADVANCED MARINA MANAGEMENT COURSE (AMM)**

The AMM course has been designed as a pathway towards Certified Marina Operator (CMO), Certified Marina Manager (CMM) and Certified Marina Professional (CMP) Certification. The course consists of 4.5 days of training sessions and a group project.

**APPLICATION CRITIERA**

* You must have completed the Intermediate Marina Management Course
* You must have at least 3 years’ experience as a marina manager working on-site in a marina OR 5 years in a leadership position in a marina affiliated company
* You must be a member of the MIA either as an individual or through your marina

**PROCESSING YOUR APPLICATION**

1. Once your application has been received, the MIA AMM Application Committee will review your application to ensure prerequisites and admission requirements have been met. Should any additional information be required, an MIA representative will contact you to request the information. Places are strictly limited.
2. Maximum application turn-around time is 1 week.
3. Once your application is approved, a confirmation letter and invoice for the course fee will be emailed to you.
4. Should your application not be successful, MIA will advise what prerequisites have not been met.

Application Deadline is **20 January 2022**

**Application Checklist**

1. Completed Application Form
2. Current Resume
3. Organisation Chart of your current marina
4. Certificate of Attainment for Intermediate Marina Management Course *(if not completed with the MIA)*

##### PERSONAL DETAILS

|  |  |  |  |
| --- | --- | --- | --- |
| Title (Mr/Ms/Other) | A picture containing text  Description automatically generated | Date of Birth | Click or tap here to enter text. |
| First Names | Click or tap here to enter text. |
| Last Name | Click or tap here to enter text. |
| Job Title | Click or tap here to enter text. |
| Company | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| Telephone  | Click or tap here to enter text. | Mobile: Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| Contact in case of an emergency  | NameClick or tap here to enter text. | Mobile number:Click or tap here to enter text. | Relationship Click or tap here to enter text. |

##### YOUR BACKGROUND SUMMARY

|  |
| --- |
| How long have you held a management position in your marina/boatyard? |
| Attach updated Resume to application form or email. Focus particularly on your current responsibilities Click or tap here to enter text. |
| Please give brief details of other relevant experience you have. |
| How many staff do you currently supervise? | Click or tap here to enter text. |

**Please provide details of your current marina:**

|  |
| --- |
| Marina: Click or tap here to enter text. |
| No: of Employees: Click or tap here to enter text. | Permanent : Click or tap here to enter text. |
| Seasonal: Click or tap here to enter text. |
| Services – Profit Centres – (please tick) |
| [ ]  Fuel  | [ ]  Tenants |
| [ ]  Repairs | [ ]  Chandlery |
| [ ]  Brokerage | [ ]  Other  |
| Boat Capacity : Click or tap here to enter text. |
| No. of Wet Berths:Click or tap here to enter text. | No. of Moorings: Click or tap here to enter text. |
| No. of Dry Berths: Click or tap here to enter text. |  |

**To be completed by those who are heading for CMO and CMM Pathway (ie. marina managers) only**

|  |
| --- |
| Please tick the functions that you undertake in the marina or marinas that you have managed. Not every box will be ticked |

|  |  |  |
| --- | --- | --- |
|  | **Functions** | **Tasks** |
| [ ]  | 1 Manage budgets | * Prepare & monitor operational budgets
* Manage cash flow
 |
| [ ]  | 2 Manage people | * Recruit staff
* Performance manage and develop staff
 |
| [ ]  | 3 Manage facilities | * Ensure optimum yield/profit on all facilities
* Plan, implement & monitor scheduled maintenance & repair
 |
| [ ]  | 4 Manage marina operations | * Manage day to day operations of marina
* Develop and implement customer service strategies
* Develop and implement reporting & recording systems
 |
| [ ]  | 5 Comply with regulations | * Keep up to date with regulations including H & S, environmental & legal
* Ensure compliance with all regulations
 |
| [ ]  | 6 Build relationships with stakeholders | * Develop relationships with stakeholders and local groups eg.: local councils, regional government, harbour authorities
 |
| [ ]  | 7 Manage contractors & suppliers | * Appoint contractors/suppliers
* Monitor performance of contractors/suppliers
 |
| [ ]  | 8 Promote the marina | * Oversee the promotion/marketing of the marina
 |
| [ ]  | 9 Manage future development of marina | * Make recommendations to Board/owners for improvements to marina
* Prepare capital budget requests
 |
| [ ]  | 10 Manage boatyard operations | * Manage hardstanding/dry stack operations
* Manage lift out and moving of boats
 |
| [ ]  | 11 Manage tenants | * Develop relationship with tenants
* Review lease terms/agreements & mix of tenants
 |

##### YOUR CAREER PATHWAY

Through the GMI, there are three career pathways available, CMO, CMM and CMP. To help you determine which career pathway your work experience enables you to purse, please select from the table below.

|  |  |  |
| --- | --- | --- |
| CMO | CMM | CMP |
| completed Intermediate Marina Management Course |
| 3 years’ experience as a marina supervisor performing day-to-day onsite work in a marinaandgained experience supervising a marina of less than 100 berths/moorings/dry stack storage | 5 years’ experience as a marina manager working onsiteandgained experience managing a marina of **greater than 100 berths/mooring/dry stack** **storage** **OR** managing a marina with an annual gross operating revenue of AUD $1,000,000 |  A minimum of 7 years managerial experience with the **last five years** up until the time of application being within the marina industry either:a. within a marina operation including:- engineering- finance- design- marketing- senior Managerorb. within a Marina construction & development company- pontoons- dry stack |

##### Choose your pathway below:

[ ] **CMO** [ ]  **CMM** [ ]  C**MP**

PLEASE ATTACH A SIMPLE ORGANISATION CHART OF YOUR MARINA SO WE CAN UNDERSTAND YOUR STAFFING STRUCTURE

|  |
| --- |
| **IMM:** Year and location of Intermediate Marina Management course you attended? (If you did not complete the course with MIA, please attach certificate):Click or tap here to enter text. |
| **Are you a MIA Member?:** Click or tap here to enter text.**You must be a Member of the MIA**. This is a requirement even if you are a member of your own country’s association. MIA membership may be as an individual or through your marina. Please contact MIA if you are unsure or require a Membership Application form. |

**COURSE FEES**

Member: AUD4,990.00 ❘ Non–Member: AUD6490.00

Fees include: course fee, course materials, accommodation for 5 nights, morning/afternoon teas, lunches, welcome drinks, 2 x dinners and field trip.

**THANK YOU FOR YOUR REGISTRATION**

I have read and agree to the MIA Course Registration Terms and Conditions listed below.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE EMAIL APPLICATION DOCUMENTS BY 20 January 2022**

Email: education@marinas.net.au

If you have any questions, please contact MIA on + 61 2 8197 4753 or education@marinas.net.au

**TERMS AND CONDITIONS**

**1 Registrations**

**1.1** All Course Fees are inclusive of GST and include the course fee, course materials, accommodation for 5 nights, morning/afternoon teas, lunches, welcome drinks, 2 x dinners and field trip.

**1.2** Delegates will not be permitted to attend the Course if the balance of the Course Fee has not been paid in full by the last working day prior to the Course commencement. The Course Fee is in any case due by the date stipulated on the invoice. Delegates will receive a confirmation of enrolment once they have paid the course fee in full.

**1.3** Places on the Course are limited and will be allocated by MIA on a “first come first served” basis to Delegates who meet the Minimum Entry Requirements. Submission of a Registration Form does not guarantee admission to the Course.

**1.4** To ensure a wide mix of delegates, no more than two people from the same marina organisation can attend the Course.

**1.5** MIA will email successful Delegates confirming their place on the Course. Registrations will remain provisional (and therefore capable of cancellation at any time without penalty) until this written confirmation is issued.

**2. CANCELLATIONS AND SUBSTITUTIONS**

2.1 Courses are subject to sufficient student numbers. MIA reserves the right to cancel courses if there are insufficient enrolments. In this event, the applicant will have the option of transferring to the next available course or receiving a full refund.

2.2 In the event the applicant is unable to attend the course after full payment, 21 days’ notice must be given to MIA prior to course commencement. The course fees will be refunded less AUD1000. No refund will be given for cancellations received within 21 days of course commencement. If the Applicant accepts a complimentary place, the Applicant waives the right to cancel or receive a full refund.

**2.3** Alternatively in exceptional circumstances the MIA will allow the substitution of an alternative Delegate provided that they meet the Minimum Entry Requirements and provided that the Applicant provides their details in writing at least 48 hours prior to the commencement of the Course.

**2.4** In all the circumstances contemplated in this clause 2, where the cancellation or amendment leads to the cancellation or amendment of registration made by the MIA with third parties for accommodation or travel for the Delegate, the MIA shall also charge to the Applicant any cancellation charges or other costs that cannot be easily recovered by the MIA.

**2.5** MIA reserves the right to amend the content of any Course(s) without notice when, in the MIA’s opinion, such amendment does not fundamentally change the content of such Course(s).