

Guidance Notes
for
**RYA Sailability
Disability Awareness
Training Centres**

March 2012

(Detachable Application Form is in the centre of this booklet)

Note; these guidelines are updated annually. A line in the left hand margin denotes a change from the previous year. *Small changes are also denoted in italics.*

Ref STCGN

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Sailability



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CONTENTS

1	General Information	1
1.1	Applying for Training Centre Authorisation	1
1.2	RYA Sailability Principal	1
2	Overall Requirements for Centres	2
2.1	Instructor Qualifications	2
2.2	Administration	2
2.3	Withdrawal of Authorisation	4
3	Specific Requirements for Disability Awareness Course	5
4	Fees 2012	6
	Application for Authorisation form (detachable)	7

APPENDICES

Appendix A	Disability Awareness Training Course Syllabus	10
Appendix B	Complaints procedure	11
Appendix C	Health, accessibility and emergency contact information	12
Appendix D	License and Conditions of use of Logo	13
Appendix E	RYA Sailability DAT Instructor Course information	14
Appendix F	Teaching resources price list	15

Abbreviations used in this document

RYA – Royal Yachting Association

DAT – Disability Awareness Training

SATC – Sailability Authorised Training Centre

STCGN – Sailability Authorised Training Centre Guidance Notes (this document)

1 General Information

RYA Sailability Disability Awareness Training (DAT) courses are run at Sailability Authorised Training Centres (SATC). These courses follow the syllabus laid down in Appendix (A), and is conducted by staff qualified by RYA Sailability.

This booklet explains the RYA Sailability requirements for centres wishing to run DAT courses. This booklet should be read in conjunction with the 'Sailability Authorised Training Centre Application Form' which is located in the centre of this booklet. These documents explain the requirements for your contract with RYA Sailability to run RYA Sailability courses.

RYA Sailability 'Authorisation' primarily covers the standards of tuition and safety when RYA Sailability courses, are underway.

1.1 Applying for RYA Sailability Training Centre Authorisation

Before applying, ensure that you and the proposed Training Centre comply with the RYA Sailability requirements outlined in this document.

Sailability Authorisation will normally be refused to a centre applying under a name that is the same or likely to be confused with an existing RYA Sailability or RYA Training Centre, an RYA squad or a national performance squad or which gives a misleading impression to market of national status.

It is not normally the policy of RYA Sailability to limit the number of SATCs in any area. However, Authorisation may be refused on the grounds that there are already sufficient centres to meet course demand in an area and Authorisation of further centres may reduce existing class numbers to an uneconomic level.

Upon application, RYA Sailability require the following documentation sent to them:

- 1) A completed Training Centre Application form (see centrefold)
- 2) The correct application fee payable to RYA (see Section 4)
- 3) A completed RYA Account Application form

1.2 RYA Sailability Principal

The Principal is responsible for maintaining RYA Sailability standards outlined in this booklet and the Training Centre Application form. The Principal must be aged 18 or over.

The Principal undertakes that the centre will not do or omit to do anything which will or may damage the image and reputation of the RYA, RYA Sailability, RYA training or RYA/Sailability qualifications or which may otherwise bring RYA Sailability into disrepute.

The Principal does not need to hold any RYA or Sailability qualifications but must ensure that instructors with the correct qualifications (RYA Sailability Disability Awareness Training Instructor) are used for all RYA Sailability courses.

For Colleges and Adult Education Centres, the Principal does not need to be the Principal of the College but must be in a position to accept the responsibilities outlined above.

Note: RYA Sailability does not 'approve training centres', it 'Authorises' them.

2 Overall Requirements for Authorisation

The Principal must ensure that courses at their centre are run by correctly qualified RYA Sailability Instructors. Only courses for which the centre holds Authorisation can be run. RYA Sailability Instructors can only conduct courses at RYA SATCs.

The language of instruction for all RYA Sailability courses must be English.

2.1 Instructor Qualifications

The table below shows the required RYA Sailability Instructor qualification.

Course run.	Qualification(s) required.
RYA Sailability Disability Awareness Training	RYA Sailability Disability Awareness Instructor

When qualified, all RYA Sailability Instructors receive a letter of appointment or certificate which they should be able to show you. If you are in any doubt about the suitability of someone's qualification to instruct a RYA Sailability DAT course please contact Sailability@rya.org.uk and this will be checked for you.

Instructors should have a copy of the latest DAT Resource Pack.

Appendix E contains details on how to become a RYA Sailability DAT Instructor.

2.2 Administration

Account Holding

As an SATC you will have an RYA account and be able to buy RYA and RYA Sailability goods and publications at discounted prices. The account can be opened from the day that recognition is granted, subject to the RYA being in receipt of a completed Account Application Form from you. Credit terms (30 days) will normally be available, but this is at the discretion of the RYA.

RYA Sailability distribute course materials such as logbooks, certificates and teaching aids directly to SATCs (See Appendix F)

Advertising

Courses may only be advertised after recognition is granted. Only those courses for which recognition is held may be advertised.

Only a SATC may use the RYA Sailability logo. Once recognition has been granted, an SATC may use the RYA Sailability logo to publicise the activities of the SATC only. Conditions of logo use are available from RYA Sailability and Appendix D.

The RYA Sailability name, details of its courses or RYA Sailability logo may not be used before RYA Sailability Authorisation is granted.

SATCs must not use the RYA Sailability name or logo to advertise any activities (such as boat sales or charter) not covered by the terms of recognition.

The advertising, brochures, booking forms, joining instructions etc. should be clear and accurate. They must not give any misrepresentation, either by implication or omission that the facilities, services and courses offered, qualifications of staff or

level of RYA Sailability Authorisation differ from those implicit in the Authorisation already granted.

SATCs must ensure that any advertising material relating to RYA Sailability activities complies with the British Codes of Advertising and Sales Promotion or appropriate national laws.

All advertising may only be in the exact name of the SATC, as written on the Application form.

Third party organisations offering courses on a SATCs behalf must state which SATC is providing the training. Bookings should be made directly through the SATC. The SATC is responsible to ensure that the third party conforms to this fact.

Bookings

DAT course bookings should be made directly with the SATC and not through a third party. This ensures that the correct paperwork, booking forms etc., are used for the students.

Cancellation arrangements should be transparent to both the SATC and its customers. Customers should sign to state they have read and have understood the contract they are entering into and agree to the cancellation arrangements.

Conflicts of Interest

For the duration of its RYA Sailability Authorisation, a centre may not endorse, promote or offer a third party's products or services, which conflict or compete with any RYA or RYA Sailability trademarks, products or services, including RYA training schemes, without the prior written approval of the RYA and RYA Sailability.

Courses

The instructional time stated in this booklet should be considered the minimum time required. Courses can be modular, but certification will only be awarded on successful completion of the syllabus.

Ensure there is a customer feedback system in place so that the courses can be reflected on and improved if necessary.

A system for receiving and reviewing customer complaints should be in place. Every effort should be made by the Principal to resolve any complaints as quickly as possible. See Appendix B.

Receipt by RYA Sailability of an unreasonable number or substantiated complaints against a SATC may result in suspension/withdrawal of the SATCs recognition.

There shall be a robust system in place to ensure that training aids such as eyeshades and earplugs are cleaned or disposed of after each course and are safe and hygienic for use.

Change of Principal or Qualified Instructional Staff

Authorisation of an SATC is granted to the Principal and lapses on change of Principal. Please contact RYA Sailability (Sailability@rya.org.uk) if the Principal is to change. If instructional staff changes, the Principal must ensure they comply with the requirements.

Children

If children and young person's without accompanying parents or guardians are taught, a child protection policy should be in place and suitable instructor references taken for instructors. More details about Child Protection Policies are available from the RYA.

Most SATCs only offer courses to children and youngsters if they are accompanied by parents or guardians.

If you do teach children ensure your insurance company is notified.

Much of the success of teaching mixed groups of children and adults is the maturity of the children. What might be fine in a tailor made course for a family, may not on a course where a parent is bringing along a boisterous child into a mainly adult group.

Inspections

SATCs can be inspected at any time, with or without prior notice. If an inspection shows that an SATC is seriously below standard, Authorisation may be suspended. In these cases the matter will be dealt with centrally at RYA House. If Authorisation is withdrawn an appeal may be made to RYA Sailability.

If the RYA Sailability Training Centre does not fulfil the requirements a re-inspection may be necessary. A re-inspection fee will be charged along with all the inspector costs and travel. Costs will vary depending on the SATC location and time spent travelling by the inspector.

Non-RYA Sailability Activities

If the centre conducts training outside the remit of RYA recognition, the centre will exercise all reasonable care and skill and conduct such activities in accordance with best practice and/or established national guidelines.

Publications and Certificates

Relevant publications should be available to the students.

Appropriate RYA Sailability certificates, signed by the Principal or Chief Instructor, must be awarded on successful completion of a course. It is a condition of recognition that certificates are awarded only when the qualified instructor is satisfied that the students have met the completion criteria for the course.

2.3 Withdrawal of Authorisation or Instructor Qualification

The RYA Sailability Committee can withdraw Authorisation for contravention of the rules or spirit of RYA Sailability Authorisation. They can also withdraw Instructor endorsements where due cause is shown.

A SATC or individual wishing to appeal against the decision of the RYA Sailability Committee may bring their case to an RYA Sailability tribunal that will be convened for the purpose.

Sailability Authorisation of a training centre is vested in the Principal and will automatically be revoked on a change of Principal, discontinuance of active instruction, insolvency, or sale of the SATC.

The safety of all staff and students, as well as the standard of tuition, is the responsibility of the Principal.

3 Detailed Requirements for a DAT Course

1. There must be a suitably equipped teaching room with computer and/or audio visual facilities with adequate learning and teaching aids to ensure the syllabus is covered effectively.
2. The teaching room should be of a suitable size or an additional space provided, to run practical exercises.
3. The Centre and teaching room should be accessible for the students attending the course.
4. The minimum duration of the course is 7 hours.
5. Certificates will be awarded to students who have successfully completed the course.
6. Centres running Disability Awareness Training courses are strongly recommended to include a health declaration, mobility statement and gather emergency contact information in their booking forms. See Appendix 3.
7. There must be no more than 20 students on each course.
8. Centres should keep a record of certificates issued and records of certification should be returned to RYA Sailability.
9. A continuous length of rope (100 foot or 30m) is required as a training aid.
10. Eyeshades and earplugs shall be provided for each student on the course.

4 Authorised Training Centre Fees 2012

Centres applying for RYA Sailability Authorisation for the first time must enclose the following fees with the application form. An annual fee is then payable.

Sailability Authorised Training Centre fees are free until March 30th 2014. After that time, RYA Sailability reserve the right to charge the following fees.

	Annual	Initial
UK centres	£50	£75
Non-UK Centres, excluding VAT	£75	£100

Note: Registered Charities receive a 40% discount to the fees above.

Additional Fees

Spot Inspection fee (if required by RYA Sailability) £185

Inspection fee for non-UK DAT RTC's £525 + VAT + expenses

Fees will be revised annually and are payable to RYA.

Authorisation fees are payable in March each year.

Authorisation is valid until 31st March each year. During March, a new annual Authorisation certificate is sent to each centre together with the invoice of fees. If invoices are not paid promptly, centre Authorisation may be suspended.



Sailability

Sailability Authorised Training Centre
Application Form

Version 01/03/12

Please detach this form and return to:

**RYA Sailability
RYA House
Ensign Way
Hamble
SO31 4YA
United Kingdom**

Application for Sailability Training Centre Authorisation
Version **01/03/12**

1. Full name of Principal

2. Full name of Training Centre

Address where courses are run

.....

.....

..... Postcode

Address for public to contact

.....

.....

..... Postcode

Address to which RYA Sailability correspondence should be sent

.....

.....

.....

..... Postcode

Centre Tel No E-mail

Mobile Website: www

3. Do you wish to advertise your centre on the Sailability web-site? Yes/No

If yes, please supply Training Centre Latitude /Longitude

4. Please list the proposed RYA Sailability qualified instructor(s). (next page)

If Authorisation is granted, subsequent changes in instructional staff should be referred to the RYA for approval.

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Appendix A

Disability Awareness Training Course Syllabus

Course aims

Rationalise and alleviate fear of working with disabled people
Train students to facilitate activities for disabled people
Provide practical advice and knowledge of working alongside disabled people

Course objectives

To be aware and able to demonstrate knowledge of:

The needs of disabled children and adults
Improve essential communication skills
The use of current terminology used to explain disability
Understanding of disability and its challenges in the sporting environment

Introduction: Course aims & objectives
Barriers to participation
Terminology and its implications
Communication
Physical impairments
Visual impairments
Deaf blindness
Deafness
Intellectual disabilities
Environment considerations and team work
Hoist demonstration (if appropriate)

Appendix B

Complaints Procedure

A system for receiving and reviewing customer feedback and complaints should be in place. Every effort should be made by the Principal/Chief Instructor to resolve any complaints as quickly as possible. Receipt by RYA Sailability of an unreasonable number or substantiated complaints against a training centre may result in suspension/withdrawal of the centre's Authorisation.

Complainants should usually submit their complaint in writing (either by email or letter). Receipt of the complaint requires acknowledgment by return, or if this is not possible, at the earliest possible time informing the complainant that you will be instigating an investigation and when they should expect to receive a response. The investigation usually requires the other course members to be canvassed to get a balanced view.

Instigate an investigation quickly and respond objectively to the complainant, offering any appropriate compensation if deemed necessary.

In the case that the complaint is received by RYA Sailability, they will notify you and ask you to comment on the points raised. If this does happen please instigate an investigation promptly and reply to RYA Sailability quickly.

Appendix C

Health, accessibility and emergency contact information

Centres running Disability Awareness Training courses are strongly recommended to include a health declaration, mobility assessment and emergency contact in their booking forms. Such information must be passed on by the Principal to the individual instructor responsible.

One possible format for the declaration is given below:

Health Declaration

Details of any medical treatment being received (if none write 'NONE')

If you suffer from epilepsy, giddy spells, asthma, diabetes, heart condition or anything else you believe may affect you during your time with us, please provide details

I declare that to the best of my knowledge, I am fit to participate in the course.
Signature of Client(s)

The information sent out to students should stress that illness or medical conditions need not necessarily prevent the student from taking a full part in the course, but the Principal or Instructor must be aware of any potential problem.

If a student is in any doubt about his fitness to take part, their GP should be able to advise.

It is worth noting that a booking form duly signed six months before a course may not be up to date when the student arrives for the course. A system for verifying the authenticity of the details of form when the student arrives is advised.

Mobility

Ensure that any location chosen for a training course is suitable with regard to access, facilities, course materials and equipment. For instance establish the following:

Mobility (please tick): Full ambulant, partially ambulant,
wheelchair user but can walk short distance, mobile only in a wheelchair

Visual Impairment (please tick): B1 totally blind,
B2 can discern Light and Shapes, B3 some useful vision

Deaf: Please state percentage of remaining hearing.
Do you sign or lip-read? Yes No
Which sign language do you use?

Emergency and routine contact

RYA Sailability recommends that you hold emergency contact details for students.

You may want to allow the student to indicate how they would like to be contacted so that you can use the right contact method. This will help if students are visually impaired or deaf.

Appendix D

LICENSE AND CONDITIONS OF USE OF RYA SAILABILITY LOGO

The RYA Sailability Logo (“the Logo”) is a registered Trade Mark in the UK with registration number 2,383,666.

The RYA permit use of the Logo by Sailability Authorised Training Centres (each a “Licensee”) and in accordance with this License and Conditions of Use.

(www.rya.org.uk/SiteCollectionDocuments/sailability/Web%20Documents/Charitylogoguidelines2007.pdf) The Logo may be used with the strap line “An RYA Sailability Authorised Training Centre” (the “Strap Line”)

The RYA grants to the Licensee a non-exclusive licence to use the Logo and Strap Line in connection with RYA Sailability activities. This Licence shall expire on suspension or termination of such recognition. This Licence is personal to the Licensee which may neither assign it nor grant any sub-licences of the rights licensed to it.

The following conditions apply, and are in addition to any instructions or procedures relating to the use of the Logo that the RYA may publish from time to time. The RYA reserves the right to amend or update the following conditions from time to time at its absolute discretion.

By displaying the Logo, you agree to be bound by the following conditions of use:

- The Logo shall be displayed in accordance with the RYA Sailability brand guidelines as updated from time to time and obtainable from the RYA website.
- The Logo may only be used by the Licensee in connection with RYA Sailability activities. It must not be used by the Licensee in connection with other activities.
- The Logo must not appear more than once on a single sheet or webpage as duplication can dilute the strength and impact. Your trading/company name, trademark, or logo must appear in any materials where the Logo is used. The Logo may not appear larger and/or more prominent than your own trading/company name, trademark, or logo.
- The materials and websites on which the Logo is used must; (i) comply with relevant legislation including the British Codes of Advertising and Sales Promotion; and (ii) not contain statements or images which are untrue, misleading, objectionable, tasteless, obscene, offensive or disparaging of the RYA or any other RYA recognised/authorised training centre.
- You must not display the Logo on any materials that disparage the RYA, Sailability, RYA training or its products or services, infringe any RYA intellectual property or other rights, or violate any intellectual property law of any jurisdiction.
- You must forthwith, and at your cost and expense, correct any specified misuses of the Logo or the RYA’s other trademarks upon notice from the RYA.

If permission to use the Logo is withdrawn as a result of breach of these terms and conditions it shall take effect immediately and forthwith the Logo shall be removed from any website and stocks of materials bearing the Logo shall be withdrawn from circulation at your expense.

This Licence shall be governed by the law of England and Wales.

Issue February 2012.

Appendix E

RYA Sailability DAT Instructor Course information

Course eligibility and retirement

The minimum age 18.

Due to the sometimes arduous nature of the training the recommended retirement age is 70. Instructors over 70, wishing to continue will be required to update their DAT qualification every 2 years. All instructors will update by their 72nd year and then 2 yearly thereafter. Contact RYA Sailability for details.

Instructor pre-requisite experience

To enrol on the Sailability DAT Instructor Course candidates should have:

A Disability Awareness Training Course Completion Certificate

Extensive experience working with disabled children and/or adults

Preference is given to candidates with a sailing or sports education background

Send a completed application form to RYA Sailability.

RYA Sailability DAT Instructor Course syllabus

Aims

To give the instructor, confidence, practice and the tools required to teach the DAT course

Course

Nerves

Drying up

Timing

Language

Questions

Problems

RYA recognition process

Centre procedures and policies

Resources – what to use

Course material

Venue accessibility

Set up

For approximately half the course, each candidate will run a teaching session and be evaluated. The course will finish with 1:1 debriefs and the result.

Instructor course retakes

Following an Instructor course candidates either; pass, fail or require a partial retake.

If a partial retake is required, candidates will be given two opportunities to pass before having to retake the whole course.

Candidates who fail can attend the course two more times, after which time they will need to seek experience for a year before re-attending.

Retakes and re-attendance at the course are at the candidate's expense.

DAT Instructor qualifications are valid for 5 years at which point instructors are required to attend and successfully complete a revalidation and update course. Contact RYA Sailability for details.

Appendix F

Teaching resources price list

RYA Sailability Authorised Training Centres can purchase SATC resources at RYA trade price. Certificates etc are restricted items and only sold to centres able and authorised to teach the course.

	Retail	Trade
Course booklets	£4.99	£3.49
*Certificates: pack of 10 certificates		£15.25
*Pack of 20 eye shades		£60.00
*Pack of 20 ear plugs		£ 8.00
UK Postage		£4.50 per 30 kilo

Items marked * include VAT @ 20%
Payments made out to RYA for any resources.

Please contact RYA Sailability direct for these products. Sailability@rya.org.uk

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