

# RYA Recognition Guidance Notes

*Version 1.1: April 2013*

**For all RYA Recognised Training Centres**



Royal Yachting Association  
RYA House  
Ensign Way  
Hamble  
Southampton  
SO31 4YA  
United Kingdom

Tel: +44 (0)845 345 0400  
Fax: +44 (0)845 345 0329

[www.rya.org.uk](http://www.rya.org.uk)



# Table of Contents

<b>Introduction</b> .....	<b>5</b>
<b>Section One: The Recognition Process and the Management of Recognised Training Centres (RTCs)</b> .....	<b>6</b>
1.0.2 The Role of the RYA Centre Principal and Chief Instructor.....	8
1.0.3 Overview of the RYA Training Schemes and the Forms of Recognition .....	8
1.0.4 Overview of the Recognition Process .....	11
1.0.5 The Application Process .....	12
<b>1.1 Administration of a Training Centre</b> .....	<b>13</b>
1.1.1 Health & Safety Policy, Duty of Care and Operating Procedures .....	13
1.1.2 Staff Training and Briefing.....	14
1.1.3 Bookings Procedures.....	14
1.1.4 Retention of Records .....	15
1.1.4 Course Delivery and Supervision .....	15
1.1.5 Child Protection and Safeguarding .....	15
1.1.6 Publications and Certificates.....	16
1.1.7 Classroom Teaching Materials .....	16
1.1.8 Advertising .....	16
<b>1.2 The Centre Inspection Process</b> .....	<b>16</b>
1.2.1 Initial Inspection.....	17
1.2.2 Annual Inspections.....	17
1.2.3 Re-inspections.....	17
1.2.4 Multiple Sites under one Recognition (excludes RYA Yachtmaster™ Schemes and non-UK Centres) .....	17
1.2.5 Withdrawal of Recognition .....	18
1.2.6 Change of Principal .....	18
1.2.7 Account Holding.....	18
1.2.8 Insurance.....	18
1.2.9 Public Liability Insurance.....	19
1.2.10 Other Insurances.....	19
<b>Section Two: Practical Centres</b> .....	<b>20</b>
<b>2.1 Vessels used for RYA Training</b> .....	<b>20</b>
2.1.1 Own Boat Tuition .....	20
2.1.2 Monitoring Activities.....	20
<b>2.2 Clothing and Equipment</b> .....	<b>20</b>
2.2.1 Buoyancy Aids .....	20
2.2.2 Lifejackets .....	21
2.2.3 Protective Clothing.....	21
2.2.4 Duke of Edinburgh Award Scheme .....	22
<b>2.3 Sail and Motor Cruising</b> .....	<b>23</b>
2.3.1 Qualification of Principal or Chief Instructor .....	23
2.3.2 Area of Operation .....	23
2.3.3 Temporary Detachment.....	23
2.3.4 Overseas Centres Recognised for Cruising .....	23
2.3.5 Certification and Standard of Vessels used for the RYA Yachtmaster™ Schemes .....	24
2.3.6 Liferafts .....	24
2.3.7 Sailing Vessels: Storm Sails .....	24
2.3.8 Sailing Vessels: Rigging for Downwind Sailing .....	24
2.3.9 Seacocks, Skin Fittings and Piping.....	25
2.3.10 Hatches .....	25
2.3.11 Electronic Navigation Aids .....	25

2.3.12 EPIRBs and SARTs .....	25
2.3.13 Onboard Safety Documentation .....	25
2.3.14 Tuition on Cruising Courses .....	25
2.3.15 ASTO (Association of Sail Training Organisations) .....	26
<b>2.4 Dinghy, Windsurfing, Powerboat, Personal Watercraft, Superyacht and Inland Waterways Centres</b>	<b>27</b>
2.4.1 Centres Operating in the UK .....	27
2.4.2 Centres Operating Outside the UK.....	27
2.4.3 Safety .....	27
2.4.4 Recreational sailing .....	28
2.4.4.1 Recreational sailing at non- UK Centres.....	28
2.4.5 Tuition at Dinghy, Windsurfing, Powerboat, Personal Watercraft, Superyachts and Inland Waterways Centres.....	29
2.4.6 Short Introductory Sessions – UK Centres only .....	30
2.4.7 Facilities/Storage Areas.....	30
2.5 Dinghy/Keelboat .....	31
2.6 Windsurfing Fleet.....	31
2.7 Powerboat Fleet.....	33
2.8 Personal Watercraft.....	33
2.9 Superyachts.....	33
2.10 Inland Waterways .....	34
<b>Section 3: Shorebased Recognition .....</b>	<b>36</b>
3.1 Specialist Short Courses .....	36
3.1.1 Diesel Engine.....	36
3.1.2 SRC Radio .....	36
3.1.3 Radar .....	37
3.1.4 Basic Sea Survival .....	37
3.1.5 RYA/ISAF Offshore Safety .....	37
3.1.6 First Aid .....	38
3.2 Shorebased Navigation Courses .....	38
3.2.1 Essential Navigation and Seamanship (See also the section on RYA Interactive recognition) .....	38
3.2.2 Day Skipper, Coastal Skipper/RYA Yachtmaster™ Offshore, RYA Yachtmaster™ Ocean Theory.....	39
3.3 Distance Learning Centres .....	39
3.4 Application Process for Distance Learning Centres .....	40
<b>3.5 RYA Online Courses (RYA Interactive) .....</b>	<b>42</b>
3.6 Management of Courses and Tests for RYA Interactive Courses.....	43
3.7 Conditions of using the RYA Interactive Site.....	43
3.8 Withdrawal of Recognition for RYA Online Courses .....	44
<b>Appendices .....</b>	<b>45</b>
<b>Appendix 1: SOLAS B liferaft equipment list: .....</b>	<b>46</b>
<b>Appendix 2: Anchors and Cables .....</b>	<b>47</b>
<b>Appendix 3: Safety Policy at an RYA Training Centre.....</b>	<b>48</b>
<b>Appendix 4: Safety Documentation onboard Cruising Vessels.....</b>	<b>49</b>
<b>Appendix 5: Sample Health Declaration .....</b>	<b>50</b>
<b>Appendix 6: License and Conditions of Use of the RYA Training Centre Logo .....</b>	<b>51</b>
<b>Appendix 7: Dealing with a Major Incident.....</b>	<b>54</b>
<b>Appendix 8: Complaints Procedures .....</b>	<b>55</b>
<b>Appendix 9: Adventure Activity Licensing in the UK.....</b>	<b>56</b>
<b>Appendix 10: RYA Cruising Scheme and ASTO Members .....</b>	<b>57</b>
<b>Appendix 11: First Aid Requirements for Cruising Vessels – taken from MSN 1768(M&amp;F) .....</b>	<b>59</b>
<b>Appendix 12: Registration of RYA Certificates issued at RYA Training Centres .....</b>	<b>60</b>
<b>Appendix 13: RYA Training Checklists.....</b>	<b>61</b>
<b>Appendix 14: Duke of Ednburgh Award Scheme.....</b>	<b>Inside back cover</b>

## Introduction

RYA Recognised Training Centres (RTCs) are required to operate in accordance with these Guidance Notes, which must be read and understood before applying for recognition. This document is designed to help you with all aspects of the recognition process. Compliance with these Guidance Notes is also a condition of your contract with the RYA and your entitlement to run RYA courses. (See Section 9 of the Terms and Conditions of Recognition, which can be found on the application and renewal form for recognition.)

This document sets the standards of equipment, safety and tuition required for an RTC.

Each paragraph has a reference number, e.g. 2.31 is paragraph 31 in section 2. Questions on the Centre Inspection Report Forms refer back to the relevant paragraphs by number. Questions on the relevant checklists are denoted by letters.

If an RTC conducts activities afloat that fall outside the remit of the RYA recognition, the centre must exercise all reasonable care and skill to conduct such activities in accordance with good practice and/or established national guidelines for the activity in question.

These Guidance Notes supersede previous exemptions granted on tuition ratios or any other conditions of recognition on previous occasions, whether in writing or otherwise.

This document is divided into 3 major sections:

- Section 1 covers the common requirements for all Recognised Training Centres.
- Section 2 covers the additional requirements necessary for practical recognition.
- Section 3 covers the specific requirements for delivering shorebased courses, including distance learning and RYA Interactive courses.

The appendices hold various reference and supporting documents.

### **About the RYA and RYA Recognition**

RYA training is run at recognised training centres, by suitably qualified staff, following the relevant syllabi, using appropriate, well-maintained equipment and with suitable safety support as defined in these Recognition Guidance Notes. A centre recognised by the RYA is expected to comply with the standards set out in these Recognition Guidance Notes at all times when conducting training in the disciplines for which the centre is recognised by the RYA, regardless of whether RYA certificated courses are being run on a particular day.

All RYA training must be delivered in English. Translators are not permitted.

RYA recognition is renewable annually, running from 1 February to 31 January. Some forms of recognition require an inspection prior to approval and annual or five-yearly inspections for continued recognition. Sections 2 and 3 cover these issues in detail.

Training excludes casual instruction by club members to friends etc.

## Section One: The Recognition Process and the Management of Recognised Training Centres (RTCs)

The RYA is the United Kingdom's national governing body for all forms of sailing, windsurfing, motor cruising, sports boats, personal watercraft and powerboat racing. As such, it is responsible for the development of sailing, powerboating, motor cruising, inland waterways, personal watercraft, dinghy/keelboat sailing and windsurfing training courses. As part of its work the RYA:

- Protects the rights and freedoms of its members, both individuals and organisations
- Represents their interests and those of the wider yachting public to international, national and local organisations and government
- Provides advice, services and information
- Encourages participation
- Raises standards of proficiency and safety
- Administers world-leading training programmes
- Promotes and publicises all aspects of its sports for the greater enjoyment of its members and all participants

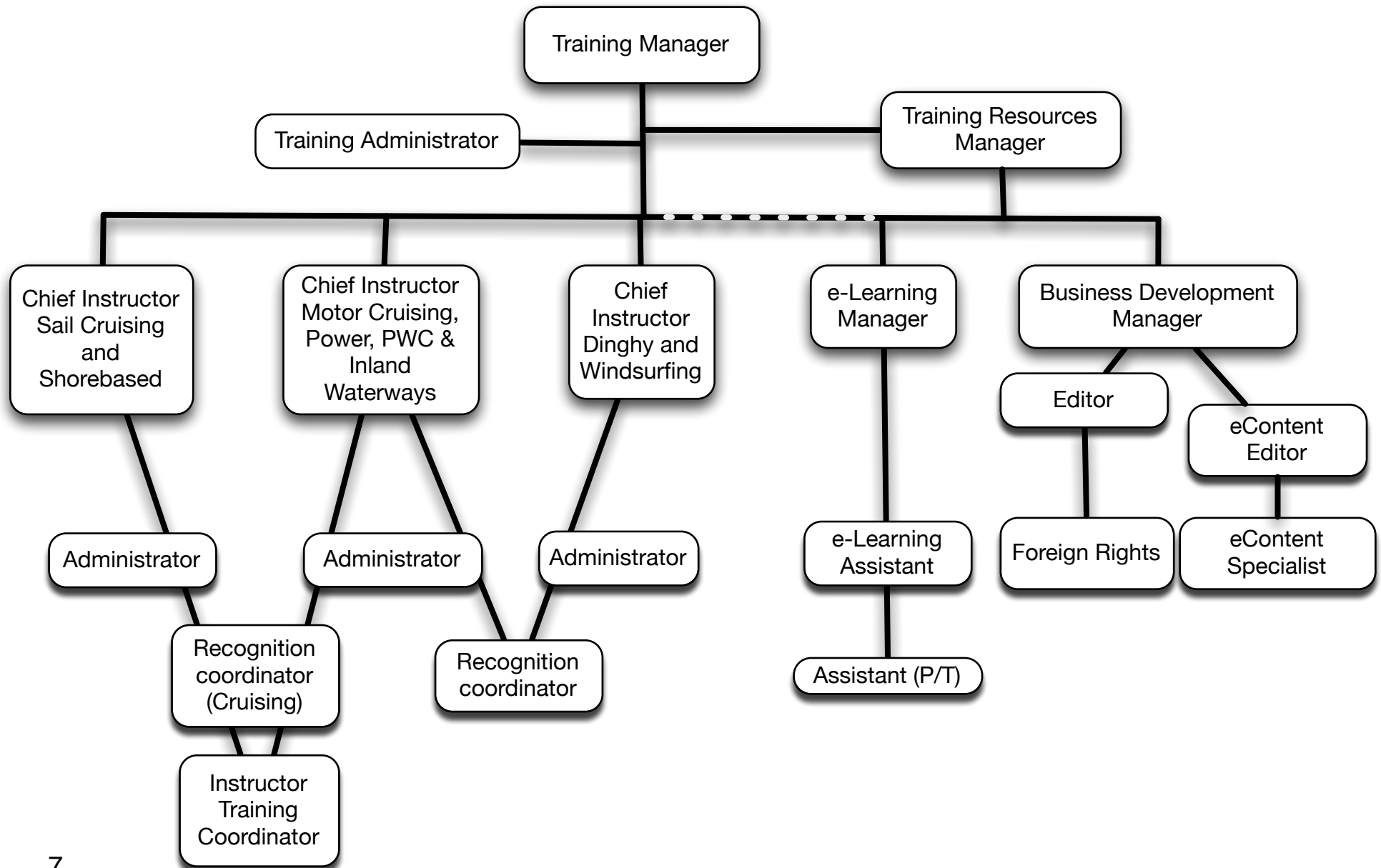
The RYA has developed an international training scheme (the "RYA Training Scheme") including techniques, know-how and recommended practices in the field of recreational boating together with a system of examination and certificates of competence that is recognised on a worldwide basis. The RYA Training Scheme is made available to the boating public on an international basis through a network of RTCs. An RTC is either a cruising, dinghy, powerboat, PWC, windsurfing or theory centre (or combination of such disciplines) where the facilities, training methods used and the instructors satisfy RYA inspection criteria and have been granted the status of an RTC for particular disciplines by the RYA.

RYA recognition means that a centre has passed the high standards of the annual inspection including safety checks. RYA Inspectors are also trained to look for ways to add value to a centre's operation. A centre is then approved to offer tuition by utilising the RYA Training Schemes, which are widely regarded as the world leaders.

The benefits of RYA recognition include:

- The ability to train and assess students for the RYA certificates for which you are recognised to teach
- Access to fully qualified RYA instructors and trainers and examiners and the ability to communicate with them via the instructor newsletters or instructor section of the website
- Access to a range of trade discounts for training centre equipment and publications
- A licence to use the RYA tick logo (see Appendix 6)
- In the UK, clubs that are active RYA Training Centres have a higher priority if applying for Sports Lottery grants
- Annual & Regional RYA conferences which offer Principals and instructors of all levels the opportunity to keep abreast of current issues and discuss developments
- The support of the RYA/access to the full technical support of the RYA
- RTC details are published on RYA website and brochures
- The ability to offer the RYA Training Scheme may attract new members to RTCs that are also membership clubs

## 1.0.1 Structure of the RYA Training and Publication Departments



## 1.0.2 The Role of the RYA Centre Principal and Chief Instructor

1.0.2.1 Before applying for RYA recognition, you must have a Principal and Chief Instructor in place. The same person may fulfill both roles. The Principal holds overall responsibility for compliance with these recognition guidelines. Recognition primarily covers standards of safety and instruction during RYA training activities; however training centre Principals are expected to ensure ALL activities at the Centre are conducted within the spirit of recognition using suitably qualified or experienced staff.<sup>1</sup>

1.0.2.2 The Principal must be aged 18 or over and have sufficient authority within the organisation to manage the activities. A Principal need not be a qualified instructor, but where a Principal is not a qualified instructor a Chief Instructor must be appointed for each discipline.

1.0.2.3 The Chief Instructor has the day-to-day responsibility for the standards of training, equipment maintenance and wellbeing of the students and instructors. They should be on hand to deal with any training or issues arising from instructors and students. Good tuition demands that good teaching methods are delivered on appropriate equipment with suitable student instructor ratios. A flexible teaching approach to ensure that this can be delivered in a variety of conditions is essential. A Chief Instructor can only hold this position at one RYA centre.

1.0.2.4 The Principal is required to give a personal undertaking to ensure compliance by the Centre with the Recognition Guidance Notes. (See Terms & Conditions of Recognition.)

## 1.0.3 Overview of the RYA Training Schemes and the Forms of Recognition

1.0.3.1 The RYA delivers a wide range of training schemes through its Recognised Training Centres. Broadly speaking, recognition is divided into two categories: Practical recognition and Shorebased recognition.

- i. **Practical recognition** is required for all courses delivered on the water. This is covered in detail in Section 2.
- ii. **Shorebased recognition** covers the delivery of theoretical or shorter specialist courses either in a classroom, via distance learning or through RYA Interactive, and is covered in Section 3.

1.0.3.2 Within each category there are numerous schemes aimed at specific disciplines, e.g. the National Sailing Scheme aimed at the dinghy, multihull and small keelboat sailing disciplines. Centres must hold recognition for each discipline they wish to deliver. Each discipline requires a suitably qualified Chief Instructor, responsible for the standards of safety and training for that discipline. The table below gives a summary of the type of recognition, Schemes and Chief Instructor qualifications required to deliver each RYA course. Full details for each discipline are given in sections 2 and 3.

---

<sup>1</sup>Staff in this instance refers to any individual engaged by the RTC to deliver or supervise an activity, including volunteers, temporary and permanent members of staff



<b>Scheme and Discipline</b>	<b>Courses offered</b>	<b>Chief Instructor Qualification</b>	<b>Recognition required</b>
National or Youth Sailing Schemes (NSS/YSS) – Dinghy Sailing	Stages 1–4, Level 1 – Start Sailing, Level 2 – Basic Skills, Level 3 – Better Sailing, Seamanship Skills, Day Sailing, Sailing with Spinnakers, Start Racing, Intermediate Racing, Advanced Racing, Performance Sailing	Dinghy Senior Instructor, or Windsurfing Senior Instructor with Dinghy Instructor qualification, or Keelboat Senior Instructor with Dinghy Instructor qualification*	Practical recognition Sections 1 & 2 for more details
NSS – Keelboat Sailing	Stages 1–4, Level 1 – Start Sailing, Level 2 – Basic Skills, Level 3 – Better Sailing, Seamanship Skills, Day Sailing, Sailing with Spinnakers, Start Racing, Intermediate Racing, Advanced Racing, Performance Sailing	Keelboat Senior Instructor, or Dinghy Senior Instructor with Keelboat Instructor qualification, or Windsurfing Senior Instructor with Keelboat Instructor qualification	Practical recognition Sections 1 & 2 for more details
NSS – Multihull Sailing	As NSS Dinghy Sailing	Multihull Instructor	Practical recognition Sections 1 & 2 for more details
National or Youth Windsurfing Scheme (NWS/YWS)	Stages 1–4, Start Windsurfing, Intermediate Windsurfing, Advanced Windsurfing, Start Racing, Intermediate Racing, Advanced Racing	Windsurfing Senior Instructor, or Dinghy Senior Instructor with Windsurfing Instructor qualification, or Keelboat Senior Instructor with Windsurfing Instructor qualification	Practical recognition Sections 1 & 2 for more details
Powerboat Scheme – Powerboating	Powerboat Level 1 Powerboat Level 2 Powerboat Intermediate Powerboat Advanced – with ability to organize Powerboat Advanced Exams Safety Boat	Powerboat Instructor for L1, L2 and safety boat. Advanced Powerboat Instructor for Intermediate and Advanced Powerboat	Practical recognition Sections 1 & 2 for more details
Personal Watercraft Scheme	Personal Watercraft Proficiency Course Personal Watercraft Safety Course	Personal Watercraft Instructor	Practical recognition Sections 1 & 2 for more details
Inland Waterways Course	Inland Waterways Helmsman’s Course	Inland Waterways Instructor	Practical recognition Sections 1 & 2 for more details
RYA Yachtmaster™ Scheme – Sail Cruising	Competent Crew, Dayskipper practical, Coastal Skipper Practical, ability to organise exams for RYA Yachtmaster™ Coastal and RYA Yachtmaster™ Offshore	RYA Yachtmaster™ Instructor Sail	Practical recognition Sections 1 & 2 for more details
RYA Yachtmaster™ Scheme – Motor Cruising	Helmsman’s certificate, Day Skipper practical, Coastal Skipper Practical, ability to organise exams for RYA Yachtmaster™ Coastal and RYA Yachtmaster™ Offshore	RYA Yachtmaster™ Instructor Power	Practical recognition Sections 1 & 2 for more details

Shore Based Scheme – Navigation courses	Essential Navigation and Seamanship	RYA Shorebased Instructor, RYA Yachtmaster™ Instructor, RYA Day Skipper Shorebased Instructor, RYA Powerboat Trainer or RYA Essential Navigation Shorebased Instructor	Shorebased, Distance Learning or RYA Interactive recognition. Sections 1 & 3 for more details
	Day Skipper Shorebased course	RYA Shorebased Instructor, RYA Day Skipper Shorebased Instructor or RYA Yachtmaster™ Instructor	Shorebased or Distance Learning recognition. Sections 1 & 3 for more details
	Coastal Skipper/RYA Yachtmaster™ Offshore Shorebased course	RYA Shorebased Instructor or RYA Yachtmaster™ Instructor	Shorebased or Distance Learning recognition. Sections 1 & 3 for more details
	RYA Yachtmaster™ Ocean Shorebased Course	As for Coastal Skipper but the instructor must also hold the RYA Ocean Certificate of Competence.	Shorebased or Distance Learning recognition. Sections 1 & 3 for more details
Specialist short courses	Basic Sea Survival Course	RYA Sea Survival Instructor	Shorebased recognition. Sections 1 & 3 for more information
	Radar Course	RYA Radar Instructor	Shorebased recognition. Sections 1 & 3 for more information
	Diesel Engine Maintenance Course	RYA Diesel Engine Instructor	Shorebased recognition. Sections 1 & 3 for more information
	SRC Course	RYA SRC Assessor	Shorebased recognition. Sections 1 & 3 for more information
	RYA First Aid Course	RYA First Aid Instructor	Shorebased recognition. Sections 1 & 3 for more information
	RYA/ISAF Offshore Safety	RYA Sea Survival Instructor, RYA/ISAF Heavy Weather Instructor	Shorebased recognition. Sections 1 & 3 for more information
	Professional Practices and Responsibilities	RYA Yachtmaster™ Instructor or Advanced Powerboat Instructor who holds the PPR certificate	RYA Interactive recognition: Sections 1 & 3 for more information
	CEVNI Test	RYA Shorebased or practical instructor who is familiar with the CEVNI rules	Shorebased or RYA Interactive recognition Sections 1 & 3 for more details

## 1.0.4 Overview of the Recognition Process

### Identify the type of recognition being sought

Check the Principal and/or Chief Instructor(s) holds the appropriate RYA qualifications for each discipline.

Check that you have suitably qualified instructors and equipment for the levels of recognition sought.  
Check your operational procedures comply with the RYA Recognition Guidance Notes.



Complete the Application for Recognition and Account Application form and send to the RYA Training Department with the relevant Initial Recognition fee.

<http://www.rya.org.uk/coursestraining/resources>



Once your application has been processed and verified you will be contacted by the RYA.

Where necessary, an RYA Centre Inspector will contact the centre to arrange an inspection date (All practical recognition, SRC and Sea Survival recognition).

Distance Learning centres follow a staged application/review process. See Section 3 for more details.

### Inspection (if required)

Shaded areas of the Centre Inspection Report Form should be completed by the Principal prior to the Inspection.

Your RYA Inspector will complete the Centre Inspection Report form with the Principal and Chief Instructors.  
An Action Plan of areas requiring attention will be produced.

The report form and Action Plan will be forwarded to the RYA.

A copy of the Action Plan will be left with the centre for action.



The centre confirms that all actions have been completed.

Subject to the nature of the action points, a second inspection may be required to verify compliance.

Once approved, an RYA Training Centre Recognition Certificate and account number will be issued to the centre.

RYA courses should not be advertised or delivered until RYA recognition has been granted.

If you need further advice about applying for recognition, contact the RYA Training Department.

Once you have been allocated an Inspector, they will also be able to offer advice prior to their visit and inspection.

## 1.0.5 The Application Process

1.0.4.1 Before applying for recognition the nominated Principal should clarify which type of recognition is being sought by referring to the overview of the RYA Training Schemes (pages 9–10). There are a number of routes to recognition, many requiring inspection or assessment by the RYA prior to recognition being granted. The flow chart on page 11 gives an overview of the various routes.

1.0.5.2 For practical centres and shorebased centres offering the SRC and Basic Sea Survival Course, an Inspector will contact you to arrange an inspection once the application has been processed. Distance Learning centres have a more complex approval process, which is covered in detail in Section 3: Distance Learning centres.

1.0.5.3 Following receipt of a completed Application for Recognition, accompanied by the appropriate fees, the centre will be contacted by the RYA. Where necessary, an RYA centre inspector will contact the centre to arrange a suitable date for an inspection. Details of the initial and annual fees and associated costs are available on <http://www.rya.org.uk/coursestraining/resources>.

1.0.5.4 The Principal and Chief Instructor must make every effort to facilitate the inspection. During this inspection, the vessel or appropriate training equipment for each discipline that recognition is sought for must be available and the Principal and Chief Instructor(s) must be present. See Section 1.2 for more details.

1.0.5.5 Prior to inspection, the Principal/Chief Instructor must fill out the shaded sections of the Centre Inspection Report Form. The Inspector will go through each point on the Inspection Report Form. Proof of conformity will be required where necessary. The Inspector may make recommendations about the vessels, equipment or courses that require attention to bring them in line with RYA requirements. These will be noted on an Action Plan form. The Inspector is familiar with the constraints of running an RTC and should be able to advise you on the best course of action.

1.0.5.6 The Inspection Report Form and Action Plan have evolved over many years to keep RTCs, their staff and students safe. The points raised in the inspection report form are designed to help prevent centres getting into problems and, if problems do arise, ensuring there is a system in place to deal with them. For information on inspections for shorebased centres, please see Section 3.

1.0.5.7 A training centre that has vessels or operating sites in other areas will be required to pay a separate recognition fee, as the extra vessels will require an inspection.

1.0.5.8 Recognition is granted by the RYA when the standards laid down in these Recognition Guidance Notes are met. Recognition is held by the legal entity that operates the training centre (e.g. a limited company, a partnership, sole trading business) and subject to the continued engagement by that training centre of the named Principal and Chief Instructors.

1.0.5.9 Recognition will normally be refused to a centre applying under a name that is the same or likely to be confused with an existing organisation, RYA RTC, an RYA squad or a national performance squad or which gives a misleading impression of market, regional, national or international status.

1.0.5.10 It is a condition of recognition that neither the legal entity that operates the training centre nor the Principal or Chief Instructors are involved or associated with any other competing training programme except with the written permission from the RYA Training Manager. In practice, this normally means that only national schemes such as those run by other national yachting associations are acceptable.

1.0.5.11 The centre agrees for the duration of its RYA recognition not to endorse, promote or offer a third party's products or services, including but not limited to, training programmes for sail and powerboat/motor cruising which conflict or compete with any RYA trademarks, products or services, including RYA Training Schemes, without the prior written approval of the RYA.

1.0.5.12 The centre must not do or omit to do anything which will or may damage the image and reputation of the RYA, RYA training or RYA qualifications or which may otherwise bring the RYA into disrepute.

1.0.5.13 RYA-affiliated clubs can only provide courses to its club members and should ensure that any training conducted is for club members only. Clubs wishing to offer RYA training to the general public are required to pay the full RYA recognition fee.

1.0.5.14 Please note that the RYA does not 'approve' centres; it recognises them and, when recognised, licenses them to use the RYA Training Scheme.

## **1.1 Administration of a Training Centre**

Sound administration is important for the safe and efficient running of a centre. The administration required by the RYA is in place to protect the centre, its staff and its users. Documentation should be succinct and representative of what actually happens in the centre to ensure that all activity is both safe and enjoyable.

### **1.1.1 Health & Safety Policy, Duty of Care and Operating Procedures**

1.1.1.2 The centre's documentation should record what happens in practice. While it is important to have records of centre procedures, the emphasis should be on what is done to make instructors and students as safe as possible, not on recording every detail. A documented Health & Safety policy is required. The Health & Safety policy should be applied and understood by all the staff. To ensure that the staff have read and understood the policy, they should sign and date to say they have read it. Changes and updates to the Safety Policy will require the staff to re-sign the document. For more details see guidance on training centre safety policies (Appendix 3).

1.1.1.4 After identifying the risks and documenting them in a risk assessment, the Principal should produce a written operating procedures document that informs instructors how the centre works. This should cover basic operations including lines of authority and responsibility. It should also include the steps to be taken in the event of a major incident/serious accident at the centre (an emergency action plan). See Appendix 3 for more details.

1.1.1.5 Operating areas for practical activity afloat should be clearly described; the boundaries should be easily recognised and be free from unacceptable hazards. Instructors should be aware of designated operating areas and should observe them. The centre's documents should include a chart or map detailing the operating area(s).

1.1.1.6 The operating procedures document should take into account any activities outside of RYA recognition or any that take place outside of the normal training areas. These activities must use suitably qualified or experienced staff.<sup>2</sup>

1.1.1.7 Staff and clients should be made aware of local hazards and the likelihood of other water users being present. There must also be a system in operation to ensure that students have been briefed on how to use any unfamiliar equipment, or their competence checked.

1.1.1.8 If courses are offered for disabled students, suitable facilities must be available.

1.1.1.9 An accident book must be used. It should be reviewed regularly and action taken to prevent repetition of injuries. In the case of a major serious incident or near-miss the Principal should contact the RYA, who can provide advice and assistance, as well as disseminate any lessons learned.

1.1.1.10 A record of near-misses should be kept. These are events that could have caused an accident or injury. The record should be similar in content to an accident book entry. Such incidents should be reviewed regularly and lessons learned recorded with actions taken to avoid reoccurrence.

---

<sup>2</sup>Staff in this instance refers to any individual engaged by the RTC to deliver or supervise an activity, including volunteers, temporary and permanent members of staff

1.1.1.11 Where a centre itself does not own the vessels used for training, there should be a contract between the centre and each vessel's owner/managing agent. The contract should state that the owner gives permission for the vessel to be used for training by the centre.

### **1.1.2 Staff Training and Briefing**

Briefing, debriefing and regular in-house training will aid adherence to high standards. There should also be procedures in place for site-specific training and for training on the specific operating procedures of the centre. The Principal must ensure that Instructors are asked to sign to say they have read and understood the operating procedures of the centre.

If an instructor is new to an RTC or vessel, adequate time should be put aside for a thorough briefing by the Principal/Chief Instructor. There should also be procedures in place for site-specific training and for training on the specific operating procedures of the centre. A checklist or staff training manual is a helpful reminder of the relevant points. The Principal must ensure staff are suitably qualified and experienced and have received any additional training to ensure they are able to carry out the tasks required of them.

The qualifications of all instructional personnel with responsibility for the safety of students should be verified to ensure that they are at the appropriate level, that they are in date and that a valid first aid certificate (where appropriate) supports them. Instructors requiring commercial endorsements must hold a current medical fitness certificate that must be checked for any restrictions. All details should be recorded in personnel files (Note: In addition to following RYA requirements on levels of instructor qualifications for the conduct of courses, there should always be adequate qualified persons available to supervise the safety of students).

Instructors and staff responsible for the distribution of equipment to students should be familiar with its fitting and use and should ensure students are briefed appropriately.

The RTC should make clear to both full-time and freelance staff the terms & conditions under which they are engaged.

### **1.1.3 Bookings Procedures**

Student booking forms should include information about any pre-course or dietary requirements (where appropriate) and emergency contact details for next of kin. Student booking forms should also include a health declaration. Further advice should be sought from the students if they make any declaration of health problems/medical conditions which may affect participation (see Appendix 5). The centre must then review whether they can accommodate the special needs of that student.

Third-party organisations offering courses on behalf of centres (e.g. a booking agency such as holiday agents) must state the name of the RYA Training Centre that is providing the training on any marketing. The booking procedure must make it clear that the contract is between the centre and the student, not the third party. The terms and conditions, and accountability for the training remains with the RTC. The centre is responsible for ensuring that the third-party booking agency conforms to these requirements. This ensures that the correct paperwork, booking forms etc. are used for the students. RTCs must hold records of third-party organisations promoting and selling RYA training on their behalf and copies of the paperwork used in this process.

Cancellation arrangements should be fair, reasonable and transparent to both the RTC and students. Students should sign to say they have read and understand the contract they are entering into and agree to the cancellation arrangements. A click-through internet form may be suitable as evidence of a student's agreement to the cancellation terms in some cases.

Joining instructions must be sent to all students. The joining instructions must include the time and place of meeting, contact details for late arrivals and provide information on the main items to bring – warm clothing, protective clothing, hats, gloves, sunblock etc.

Due to the remoteness and complexity of some areas it may be necessary to meet students on arrival or give detailed instructions how to find the centre or meeting point. Consideration should be given to your policy regarding students who arrive by air, rail, sea or car.

There should be a procedure for verifying that students have not been allocated to courses for which they do not have the experience or skill to undertake safely. Instructors will require information on students' details – experience, aspirations, limitations and medical fitness – before the course starts to be able to make this assessment.

Booking forms should include an appropriate data protection consent notice. Guidance on data protection issues and suggested wording for a suitable consent notice is available from the RYA Legal Department.

Consideration should also be given to the inclusion of an appropriate Risk Statement in booking forms. Guidance on this is available from the RYA Legal Department.

#### **1.1.4 Retention of Records**

Centres should hold contact details, records of correspondence with their students and a copy of the relevant booking terms & conditions for a minimum of 12 months or until the next RYA inspection of the centre, whichever is the longer period. Thereafter, contact details and records of correspondence need only be retained if it is likely that they will be needed to deal with any complaints or incidents.

It is a requirement of the Data Protection Act that personal data is deleted or destroyed once the centre has no more need for it. (See also the section on Publications and Certificates.)

#### **1.1.4 Course Delivery and Supervision**

The instructional time and ratios stated in the relevant logbooks and instructor handbooks should be considered the minimum time required.

Centres must ensure the training programme, course structure and proposed operating/cruising area can accommodate lots of practice for the students in worthwhile situations. The structure of training changes with the type of course offered.

The Chief Instructor or Principal should be available to monitor standards of tuition and sort out any problems that arise.

The language of instruction is English. Translation is not permitted.

A system for receiving and reviewing student feedback and complaints should be in place so that the courses can be reflected on and improved if necessary. If a complaint does arise, every effort should be made by the Principal/Chief Instructor to resolve any issues as quickly as possible. Receipt by the RYA of significant and substantiated complaints against an RTC, whether in terms of the numbers of complaints or the seriousness of a single complaint, may result in suspension/withdrawal of the RTC's recognition. See Appendix 8.

#### **1.1.5 Child Protection and Safeguarding**

Centres working with children or young people under 18 should have a child protection/safeguarding policy and suitable procedures in place. It is the responsibility of the Principal to obtain references for key instructors working with children.

A child protection and safeguarding guidance booklet complete with templates on how to write your own policy and procedures is now available on the RYA website under Information and Advice. Centres remain accountable for implementing safeguarding at a local level.

If you do teach children ensure you check that no restrictions are imposed by your insurance policies.

Although some RYA Training disciplines (e.g. the dinghy scheme) have a junior qualification the majority of them do not. Careful consideration should be given to mixing children and adults on training courses. Much of the success of teaching mixed groups of children and adults is dependent on the maturity of the children.

What might be fine in a tailor-made course for a family may not be appropriate on a course where a parent is bringing their boisterous child into a mainly adult group.

### **1.1.6 Publications and Certificates**

Relevant logbooks must be supplied, where stipulated, or available for students to buy. Other RYA publications relevant to the course should be available.

Appropriate RYA certificates, signed by the Principal or Chief Instructor, must be awarded on successful completion of a course and, where appropriate, registered with the RYA.

It is a condition of recognition that a certificate is awarded only when the qualified instructor is satisfied that the student has met the completion criteria for the course.

A permanent record of certificates issued should be held for verification of a lost certificate. Records should include name, date, location and certificate type and number. It is recommended that records be kept for a period of 7 years where possible.

For courses that have online certificate registration there is no requirement to keep a local record. It is a condition of recognition that these certificates are registered through [www.rya.org.uk](http://www.rya.org.uk) and that the holder's details are completed in full, the photo applied and laminate sealed before being presented to the holder. Failure to do so may result in the centre's recognition being withdrawn. See Appendix 12 for further information about registering certificates.

### **1.1.7 Classroom Teaching Materials**

Centres may project pages, video clips and animations from e-book versions of RYA publications in classroom sessions as teaching aids. Please note, however, that centres should not photocopy or email classroom handouts from RYA publications or otherwise distribute printouts from RYA e-books. (See also Section 3 regarding permitted use of RYA intellectual property by RYA Distance Learning centres.)

### **1.1.8 Advertising**

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 instructors or level of RYA recognition differ from those implicit in the recognition already granted.

Centres must ensure that any advertising material relating to RYA activities complies with the British Codes of Advertising and Sales Promotion. Overseas centres must also comply with the advertising standards of the country within which they operate.

The centre must only use the RYA's trademarks in accordance with the RYA's instructions and terms of use as issued from time to time. The current RYA trademarks and current terms of use are set out in Appendix 6.

The centre must not display or use any RYA trademarks until its RYA recognition is confirmed by RYA Training.

RTCs must not use the RYA name or RTC logo to advertise any activities (such as boat sales or charter) not covered by the terms of recognition. This may mean that the RYA tick logo should only be used on the training pages of the centre's website rather than the home page. Booking agents are not permitted to use the RYA tick logo.

All advertising must be in the exact name of the RTC, as written on the Certificate of Recognition.

## **1.2 The Centre Inspection Process**

Centres applying for practical recognition or shorebased recognition to deliver the SRC or Sea Survival courses must be inspected by the RYA prior to recognition being approved.



### **1.2.1 Initial Inspection**

During the initial inspection, the vessel/equipment should be available and the Principal and Chief Instructor must be present. The Principal and the Inspector will complete the centre Inspection Report Form that the Inspector will return to the RYA. If the centre does not fulfil the requirements for recognition, a re-inspection may be necessary, for which an extra fee will be charged.

The Inspector will ensure the Principal clearly understands the requirements of the RYA as to the proper running of an RYA Training Centre, particularly with respect to advertising, the issue of RYA certificates and the running of non-certified courses. Remember that the safety of all personnel and students, as well as the standard of tuition, is the responsibility of the Principal.

### **1.2.2 Annual Inspections**

Annual inspections can take place any time during the year and not necessarily on the anniversary of the previous inspection. Prior to an inspection, the RYA Inspector will contact you to arrange a suitable time. The Principal must make every effort to facilitate the inspection and the Chief Instructor(s) must be present. During this inspection, equipment and/or vessels must be available for each discipline for which recognition is held. Equipment, teaching aids and lesson plans must be available and a course may also be viewed. If the Principal/Chief Instructor does not facilitate the inspection, the centre may be suspended until an inspection has taken place. A centre should be inspected each and every year for practical centres and every 5 years for shorebased SRC and Sea Survival centres. SRC and Sea Survival centres will be contacted and invoiced separately for their five-yearly inspection.

Any RTC may be visited at any time, with or without prior notice, including on the water spot-checks.

During the visit the Inspector may make recommendations about the centre, its equipment or courses, to bring them in line with RYA requirements. These will be listed on an Inspection Action Plan form and the Principal and Inspector will agree a date for implementation. Items will be listed as grade A to C in decreasing order of urgency. The Inspection Action Plan gives more details about these grades.

If an inspection shows that an RTC is seriously below standard, recognition may be suspended. In these cases the matter will be dealt with centrally at RYA House. If recognition is withdrawn an appeal may be made to the RYA Training Committee.

Apart from the obvious requirement for ensuring that the teaching, equipment and safety are satisfactory, the Inspector can help you identify ways of improving your courses by in-service training and help with coaching in a number of areas, depending on his/her specific expertise.

The Inspector will not carry out a full safety audit, only on a sample of activities and systems until they have confidence in the centre's safety management. Full safety audits remain the responsibility of the Principal.

### **1.2.3 Re-inspections**

If the centre does not fulfil the requirements for recognition following an initial or annual inspection, a re-inspection may be necessary. A re-inspection fee will be charged along with all the Inspector's costs and travel. Costs will vary depending on the RTC location and time spent travelling by the Inspector.

### **1.2.4 Multiple Sites under one Recognition (excludes RYA Yachtmaster™ Schemes and non-UK Centres)**

Centres wishing to operate at more than one site should contact the RYA giving details of each site, up to a maximum of three sites. Centres wishing to do this would normally have an inspection at each site which will incur an extra fee as detailed in the annual fees schedule on the RYA website (<http://www.rya.org.uk/coursestraining/resources>). A Principal can be responsible for more than one site; however, each site must have an appropriately qualified Chief Instructor. Multiple sites will only be permitted where they are within the same region and can realistically be covered by a single Inspector. Where this is not the case separate recognition should be sought for each site.

Where the additional site is another RYA Training Centre recognised for that discipline, an inspection may not be required. An agreement of use, incorporating the host centre's operating procedures, must be in place and available to all staff involved in delivery at that site.

The Principal of the RTC is responsible for the centre's activities at all sites.

### **1.2.5 Withdrawal of Recognition**

The RYA may at its discretion refuse, suspend or withdraw recognition if, in its reasonable opinion, it does not have confidence in the centre's management or ability to comply with these Recognised Guidance Notes in relation to the disciplines for which it is recognised. (See Section 17 of the Terms & Conditions of Recognition.)

Should a centre have its recognition removed, the RYA may make such fact known by announcements in the yachting press and subsequently the centre may not advertise or claim in any way that it is or has been awarded recognition for RYA courses.

Recognition may be suspended or withdrawn for one or more disciplines without affecting the remaining disciplines for which a centre is recognised.

Upon withdrawal or discontinuance of recognition (including non-payment of the appropriate fees) the licence to use RYA intellectual property and the RYA tick logo shall cease save in respect of students of the centre who have purchased courses on or before the date of withdrawal or discontinuance.

The centre shall continue to support students through courses already in progress. If a centre is unable or unwilling to provide such support, or the RYA deems such an arrangement to be inappropriate, the centre will be required to refund the students' course or test fee (excluding the cost of any student pack) so that the student is free to continue their training with another centre.

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

### **1.2.6 Change of Principal**

Recognition of an RTC is vested in the Principal and will automatically be revoked on a change of Principal, discontinuance of active instruction, insolvency, or sale of the RTC. A re-inspection may be required to take place before recognition is reinstated and a recognition fee chargeable. The Inspector will ensure the new Principal clearly understands the requirements of the RYA as to the proper running of any RYA RTC, particularly with respect to advertising, the issue of RYA certificates and the running of non-certified courses. Remember that the safety of all staff and students, as well as the standard of tuition, is the full responsibility of the Principal.

Where an unqualified Principal, e.g. the proprietor, employs a qualified Chief Instructor to meet the requirements of recognition, such recognition will not automatically lapse on a change of that Chief Instructor, if another Chief Instructor is ready to take over. The Principal must, however, inform RYA House immediately of any such change.

A centre may be required to complete a full initial application process where there are significant changes to the management of the centre.

### **1.2.7 Account Holding**

As an RTC you will have an RYA account and be able to buy RYA 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.

### **1.2.8 Insurance**

The Principal is responsible for ensuring that adequate insurance covering all of its training activities is in full force and effect while the centre is recognised by the RYA. The Principal should ensure they are fully aware

of the centre's legal liabilities and responsibilities arising from its RYA activities both ashore and afloat. All the centre's activities should be covered by appropriate insurance so it is important to disclose all business and tuition/training activities to the insurer.

A guidance note on the legal liabilities in England and Wales arising in relation to race training and event management and the use of Risk Statements is available from the RYA Legal Department.

The Principal will be required to sign a self-declaration, stating that they are fully aware of their responsibilities and that they have sought professional advice to assure themselves that they hold adequate cover.

Should the RTC not have adequate insurance the RYA reserves the right to suspend or withdraw recognition with immediate effect.

Please note that where an RTC charters a vessel for training purposes, the Principal must ensure that adequate insurance is in place to cover RYA activities onboard that vessel, including insurance for third-party liabilities.

### **1.2.9 Public Liability Insurance**

As a minimum, the RTC should hold public liability cover of at least £2 million for its activities both afloat and ashore. In countries where this level of cover is not possible the matter must be referred to the RYA for consideration. The purpose of public liability insurance is to indemnify the RTC where a third party (which could be a student, customer or a member of the public) suffers personal injury or damage to their property as a result of the RTC's negligence, and the RTC is required to defend and/or pay damages to the injured party.

Please note that instructors who are genuinely self-employed may be able to obtain personal insurance but the centre must not rely upon personal indemnity insurance to protect its interests or its customers.

It is important from the outset to ensure that:

- You insure through a broker that understands marine insurance and that cover is arranged under a policy that takes into account your marine activities
- You disclose all of your business activities to the insurer and particularly specify that tuition is provided

### **1.2.10 Other Insurances**

You may be required to hold other insurance such as Employers Liability Insurance, even if you do not directly employ staff. Seek advice from your insurance broker.

## Section Two: Practical Centres

### 2.1 Vessels used for RYA Training

All practical training centres must have a training vessel/fleet that complies with the relevant training checklists listed in Annex 13. Unless the centre owns the vessel/equipment, there should be a contract between the centre and the vessel's owner/management agent. The contract should state that the owner gives permission for the vessel to be used for training by the centre.

Where vessels are required to comply with commercial regulations of their location, they must do so in addition to complying with these guidelines and the training vessel checklists. In the UK, RYA recognition is an alternative to Category 6 of the Small Commercial Vessel codes of practice for Dinghy, Keelboat, Multihull, Powerboat and Personal Watercraft centres where training is delivered up to 3 miles out to sea in daylight hours only. Cruising centres<sup>3</sup> and Advanced Powerboat<sup>3</sup> centres must have appropriately certified commercial vessels.

#### 2.1.1 Own Boat Tuition

An RTC may offer RYA tuition on a student's own boat for the owner and the owner's close friends and family. The RTC should satisfy itself that the vessel is suitably equipped for the delivery of training, using the relevant training checklist and the guidance on safety equipment for pleasure vessels available in the Regulations and Safety section of the RYA website (<http://www.rya.org.uk/coursestraining/resources>). The owner should be reminded that the owner is still responsible for the craft and for insuring the craft for the tuition. All conditions of recognition concerning the course structure, course length, safety equipment etc. apply. An RTC may not ordinarily only offer own boat tuition. It is advised that mixing a boat delivery of a cruising yacht/motorboat and an RYA course rarely works.

Should the prospective training be abroad, permission must be sought from RYA Training prior to taking the booking.

#### 2.1.2 Monitoring Activities

The centre should have a system in place that enables them to monitor the number of craft and users that are on the water during training. It should also include operating location and names of students and instructors.

## 2.2 Clothing and Equipment

Good personal equipment can make all the difference to the quality and safety of the experience. Buoyancy aids and lifejackets should fit each user securely so that, if immersed, they do not slide up the body of the user. Crotch straps should be used if appropriate. There should be a system to ensure boats and other equipment are maintained in good condition and that faulty equipment is removed from the operating fleet or identified as 'out-of-service' until effective repairs have been completed.

### 2.2.1 Buoyancy Aids

On dinghy sailing, personal watercraft and Powerboat Level 1, Level 2 and Safety Boat courses all participants and instructors must wear a buoyancy aid which should comply with EN 393/ISO 12402-5 (50 Newton/Level 50). Buoyancy aids must also be worn on keelboats without guardrails. Sufficient buoyancy aids in a range of sizes must be available for all course members. Students on Level 1 and Level 2 powerboat courses may wear suitable lifejackets to the same standard as those worn on Intermediate Powerboat courses. See the section on lifejackets.

Organisations running members-only courses may require students to supply their own.

---

<sup>3</sup>Members' clubs using club boats may be exempt from this requirement

All buoyancy aids should be inspected regularly to ensure that they are in generally good condition. There is no requirement from the RYA for flotation testing, but guidance on this should be available from the manufacturer if desired. If there is doubt as to effectiveness, they should be tested or discarded.

For windsurfing, buoyancy aids must be worn when under instruction during RYA Start Windsurfing courses and by all children under 17 years old when afloat. Their use should be strongly recommended to all course members on other courses. The instructor may insist on their use, but on RYA Intermediate courses and above a harness may substitute at the instructor's discretion.

There should be a system for rinsing equipment in fresh water after use, particularly in salt or unclean environments.

### **2.2.2 Lifejackets**

To promote good practice and ease of wearing, centres recognised for Cruising, Intermediate Power or Advanced Powerboat courses shall have compressed gas inflatable-type lifejackets.

Lifejackets should be MCA (DfT) or MED-approved ("Wheelmarked") or should comply with BS EN 396 of 150N or BS EN 399 of 275N or equivalent ISO/CEN standard.

Lifejackets should be a minimum of 150N and should be fitted with a crotch-strap, whistle, retro-reflective materials and a light

If the lifejackets are the inflatable type, an additional 10% or 2, whichever is the greater, should be provided.

All inflatable lifejackets must be serviced annually in line with the manufacturer's recommendations, by a suitably trained technician at a service centre approved by the manufacturer. Certification/declaration of servicing must be available for inspection by the RYA. As far as is reasonable and practicable, visual examinations should be carried out weekly to determine whether they are safe to use.

For inland waterways, centres must have a clear policy on the use of lifejackets. It is strongly recommended that a lifejacket is worn at all times during training. This is especially important when transferring to the bank and during lock and tunnel operations.

Cruising centres must have a clear policy on the use of lifejackets. The general position is that lifejackets should be worn whilst on deck, by students and instructors, whilst under way unless it has been assessed to be safe not to do so. Centres are reminded of the mantra "Useless unless worn".

Where the country of registration requires solid foam lifejackets to be carried, manual or auto gas lifejackets will also be carried to allow their frequent use and wearing.

It is strongly recommended that no more than two different types of lifejacket be permitted on any vessel, to limit any confusion in use.

### **2.2.3 Protective Clothing**

Drysuits should be considered for Advanced Powerboat courses, particular during the winter months.

For dinghy sailing and windsurfing courses it is advisable for students to wear wetsuits. Sufficient numbers of wetsuits in a range of sizes should be available. Organisations running members-only courses may require students to supply their own. Wetsuits provided by the centre should be in good condition with an efficient system of cleansing and drying after use. At a basic level this may simply be rinsing and hanging to drip-dry.

Waterproofs supplied should be clean and serviceable, and it should be clear on the joining instructions whether the centre will supply them.

Centres should make it clear what protective clothing is provided to students, e.g. wetsuits or foul weather clothing, and ensure that what is provided is clean and suitable for the elements and time of year. It is the responsibility of the Principal to advise students of the correct protective clothing for the prevailing air and sea temperature. Students should be advised as to the suitability of non-slip footwear. If an additional charge is made for protective clothing the booking process must make this clear to the students.

#### **2.2.4 Duke of Edinburgh's Award**

RTCs wishing to be recognised to deliver DofE awarding activities using the RYA National Operating Licence should submit a completed DofE Centre Application form. RTCs wishing to be recognised to deliver DofE awarding activities and become a DofE centre must operate in accordance with these Guidance Notes and the DofE requirements as outlined in Appendix 14.

## 2.3 Sail and Motor Cruising

The word Yachtmaster™ and RYA Yachtmaster™ are registered trademarks of the RYA. Use of these marks is permitted by RYA training centres to advertise relevant RYA courses, but not otherwise. Please contact the RYA if you require further information.

### 2.3.1 Qualification of Principal or Chief Instructor

The Principal or Chief Instructor must hold a current Yachtmaster™ Instructor's endorsement for each discipline for which recognition is sought or held e.g. Yachtmaster™ Instructor (Sail) for Sail Cruising recognition.

### 2.3.2 Area of Operation

Recognition will not be granted to an RTC that intends operating in an area that the RYA deems as unsuitable. Unsuitable areas are generally those where a RYA Day Skipper and RYA Coastal Skipper course would be difficult to carry out. RYA Day Skipper courses require many port entries and exits that are achievable in most weathers.

An RTC that has vessels in other areas will be required to pay a separate recognition fee, as the extra vessels will require inspection.

### 2.3.3 Temporary Detachment

RTCs which intend to operate an inspected vessel outside their normal waters, inside or outside the UK, for a period of up to six months are considered to be on Temporary Detachment from that base. This also applies to overseas RTCs that operate a vessel in another area for periods of up to six months.

The RYA must be notified that the vessel is on Temporary Detachment. The vessel must be available for inspection at the RTC's registered base for at least six months each year. When the vessel is operating overseas, it shall be under the direct control of a Yachtmaster™ Instructor.

With the exception of passages to and from the RTC's registered base and the occasional long cruise, crew turnarounds shall be at the same base port where the instructor can be contacted. The RYA shall be informed of this address. Temporary Detachment is not an alternative to having two recognised centres, but an acknowledgement that cruising centres may occasionally undertake longer cruises whilst still wishing to deliver RYA training.

### 2.3.4 Overseas Centres Recognised for Cruising

Practical RTCs permanently based outside the United Kingdom must meet the following extra conditions:

- The RTC shall have a permanent address abroad.
- The RTC shall pay the overseas recognition fee. The RTC is also required to pay for the Inspector's travel expenses including flights, transfers, accommodation and subsistence. Where extensive travel is required, additional payment to cover travel days may be charged by prior agreement.
- Vessels operating overseas may be British flagged and comply with the UK Codes of Practice, if allowed by the country of operation. Alternatively, foreign flagged vessels must comply with the commercial regulations of that flag state but must also carry the safety equipment required by the RYA in the vessel checklist.
- It is worth noting that commercial foreign flagged vessels may require the instructor/skipper to hold a certificate of competence for that country e.g. a Spanish Commercial Certificate of Competence may be required to skipper a Spanish flagged commercial vessel.
- Crew turnarounds will be at the overseas base port except for the occasional long cruise. 'Satellite' RTCs in other ports are not permitted, if a centre wishes to base a yacht at another port, separate recognition must be obtained.
- If the RTC is in Non-Tidal waters, only Non-Tidal certificates may be issued. Non-Tidal centres are allowed to issue Tidal certificates during own boat tuition in tidal waters. RYA Training must be notified to gain access to certificates. Excess numbers of Tidal certificates sold to Non-Tidal centres will not be allowed.

### 2.3.5 Certification and Standard of Vessels used for the RYA Yachtmaster™ Schemes

A RTC must own, or have a contract for the use of, a suitable sailing and/or motor cruising vessel. Vessels should normally be less than 15m, over 7m in length and have accommodation and equipment suitable for Cruising courses.

UK flagged vessels used for cruising instruction typically conform to the MCA's Codes of Practice for Small Commercial Vessels for category 2 area of operation, i.e. up to 60 miles from a safe haven. Vessels operating under other flag states should comply with a comparable standard under their national regulations. Records of vessel compliance must be kept by the RTC.

If an RTC's training vessel is sold, or is temporarily out of code compliance because of a major refit etc., the recognition of that RTC may be temporarily suspended. Alternatively, and at the RYA's discretion, the RTC may be allowed to continue to advertise courses, but not run any courses, including any own boat tuition, until the vessel comes back into code and has been inspected.

Occasionally, depending on location, extra safety equipment such as EPIRBs may be required because of the exposed area of operation.

First impressions count. The boat should be clean and well maintained. Varnish should not be flaking off, silicone sealants should not be mouldy, and corrosion should not be evident. All equipment should be fully operational.

The following guidance should be used in conjunction with the Training Checklist for Cruising Vessels.

### 2.3.6 Liferafts

For vessels operating up to 60 miles from a safe haven a SOLAS B liferaft is required. Alternatives such as an approved ISAF Part 2 or ISO 9650 Part 1 liferaft may be used, as long as a grab bag is carried making up the complement of equipment to conform to SOLAS B. See Appendix 1 for SOLAS B pack contents.

Vessels operating more than sixty miles from a safe haven should contact the RYA Training Department.

Where the sea temperature is less than 10°C, liferafts shall have an insulated floor and insulated canopy.

All liferafts-should be serviced *annually* at a service location approved by the manufacturer.

Liferafts provided on sailing multihull vessels should be located so that they are accessible when the vessel is either upright or after an inversion.

### 2.3.7 Sailing Vessels: Storm Sails

Efficient storm sails should be carried which are capable of taking the vessel to windward in heavy weather. Where one of the required storm sails is a foresail, and roller furling gear and associated sails are fitted, a means of setting a separate taut luff storm jib should be provided. Each storm weather jib shall have a means to attach the luff to a stay independent of any luff groove device, which shall be permanently attached to the sail. Such sails may use the taught luff of a furled sail.

Either a storm trysail or mainsail reefing to reduce the luff by at least 40% is required. Booms should be rigged so that a third reefing line is in situ when practicable.

### 2.3.8 Sailing Vessels: Rigging for Downwind Sailing

It is strongly recommended that sail cruising vessels carry a pole and sufficient lines both to triangulate the hole and rig a boom preventer. Key lines should be long enough to be led aft. Any new application for recognition using a yacht suitable for poling-out and rigging preventers will be required carry this equipment before recognition is granted.



### 2.3.9 Seacocks, Skin Fittings and Piping

A valve or similar fitting attached to the side of the vessel below the waterline, within an engine space or other high fire-risk area, should be normally made of steel, bronze, copper, or other non-brittle fire resistant material or equivalent.

Flexible or non-metallic piping, which presents a risk of flooding, fitted in an engine space or fire-risk area should be efficiently insulated against fire, or be of fire resistant material, e.g. ISO Standard 7840 or exhaust-quality rubber hosing, or a means should be provided to stop the ingress of water in the event of the pipe being damaged, operable from outside the space.

### 2.3.10 Hatches

Opening hatches and portlights should be positioned 300mm above the top of the adjacent weather deck at the side. Opening hatches and portlights mounted below this level should be kept shut at sea and have signage to this effect.

### 2.3.11 Electronic Navigation Aids

All cruising vessels must carry at least a functioning GPS to enable tuition in correct use of electronic navigation aids. Electronic chart plotters are compulsory on all new applications for recognition. Current vessels are strongly recommended to fit a chart plotter before 2017.

Radar should be fitted on motor vessels and plotting sheets provided. If radar is not fitted, a suitable simulator should be available to allow students to complete the Coastal Skipper syllabus. Radar is strongly recommended for sail cruising vessels. It is an aspiration for all vessels ultimately to be fitted with electronic chart plotters and radar. Centres should bear this in mind when sourcing equipment in the future.

### 2.3.12 EPIRBs and SARTs

Although not compulsory they are desirable and may be required in some remote locations. On non-MCA coded vessels a correctly registered 406 EPIRB may be used as an alternative to the requirement for red parachute flares.

### 2.3.13 Onboard Safety Documentation

A training and maintenance manual must be carried. For details please see Appendix 4. Guidelines for the safe handling, stowage and preparation of food should be onboard and followed. Further guidance is available at <http://www.rya.org.uk/coursestraining/resources>.

### 2.3.14 Tuition on Cruising Courses

The instructional time stated in the RYA Sail Cruising & Yachtmaster Scheme Syllabus and Logbook (G15), RYA Motor Cruising & Yachtmaster Scheme Syllabus and Logbook (G18) and the RYA Instructor Handbook (G27) should be considered the minimum time required.

For all RYA Motor and Sail Cruising courses the maximum student to instructor ratio is 5:1. It is worth noting that some vessels can only comfortably accommodate fewer students, and the design of yacht will be taken into consideration when granting recognition.

There should be a routine for ensuring that all students joining the vessel are briefed at the earliest opportunity on the fire precautions and fire-fighting arrangements on board. Before proceeding to sea, all students should be briefed on the personal and boat safety equipment. At the earliest opportunity after going to sea, a man overboard recovery exercise should be carried out. A safety-briefing checklist including procedures for abandonment is required on all vessels. It should act as a prompt card to ensure all aspects of the safety brief are complete. As a minimum the course brief should include the following (ref. Annex 7 of MCA MGN280 – Skipped Charter Safety Briefing):

Before the commencement of any voyage the skipper should ensure that all persons on board are briefed, as a minimum, on the stowage and use of personal safety equipment such as lifejackets, thermal protective aids and lifebuoys, and the procedures to be followed in cases of emergency.

In addition the above the skipper should brief at least one other person regarding the following:

- Location of liferafts and the method of launching
- Procedures for the recovery of a person from the sea
- Location and use of pyrotechnics
- Procedures and operation of radios carried on board
- Location of navigation and other light switches
- Location and use of firefighting equipment
- Method of starting, stopping, and controlling the main engine
- Method of navigating to a suitable port of refuge
- Location of Stability Guidance Booklet, and Stability Information Booklet if applicable

### **2.3.15 ASTO (Association of Sail Training Organisations)**

ASTO members are encouraged to deliver RYA training onboard their vessels. It is appreciated that, due to vessel size and the number of trainees on-board, for many sail training vessels strict adherence to the terms of RYA recognition laid out for typical recognised training centres may be difficult. For details on how ASTO members can deliver RYA training, see Appendix 10.

## 2.4 Dinghy, Windsurfing, Powerboat, Personal Watercraft, Superyacht and Inland Waterways Centres

Course programmes should be available and show that the background and practical syllabus (as detailed in the relevant RYA publication) for every level for which recognition is granted is adequately covered.

Being an RYA Training Centre can help with the process of gaining accreditation from the Adventure Activities Licensing Service.

### 2.4.1 Centres Operating in the UK

#### MCA Codes of Practice

Sailing or powerboats being used for tuition at sea at RYA Training Centres must either:

- i. Stay within 3 miles of the limit of categorised water or Nominated Departure Point and within 3 miles of land  
or
- ii. Hold a certificate under an [MCA Code of Practice for Small Commercial Vessels](#).

A list of categorised waters can be obtained from the MCA.

N.B. Those operating at night must hold a certificate under an MCA Codes of Practice for Small Commercial Vessels.

### 2.4.2 Centres Operating Outside the UK

2.4.2.1 Overseas centres must abide by local laws and regulations applicable in the jurisdiction where the centre is located. Where such laws or regulations conflict with RYA Terms & Conditions of Recognition or these RYA Recognised Guidance Notes then centres must notify the RYA accordingly. Any exemptions from RYA Terms & Conditions of Recognition or these RYA Recognition Guidance Notes granted to centres where such conflict arises will not be valid unless confirmed by the RYA in writing and be centre-specific only.

2.4.2.2 Applicants for overseas recognition for National Sailing or Windsurfing schemes should be able to demonstrate the benefit to UK sailing/boating as part of the application process. They must be able to demonstrate a robust infrastructure and business plan prior to recognition being granted.

2.4.2.3 Evidence of the national governing body having no objection to the establishment of an RYA Training Centre may be required in some countries.

2.4.2.4 Applications for recognition overseas from new organisations without a proven track record will be subject to an initial inspection, which will be followed up after 4–6 months with a further full inspection. Both will be at the expense of the applicant.

2.4.2.5 Two inspections may also be required during subsequent years/seasons should the RYA decide circumstances dictate that additional support or monitoring is required. Both will be at the expense of the centre.

2.4.2.6 A higher level of staffing for overseas centres may be required.

### 2.4.3 Safety

2.4.3.1 Sufficient and appropriate safety boats must be available to provide separate cover for all sailing, windsurfing and personal watercraft courses in progress at any one time. They should be afloat and ready for immediate use during activities and be driven by trained drivers. Instructors supervising basic skills courses

from a safety boat should not normally provide safety cover for other groups. The mechanical failure of a safety boat should not compromise the safety of the overall operation.

2.4.3.2 For a full list of equipment to be carried on safety boats, see the powerboat section and the powerboat checklist in Appendix 13.

2.4.3.3 Any tuition at an RTC, including RYA courses, should comply with the following minimum safety boat requirements:

Activity	Safety Boats
Windsurfing	12:1 ratio
Dinghies, Multihulls & Keelboats (without engines) capable of recovering from swamping	Up to 6 dinghies 1 safety boat 7 to 15 dinghies 2 safety boats More than 15 dinghies 3 or more safety boats
Keelboats unable to recover from swamping	A dedicated safety boat must be provided which is capable of carrying the entire crew of the keelboat
Personal Watercraft	A PW should not go afloat alone. Another PW or rescue boat must be available in case of problems

2.4.3.4 The launching and recovery area should be suitable for the levels of course being taught, the types and numbers of craft being used and the prevailing weather pattern and any local tidal effects.

2.4.3.5 Safety boats with outboard engines must be fitted with an effective fully functional kill cord of the appropriate length.

2.4.3.6 The use of VHF radios, if available, should be by trained operators. Where the operating area is out of sight of the shore-base, VHF radios should be provided. Dealing with radio failure should also be taken into account in the operating procedures document.

2.4.3.7 The first aid kit(s) should be located in an easily accessible and clearly marked position. The contents should be regularly checked and restocked. A first aid kit should normally be carried in each safety boat. A list of first-aiders should be displayed in a prominent position.

2.4.3.8 It is essential that there is easy access at all times to a telephone, for use in emergencies.

## 2.4.4 Recreational sailing

If a UK-based centre is providing recreational dinghy sailing or windsurfing which does not include any tuition, but which is part of a structured learning programme, each safety boat should provide cover for a maximum of 12 dinghies or windsurfers.

### 2.4.4.1 Recreational sailing at non- UK Centres

If a centre is providing recreational dinghy sailing or windsurfing which does not include any tuition, but which is part of a structured programme, each safety boat should provide cover for a maximum of 12 dinghies or windsurfers. Where conditions permit centres may be allowed to increase this cover to a maximum of 15 dinghies or windsurfers. All afloat activity at non-UK centres must be supervised in line with the table in 2.4.5.9

These ratios may need to be adjusted locally to take into account offshore winds, tides and any other factor that may require a lower ratio to be employed.

Certain centres may be granted permission to operate a higher ratio for recreational windsurfing following direct application to the RYA and a further inspection, which will be chargeable.

## 2.4.5 Tuition at Dinghy, Windsurfing, Powerboat, Personal Watercraft, Superyachts and Inland Waterways Centres

2.4.5.1 The inspector will expect to observe tuition during the visit. Tuition should be safe, informative and enjoyable.

2.4.5.2 Any activities delivered outside the scope of a centre's RYA recognition should utilise qualified or suitably experienced instructors to oversee all the training, e.g. a sailing centre with catamarans must have at least one multihull endorsed/suitably experienced instructor or supervisor.

2.4.5.3 Visual aids appropriate to the level of courses being offered should be provided. At the most basic level, a white board should be available. Relevant course notes/logbooks must be supplied to students and a range of back-up materials such as handbooks and DVDs should be available as reference material.

2.4.5.4 Adequate dry areas ashore should be provided to give shelter in bad/adverse weather and to enable a comfortable environment for shorebased teaching. These areas should be appropriately furnished and equipped for this purpose.

2.4.5.5 Student:Instructor ratios, as given in the appropriate RYA publications, should be adhered to for all courses, at all levels and at all times. For basic skills courses:

Type of Craft	Student:Instructor Ratio
Crewed dinghies	3:1 for beginners with instructor on board Maximum 9:1 but not more than 6 boats per instructor (e.g. 3 Wayfarers with 3 students in each, or 4 Picos with 2 students in each)
Single handed dinghies	6:1 (applies only whilst the boats are used as single handers)
Keelboats	Keelboats 4:1 (instructor on board). 1 instructor must be responsible for no more than 9 students (e.g. 3 boats with 3 students in each)
Windsurfing	6:1
Powerboats	Levels 1, 2, Intermediate and Advanced – 3:1 Safety Boat – 6:1 (2 boats)
Personal Watercraft	1 instructor can be responsible for up to 3 machines and 6 students, no more than 2 students per machine*
Inland Waterways	3:1

\*For stand-up machines, one instructor can be responsible for up to 3 machines (with one rider on each).

2.4.5.6 Dinghy and Windsurfing instructors may be assisted by unqualified helpers who are competent and experienced. They should be supervised by an instructor or SI and be deployed in roles appropriate to their skills and awareness, but will not count towards the teaching ratios. As part of the centre's staff training programme, all helpers should be encouraged to gain RYA instructor qualifications. It may be appropriate for the Senior Instructor (SI) to train or assess experienced helpers as assistant instructors with a short training programme covering basic teaching principles, centre procedures and specific training in any unfamiliar equipment.

2.4.5.7 T15 Clubs can only operate at RYA Training Centres under the supervision of a Senior Instructor. Sessions should be led by a Windsurfing Racing Instructor. Where a Racing Instructor is not available a qualified RYA Windsurfing Instructor may deputise in their absence. Safety boat ratios must be the same as for other RYA windsurfing courses.

2.4.5.8 An assistant instructor counts as qualified in the ratios, but must work under the direction or direct supervision of an instructor or SI. This does not include powerboat, personal watercraft or inland waterways schemes.

2.4.5.9 All training activities should be supervised by a person holding an appropriate and valid minimum RYA qualification. The centre must take into account suitable cover for lunchtimes, sick days and days off for senior staff. The following table indicates who should be supervising activity at all times:

<b>Activity</b>	<b>Supervised by</b>
Dinghy sailing*	Dinghy Senior Instructor, or Windsurfing Senior Instructor with Dinghy Instructor qualification, or Keelboat Senior Instructor with Dinghy Instructor qualification
Keelboat sailing*	Keelboat Senior Instructor, or Dinghy Senior Instructor with Keelboat Instructor qualification, or Windsurfing Senior Instructor with Keelboat Instructor qualification, or Keelboat Instructor (only if authorised by RYA HQ)
Windsurfing*	Windsurfing Senior Instructor, or Dinghy Senior Instructor with Windsurfing Instructor qualification, or Keelboat Senior Instructor with Windsurfing Instructor qualification
Powerboating	Powerboat Instructor or Advanced Powerboat Instructor
Personal watercraft	Personal Watercraft Instructor

\*Senior Instructors who are not dual qualified may occasionally deputise for each other if appropriately trained. UK Centres Only: Providing the Senior Instructor is completely confident that standards of safety and tuition will be maintained on the day they may occasionally delegate a single group to a suitably trained and experienced instructor. This instructor must have been trained in the procedures at the site, and be competent to run the session. However a Senior Instructor should be on site when a centre is running more than one sailing and/or windsurfing group simultaneously.

#### **2.4.6 Short Introductory Sessions – UK Centres only**

- i. Training centres recognised for the National Sailing and Windsurfing Schemes that offer short introductory sessions designed to provide a first experience or introduce the basic skills of sailing or windsurfing, (e.g. taster sessions as part of multi-activity courses) should ensure that the safety boat ratios for such sessions are observed, as laid down in these RYA Recognition Guidance Notes. Where conditions allow and for such sessions only. It may be appropriate for the Senior Instructor to permit the centre to operate at a student to instructor ratio greater than that specified in 2.4.5.5, providing the boats are not overloaded and taking into account the type of boat, the conditions, the sailing area and the safety cover. The exact ratio is at the discretion of the centre Principal, with due consideration to the RYA guidelines. The centre Principal should be aware that increasing ratios for all such sessions might not be appropriate.
- ii. If boards or boats are shared between two students, any students not directly involved in the activity should be supervised ashore.

#### **2.4.7 Facilities/Storage Areas**

2.4.7.1 Separate male and female changing rooms should be provided, with sufficient accommodation for the average number of course members. All facilities provided must be hygienic, tidy and well maintained.

2.4.7.2 Toilet facilities, with hand-washing facilities, should be located within a reasonable walking distance. Course members should not be expected to pay for the use of a public facility.

2.4.7.3 Showers must be provided where the water is subject to blue/green algae or at risk of Weil's disease.

2.4.7.4 The centre should store its fuel with regard to the safety of instructors, students and the general public. Instructors who handle fuel should be trained in terms of controlling fire risk.

2.4.7.5 Workshop areas should be clean and tidy with no unnecessary hazards.

2.4.7.6 The centre should ensure that relevant personnel are trained in the use of any hazardous substances that are in the workshop area and that these substances are stored safely.

## 2.5 Dinghy/Keelboat

2.5.1 The centre should have access to sufficient craft in order to teach all courses for which it is recognised. (See tuition ratio table for acceptable numbers of students per boat.) These boats should be equipped so that it is possible to teach the entire relevant syllabus according to the conditions, e.g. boats for seamanship courses should be capable of being reefed afloat. In the case of high-performance boats there should be a rigging guide for different wind strengths.

2.5.2 The boats must be maintained in good condition. The following areas should be considered: Hulls should be well maintained in a good state of repair, watertight and with all fittings and toe straps in good working order. The inspector may wish to test the watertight integrity of any dinghy by capsizing the boat for 10 minutes on each side. No more than 4 litres/1 gallon of water should leak into the buoyancy tanks and buoyancy bags must be adequate, remain inflated and securely positioned. Running rigging should be well maintained and in a good state of repair. All halyards should be of sufficient length and in good condition. Cleats should function correctly. Sheets should be of sufficient length and appropriate diameter and material.

- i. Standing rigging should be well maintained and in a good state of repair. There should be no protruding strands in wire rigging and all shroud pins and split rings should be taped. If the boats are to be towed or left on moorings, a painter should be attached to a suitable strong point on the boat.
- ii. Rudder, centreboard or daggerboard should be in good condition.
- iii. Sails should be in serviceable condition for the courses on offer. Sails used for beginner and seamanship courses should be capable of being reefed afloat.
- iv. The boats must be suitably equipped (e.g. painters, paddles etc.) for the operating area.

2.5.6 Consideration should be given as to how to move equipment as safely as possible on shore. Launching trolleys if used should be in a serviceable condition.

2.5.7 If the centre has a simulator, it should be stable and functional.

2.5.8 If the centre offers trapeze boats a good range of harnesses in a variety of sizes and good condition must be available. The ISO standard 10862 for quick-release harness is now in existence.

2.5.10 Keelboats with engines that the centre has established can be recovered from swamping (ie can be righted from mast horizontal and bailed out) may operate without a safety boat provided that they comply with the Training Checklists for Dinghy/Keelboat and Powerboat up to PB2.

2.5.11 Centres should consider whether a significant risk of entrapment under dinghies exists and train instructors to deal with it as necessary. Multihulls must have righting lines.

2.5.12 Centres should consider using masthead flotation for training to reduce/eliminate inversions in deep water. If additional masthead flotation is used to eliminate inversions, students should be introduced to inversion capsizes.

2.5.13 Boats used for spinnaker courses should be equipped and suitable for club racing.

## 2.6 Windsurfing Fleet

2.6.1 The centre should have access to sufficient equipment in order to teach all courses for which it is recognised. There must be a complete set of suitable equipment for each student.

2.6.2 Boards must be in good condition. The following areas should be considered:

The hull should be in generally good condition, free from punctures and waterlogging. The board must have an effective and securely fixed deck plate, an effective non-slip surface and an effective and safe facility enabling it to be towed. The daggerboard, if fitted, should be correctly adjusted and held secure in the up and down positions whilst free to move in between and free from sharp edges. Fins should be appropriate to the boards, courses, prevailing conditions and free from sharp edges.

Rigs must be in good condition. The following areas should be considered:

- i. Sails should be in a presentable, useable condition free from holes and tears and suitable for the level of courses being taught
- ii. Masts should be in good condition, of suitable length, bend characteristic and material for the sail and should be watertight
- iii. Mast bases must operate correctly and be well maintained. The downhaul should be free to move and cleat effectively. Any quick-release system must operate correctly and be well maintained
- iv. Booms should have a secure clamp that does not slip while in use, yet may easily be adjusted to suit the height of the user. The boom must be the correct length for the sail and the grip surface must be in overall good condition
- v. An uphaul must be fitted on all rigs. For beginner rigs a thick rope with elastic return (attached approximately 1/3 from the bottom) should be used. That will allow the student to stand up fully before raising the rig. Elasticated cords can be used for more advanced rigs
- vi. The downhaul and outhaul ropes should be in a sound, unfrayed condition and be of a suitable diameter for the fittings being used
- vii. Centres offering tuition beyond Start Windsurfing should ensure harness lines in sound condition are fitted to booms.

2.6.3 The board and rig joint (UJ) must be in good condition, free from wear and should be immediately replaced should any signs of deterioration be apparent. Operation of any quick-release system should be capable of being performed by the student whilst afloat.

2.6.4 Recognition for junior courses requires that junior boards, with suitable fins and junior rigs in a variety of sizes, are available in sufficient quantities. Suitable rigging sticks should be provided.

2.6.5 Boards and rigs should be stored in a secure and safe manner and should be easily accessible for instructors and students. Instructors should be trained to lift and carry equipment and students should be supervised as necessary.

2.6.6 Basic simulators should be available. Simulators must be in a good state of repair, stable, low and well damped. The board should be representative of the type used afloat, have a good non-slip surface and be securely attached to the simulator. The simulator should be positioned so that students will not injure themselves or others should they fall off.

2.6.7 A static simulator for teaching the coaching formula, harness and footstraps must be available at all centres wishing to be recognised for Intermediate level and above. The board should be representative of the type used afloat, positioned securely and, depending on design, a sail-less rig should be attached. Care should be taken to ensure that the device representing the pull of the wind is safe and in good condition. This device should also be adjustable for different wind strengths and student size. The simulator should be positioned so that students will not injure themselves or others should they fall off.

2.6.8 A range of harnesses in suitable sizes must be made available by centres offering tuition above Start Windsurfing.



## 2.7 Powerboat Fleet

2.7.1 An RTC must own or have a contract for the use of a suitable powerboat for teaching and/or safety boat usage available for inspection. The type of vessel depends on the type of recognition sought.

2.7.2 Vessels for Powerboat Level 1, Level 2 and Safety Boat may be tiller or console steering, with or without dedicated seating for each student and the instructor. Vessels used at this end of the training spectrum are often used for multiple disciplines, such as safety craft for dinghy and windsurfing.

2.7.3 Vessels for Intermediate and Advanced tuition are likely to be a minimum of 6m LOA, and must have 4 dedicated seats aft the console. The seats must allow all participants to maintain an all-round look out and to participate fully in the learning. Seating must have adequate handholds and have individual backrests. The navigation equipment should include a fixed echo sounder, chartplotter/GPS and VHF radio.

2.7.4 An RTC's vessel for Advanced Powerboat must comply with the local regulations. In the UK vessels would normally be expected to be certified under the small commercial vessel code of practice to category 5 + 3(R) for RIBs or category 3 for other vessels. UK centres operating exclusively in categorised waters should contact RYA Training for specific guidance. Vessels operating under other flag states should comply with a comparable standard under their national regulations. Records of vessel compliance must be kept by the RTC. All vessels should carry equipment as detailed in the RYA Training Checklist - Powerboat.

2.7.5 Ideally both planing and displacement powerboats should be available.

2.7.6 Powerboats should be equipped as per the RYA Training Checklist - Powerboat. The RYA Training department may allow variation to these requirements for individual centres operating exclusively on inland waters, subject to the nature of their operating area.

2.7.8 The safety boats and crew must be suitable for all types of activity undertaken in the operating areas and prevailing conditions at the centre. The distance from the operating area to the shore-base should also be taken into account.

2.7.9 Except in the case of heavy displacement craft, kill cords must be fitted, be fully functional and used at all times when under way. A spare kill cord should be carried for emergency use.

## 2.8 Personal Watercraft

2.8.1 Where the PW used for tuition is not owned by the centre, it should be available for inspection along with a written agreement for its use.

2.8.2 PWs operating at coastal sites, or from superyachts, should be equipped as per the PW training checklist. PWs accompanied by a safety boat equipped as per the powerboat training checklist do not need to carry all of the above, as this is covered by the safety boat.

2.8.3 The provision of equipment to be carried on inland waters may be dependent on the operating area and should be addressed in the centre operation manual.

2.8.4 Personal watercraft must have fully functional kill cords that must be fitted and used at all times when under way. Kill cords will usually be attached to the rider's buoyancy aid.

2.8.5 Consideration should be given to the use of impact vest buoyancy aids, to provide both personal buoyancy and protection of the torso.

2.8.6 Marker buoys of sufficient size and colours so as to be clearly visible in the prevailing conditions must be available.

## 2.9 Superyachts

2.9.1 Superyacht RTCs must comply with the above section.

2.9.2 Superyachts with RYA Recognition for personal watercraft may deliver the Introduction to Personal Watercraft Safety Course to their crew or guests. The course must be taught by an RYA Personal Watercraft Instructor.

2.9.3 The operating procedures for the RYA personal watercraft training on board should be incorporated into the vessel's safety management system.

2.9.4 Training centres delivering this course will, by the nature of their normal business, move to different locations throughout the year. This means that each time they deliver RYA training they need to risk assess the operating area.

2.9.5 Before commencing training, the instructor in charge of the session should clearly identify the training area to be used. This should be agreed with the Principal of the centre. Where practically possible, the agreed area should be free from hazards. Any hazards remaining should be clearly identified, recorded and all students made aware of their existence. The training area used to deliver the RYA Introduction to Personal Watercraft Safety Course should be within sight of the training centre.

2.9.6 Instructors working afloat should have an effective means of communication with the mother ship.

2.9.7 Centres must record what certificates were awarded to whom on what date, and at what location.

2.9.8 Certificates are issued in 3 categories:

- Crew (12 months' validity)
- Owner and regular guests (6 months' validity)
- Guests (until the last day of their stay)

2.9.9 Holders of the Introduction to Personal Watercraft Safety Certificate must be supervised at all times when afloat. Supervision will be either from a safety boat/tender or from a suitable vantage point overlooking the area of operation. A safety boat or tender should be launched and available during supervised sessions.

2.9.10 Once training is complete, subsequent supervision may be by crew holding the RYA Personal Watercraft Instructor qualification or by crew who hold at least the RYA Introduction to Personal Watercraft Safety qualification, has been trained in the operations of the centre and holds the RYA Powerboat Level 2 Certificate to drive the safety boat.

2.9.11 Should the PWs leave sight of the mother vessel, they should be accompanied by a safety boat appropriately equipped to communicate effectively.

## **2.10 Inland Waterways**

2.10.1 The operating area must have at least one lock.

2.10.2 Adequate dry areas onboard must be provided to enable a comfortable environment for teaching theory aspects of the course. These areas should be appropriately furnished and equipped for this purpose.

2.10.3 All boats must hold a valid Boat Safety Scheme Certificate, be in sound condition and appropriate for the course on offer. They should be clean, well maintained and in a good state of repair, with all fittings in good working order. The engine should be well maintained and regularly serviced. Vessels should comply with the inland waterways training checklist.

2.10.4 All boats must have an acceptable amount of space for teaching. Traditional stern boats should generally not be used for training purposes.

2.10.5 Centres should consider and document in the operating procedures an appropriate method of man overboard recovery. This will vary depending on the vessel type and nature of the waterway.

2.10.6 Centres should ensure all emergency access points are marked on a map in the operating procedures document, with details of their location, which may be a bridge number, lock or parallel road, as part of the Emergency Action Plan.

## Section 3: Shorebased Recognition

3.0.1 It is not normally the policy of the RYA to grant recognition to training centres for just one specialist subject e.g. Diesel Engine only .

3.0.2 The word Yachtmaster™ is registered as a trademark by the RYA and may be used to advertise the RYA qualification. Please contact the RYA if you require further information.

3.0.3 Centres offering classroom courses must provide suitable classroom facilities with adequate visual aids (whiteboard and projector as minimum). There should be adequate learning and teaching aids to ensure the syllabus is covered effectively.

3.0.4 The instructional time stated in this booklet, G15, G18 and G27 should be considered the minimum time required.

3.0.5 When qualified, all RYA instructors receive a letter of appointment or certificate which they should be able to produce to verify their suitability. If you are in any doubt about the suitability of someone's qualification to instruct a RYA Shorebased Course, please contact RYA Training who will be able to confirm this for you.

### 3.1 Specialist Short Courses

#### 3.1.1 Diesel Engine

There must be no more than **12** students on each course.

A diesel engine (not necessarily in working order) must be available.

There must be no more than six students to one engine.

The minimum duration of the course is six hours.

Certificates will be awarded to students who have successfully completed the questions in the RYA course booklet.

#### 3.1.2 SRC Radio

There must be no more than **12** students on each course.

The centre must provide either:

- An RYA-approved computer simulation programme **AND** at least one pair of training DSC radios with no more than 3 students per single radio/computer screen (for example 2 computer screens and one pair of radios for a maximum of 12 students) or:
- Training DSC radios with no more than 3 students per radio (minimum 1 pair), for example, 2 pairs of radios for a maximum of 12 students. Note: Training MMSI numbers allocated by OFCOM are 2 3 5 8 9 9 9 8 0 to 2 3 5 8 9 9 9 9 9 inclusive.
- A list of training radio suppliers and approved software is available in the Training Centre resources area of the RYA website.

Students must be provided with information **before** the course. This would normally be the G22 and G26 handbooks.

SRC courses may be subject to spot checks.

Minimum 8 hours tuition.

Minimum 3 hours tuition for conversion courses.

An inspection will be carried out every 4–5 years for which the centre will pay. Overseas centres will pay for the Inspector's travel/living expenses and must be inspected **before** recognition can be granted.

### 3.1.3 Radar

The centre must provide:

- An RYA-approved computer simulation with at least one work station (computer) per 3 students. Approved computer simulation systems are listed in the Training Centre resources area of the RYA website.
- A RYA Radar course note book and course completion certificate for each student.

Maximum 12 students per course.

### 3.1.4 Basic Sea Survival

The course must take place in a heated pool, not in the sea.

The maximum teaching ratio must not exceed 16 students to 1 instructor.

The maximum raft size used must not exceed 8-man.

The number of students must not exceed twice the life raft capacity.

A safety swimmer (other than the Instructor) must be in the pool. (Additional safety measures may be required by the pool administration.)

All students must wear lifejackets provided by the establishment if necessary.

During the pool session the students must wear wet weather gear. Make it clear whether wet weather gear is provided. If you make a charge, clearly state the fact in your literature. Ensure what is provided is clean and suitable.

The minimum time for the pool session is 2 hours.

The minimum depth of the pool is 1.95 metres.

RTCs must ensure that public liability insurance is provided up to £1,000,000.

Booking forms should include information about any pre-course requirements, emergency contacts and a declaration of health problems that may affect participation. See Appendix 6.

All students must be provided with the RYA Sea Survival course notes. Students who successfully complete the course must be provided with the RYA Sea Survival Certificate.

An inspection will be carried out every 4–5 years for which the centre will pay. Overseas centres will pay for the Inspector's travel/living expenses.

### 3.1.5 RYA/ISAF Offshore Safety

The centre must hold recognition for RYA Basic Sea Survival.

Recognition conditions relating to Basic Sea Survival apply.

The instructor for the seamanship/heavy weather part of the course must be an RYA-appointed Offshore Heavy Weather Instructor. Potential instructors must have considerable offshore racing experience and should normally be an RYA Yachtmaster™ Instructor. Contact the RYA Training Department for further details about the appointment of Heavy Weather Instructors.

The Sea Survival and seamanship/heavy weather sections of the course may be run by different instructors holding the appropriate qualifications.

Centres running this course may also run the one-day, five-yearly update course.

An outline course syllabus and structure can be found on the ISAF website [www.sailing.org](http://www.sailing.org) under 'Offshore Special Regulations – Appendix G'. A detailed course plan is required prior to recognition being granted.

Overseas centres may be required to provide a letter of support from its MNA for delivering the RYA/ISAF Offshore Safety Course, unless a precedent already exists.

### 3.1.6 First Aid

The maximum number of students on a course is 12.

The recommended ratio of resuscitation manikins to students is 1:4.

Adequate dressings and bandages must be available for practical sessions.

Each student must be in possession of the current edition of the St John/St Andrew's/Red Cross First Aid Manual.

A category C first aid kit and pocket mask must be available if that part of the syllabus is to be covered, and the instructor should sign the special section on the certificate. (Only required for commercial endorsements on RYA certificates.)

The minimum duration of the course is 8 hours.

RYA First Aid Certificates will be issued to students who successfully complete the course.

## 3.2 Shorebased Navigation Courses

The centre must ensure that students are enrolled on the right course for their experience.

For classroom courses there must be a suitably equipped teaching room which will allow all the students to do chart work simultaneously and has computer and/or audio visual facilities.

Each student must be issued with the current RYA students' shorebased pack.

Each student must have access to the current RYA Training Almanac published by the RYA.

The minimum requirement for student contact time with the RYA electronic chart plotter is:

Essential Navigation and Seamanship – none

Day Skipper Shorebased course – 2 hours

Coastal Skipper/ RYA Yachtmaster™ Shorebased course – 3 hours

The electronic chart plotter is compatible with Microsoft Windows 98SE, ME, 2000 or XP, Vista and Windows 7.

97MB of spare disk space is required for the plotter and 600MB for the tutorial (if installed to Hard Drive).

466MHz processor with 64MB of RAM and a 2MB graphics card.

The **Recommended display resolution is 1024 x 768**. The software may run on slower systems but performance may be unacceptable.

In the classroom, a maximum of 3 students to a computer at any time is permitted.

### 3.2.1 Essential Navigation and Seamanship (See also the section on RYA Interactive recognition)

Each classroom-based course should involve a minimum of sixteen hours' teaching. It can be taught as a two-day intensive course or a series of shorter sessions. A total of 18–20 hours is usual when running shorter sessions. When taken online through RYA Interactive, the course usually takes a minimum of around 6 hours to complete.

### 3.2.2 Day Skipper, Coastal Skipper/RYA Yachtmaster™ Offshore, RYA Yachtmaster™ Ocean Theory

Each course should involve a minimum of forty hours' teaching and allow sufficient time for assessment papers. Twenty-four two-hour evening sessions is usual for centres running evening classes. A five-day intensive course is possible for Day Skipper. For Coastal Skipper a minimum of seven days is usually required. The Day Skipper shorebased course may be reduced to four days when delivered as part of a nine-day Combined Day Skipper course i.e. four days' shorebased instruction delivered with the five-day practical course back-to-back.

Course completion certificates may only be awarded to students who have successfully completed the course. Day Skipper, Coastal Skipper/RYA Yachtmaster™ Offshore and RYA Yachtmaster™ Ocean students are also required to pass the assessment papers.

Centres recognised to teach navigation courses may also run the CEVNI test to support the International Certificate of Competence. The test is available to take either online or on paper. If you wish to run the test online, please see the section on RYA Interactive courses for more details. Details of offering paper-based CEVNI tests are available on the [www.rya.org.uk](http://www.rya.org.uk) – go to Courses and Training and then Training Centres.

### 3.3 Distance Learning Centres

Note: This section applies to centres applying to offer distance-learning courses that they have devised themselves, not courses or tests offered through RYA Interactive.

In addition to the standard RYA Terms & Conditions of recognition, the following applies specifically to Distance Learning training centres:

3.3.1 Recognition for Distance Learning courses allows the training centre to use certain RYA Intellectual Property (IP) as set out in the table below for Distance Learning courses run through that centre only, with no onward licensing to third parties.

3.3.2 License to use RYA IP is only granted while the centre continues to be recognised as an RYA Distance Learning training centre. On derecognition, permission to use RYA IP is automatically withdrawn, except for use in the continued support of existing students (see 'Withdrawal of recognition').

3.3.3 The permitted use of RYA IP is for running RYA-recognised Distance Learning courses.

3.3.4 The use of RYA IP for other products that don't directly support the course is not permitted. For example, it is not acceptable to use RYA IP to produce a training manual or handbook.

3.3.5 Distance Learning training courses are subject to re-inspection every five years following initial recognition, at the centre's cost.

3.3.6 The RYA must be given permanent access to the live version of the course. For courses that are not run online, the RYA has the right to request a copy of the latest version of the course at any time, free of charge.

3.3.7 No online Distance Learning courses developed by training centres may be hosted on RYA Interactive.

3.3.8 RYA IP may only be used to enhance the centre's training package and add value to the teaching, rather than being simply a reproduction of RYA publications and training material.

### 3.3.9 RYA IP that may be used:

Training charts	No more than 30% of any training chart can be reproduced at any one time. Extracts taken from the training charts may be annotated but may not be modified. Complete reproduction of whole charts or harbour plans will not be acceptable. Centres wishing to use more than 30% of a training chart must give details and seek permission from the RYA.
Training Almanac	Only pages showing tidal curves and rates may be reproduced in full. Other pages may be reproduced as extracts only. For example, when displaying data from a tide table only the relevant date plus or minus one day should be viewed.
ROM2 teaching slides	Any slides may be used, provided they enhance and add value to the course.
Day Skipper Shorebased Notes (DSN 2007 edition reprinted 2011, or later version)	As a guide, 5% of images from the book may be used in distance learning Day Skipper courses. Exact use will be assessed at the first stage of applying for recognition (see 'Application process and fees').
RYA Yachtmaster™ Shorebased Notes (YSN 2005 edition reprinted 2011, or later version)	As a guide, 5% of images from the book may be used in distance learning Coastal Skipper/RYA Yachtmaster™ Offshore courses. Exact use will be assessed at the first stage of applying for recognition (see 'Application process').

It must be recognised that skills such as chartwork and tidal calculations etc. must be understood as a concept rather than just being marked correct or incorrect based on the final answer. Therefore, a system must be in place whereby centres can check students' workings. It is unlikely that a solely online form of assessment will be accepted.

## 3.4 Application Process for Distance Learning Centres

### 3.4.1 Initial application

The centre submits an application for Distance Learning recognition and a skeleton plan of the course including details of: mock-ups of the visuals, navigation through the course, RYA IP requested, details of the delivery method (i.e. online, CD-ROM etc.), assessment methods to be used and the business model.

### 3.4.2 Alpha check

The centre constructs the course to the point where the branding, navigation and at least one complete course module (or approximately 20% of the full course) is in place to a standard where its technical accuracy, functionality and assessment methods can be checked.

### 3.4.3 Beta check and recognition

The centre submits what they consider to be the final release for checking. Any issues raised during the alpha check must be addressed and the overall standard of the course will be checked prior to recognition being granted.

If any extra checks are deemed necessary by the RYA, they will be charged to the training centre (see the section on Fees).



If producing a course(s) for both the southern and northern hemisphere, a separate application for recognition must be lodged for each hemisphere due to the increased requirement for RYA IP.

Students should have a preview opportunity before purchase.

Suitable guidance for students to enrol on the correct course must be given.

Guidelines as to the pace of the course, the overall commitment, including timings, must be available.

There must be a clear explanation on what materials and equipment are supplied as course material and what the student is required to provide themselves.

If the course is computer-based training the hardware and operating software/version should be clearly stated.

The course content should follow the RYA Syllabus.

The course content should fit the time and depth of knowledge requirements as given in G15, G18 and shorebased papers.

The various elements of the course shall be presented in a logical order.

A system for monitoring and communicating the students' standard/progress for each element/module, including chartwork 'plots', must be in place.

Clearly defined avenues of communication must be available between the student and the RTC.

Supplementary exercises or a help facility should be available.

The current RYA exercises and assessment papers must be used.

A system for assessing and marking shall be in place.

A course-updating system should be put in place.

A feedback system is required.

Note: Distance Learning students who intend to enter the MCA large yacht qualifications such as Officer of the Watch or Master 3000 will require a formally invigilated exam. This exam will be conducted by an RYA Instructor or Examiner through an RYA RTC.

Any significant changes to a Distance Learning course following initial recognition, or between inspections, will be subject to a re-inspection at that time, at the centre's expense.

Significant changes may include, but are not restricted to: a change in assessment method, functionality, business model or IP being used. If a centre is in doubt about whether an intended change is classed as significant and therefore subject to re-inspection, they should contact the RYA before making the change.

Once recognition is granted, Distance Learning centres will be subject to re-inspection of their Distance Learning course(s) every five years.

### 3.5 RYA Online Courses (RYA Interactive)

RYA online courses are run through the RYA Interactive website. There are two types of courses on offer:

**Guest courses:** There are a number of courses available on the home page of RYA Interactive. These are available for members of the public to take free of charge without having to register with a training centre or the RYA Interactive site.

**Enrollable courses:** In order to take the courses, students must first register with a training centre and set up a user account on RYA Interactive. Training centres recognised to run these courses will have an area of the RYA Interactive site specifically assigned to them and their students, which can be branded to suit the centre within certain parameters.

Centres offering this form of training must first hold recognition as an RYA Recognised Training Centre. **In addition to the standard terms of RYA recognition** for the discipline(s) for which the centre is recognised, the following will apply:

#### 3.5.1 Offering the Professional Practices and Responsibilities (PPR) Course

The centre must be an RYA Recognised Training Centre for shorebased courses.

The centre must have a nominated RYA Yachtmaster™ Instructor or Advanced Powerboat Instructor, who also holds a commercial endorsement and has taken the PPR course themselves, as a point of contact for course students.

The amount of correctly qualified instructional help available to students must be scalable to cope with the maximum student numbers that can be accepted by the centre. The centre is responsible for informing the RYA if they have reached capacity and can accept no further students. The centre is also responsible for advising when student enrolments can re-commence.

Training centres may offer additional training courses/coaching to support the PPR course, but this must not be treated or marketed as an RYA course, and must not be compulsory for PPR candidates. If such training is offered, it must be made clear to candidates that any associated costs are in addition to the PPR course fee, it is not compulsory and is not an RYA recognised course.

A system must be in place for coaching students who don't pass the PPR assessment, which could be face-to-face, online or remote coaching depending on the needs of the student. Reasonable levels of support must be available to students at no extra cost, so any additional help must not automatically be offered as a full paid-for course (such as that mentioned above).

No information to support the PPR course may be added to a training centre's RYA Interactive site area.

#### 3.5.2 Essential Navigation and Seamanship Course

The centre must have an RYA Essential Navigation and Seamanship Shorebased Instructor (or higher) as a point of contact for course students for the duration of the maximum course completion period.

Each student must be issued with the current student pack and have access to the current RYA Training Almanac published by the RYA.

Any supplementary information offered by the centre to enhance the online course should follow the RYA syllabus.

Course completion certificates must be awarded to students who have successfully completed the course.

### **3.5.3 Online CEVNI Test**

The centre must have an instructor who is himself /herself familiar with the CEVNI rules as a point of contact for course students for the duration of the maximum course completion period.

Any supplementary information offered by the centre for the online test must be accurate and enhance the RYA's test.

## **3.6 Management of Courses and Tests for RYA Interactive Courses**

3.6.1 The centre must have adequate systems in place to manage effectively the courses and tests which they offer including:

3.6.2 A system for monitoring and communicating with the students regarding progress through the course must be in place.

3.6.3 Clearly defined avenues of communication must be available between the student and the centre. Due to the nature of online training, it is expected that instructors will ordinarily provide a response to students' questions within 8 business hours.

3.6.4 Centres must have a system in place for monitoring and acting on student feedback.

3.6.5 Training centres must have their own website and be reasonably competent in the operation of web-based content in order to offer basic technical support to their students. The document 'How to help your students with basic technical issues' and the 'Technical support' document should be referred to and the recommended solutions attempted before referring students to the RYA.

3.6.6 A nominated instructor(s) for each type of course offered through RYA Interactive, who is appropriately qualified for the type(s) of course they are supporting. Instructors must be registered with one training centre only and may not support students enrolled for courses through other training centres.

3.6.7 Trading terms and conditions including a cancellation policy, a provision as to the maximum course completion period and a complaints procedure. It is suggested that the maximum course-completion period is no longer than 18 months from the date of purchase. (See section on "Withdrawal of recognition".)

3.6.8 Suitable guidance in course booking details to ensure that students are enrolled on a course or test suitable for their needs and current level of knowledge.

3.6.9 Guidelines as to the pace of the course or test, the overall commitment, including timings.

3.6.10 Clear explanation on what materials and equipment are supplied as course material and what the student is required to provide with approximate costs.

## **3.7 Conditions of using the RYA Interactive Site**

3.7.1 Centres which have been recognised by the RYA for RYA Interactive courses and who have paid the appropriate Site and Course hosting fees and commission are granted a licence to have a unique area created for their centre within the RYA Interactive website and to allow students of the centre to enrol for and undertake RYA Interactive courses via this unique area. This licence shall expire on suspension, discontinuance or termination of such recognition (save as mentioned in the paragraph entitled Withdrawal of Recognition below). This licence is personal to the licensee that may neither assign it nor grant any sub-licences of the rights licensed to it.

3.7.2 The centre is responsible for informing RYA Training of any changes to instructional staff, links, images or contact details that need to be updated on the Site.

3.7.3 Only RYA Recognised Training Centres may publish links to the Site. If the centre links to the Site, it may only link to, but not replicate, the Site, subject to the conditions set out below:

3.7.4 The link is neither misleading nor deceptive and must fairly indicate the Site as the destination of the link.

3.7.5 The centre does not remove, distort or otherwise alter the size or appearance of the RYA logo.

3.7.6 The centre does not create a frame or any other browser or border environment around the Site, or in any way conceal that visitors are leaving the Site.

3.7.7 The centre does not in any way imply that the RYA endorses any products or services other than the RYA's own products and services.

3.7.8 The centre does not misrepresent its relationship with the RYA nor present any other false or misleading information about the RYA.

3.7.9 The centre does not otherwise use any of the trade marks displayed on the Site without the express written permission of the RYA.

3.7.10 The centre does not link from a website that it does not own.

3.7.11 The centre does not hold the RYA liable for any broken links produced on its site as a result of the RYA moving or deleting pages on the Site.

3.7.12 Any website from which the centre links to the Site does not contain any content that is distasteful, offensive or controversial, infringes any intellectual property rights or other rights of any other person or otherwise does not comply with all applicable laws and regulations.

3.7.13 Any materials that the centre posts on the site must relate to and enhance the course or test being offered and must not break the law, be abusive, pornographic, or sell the products or services of a third party.

### **3.8 Withdrawal of Recognition for RYA Online Courses**

The standard conditions of withdrawal of recognition apply (See section 1.2.5 'Withdrawal of Recognition'). The RYA shall continue to allow access to the RYA Interactive website to existing students for a period equivalent to their maximum course completion period unless the RYA feels this is not appropriate in the specific circumstances.

# Appendices

## Appendix 1: SOLAS B liferaft equipment list:

- 3 x Red Hand Flares
- 1 x Buoyant Smoke Signal
- 2 x Red Parachute Rockets
- 1 x Torch c/w Spare Batteries/Bulb
- 1 x Whistle
- 1 x Buoyant Safety Knife
- 2 x Paddles
- 1 x Pump
- 1 x Repair Kit
- 1 x Leak stoppers
- 1 x Bailer
- 1 x Manual of the liferaft (supplied with raft)
- 1 x Rescue Quoit with 30m line
- 2 x Sponges
- 1 x Survival Manual
- 1 x Water Collection Bags
- 1 x Leak Stoppers
- 1 x Sea Sickness Bags (1pp)
- 1 x Radar Reflector
- 2 x Drogue
- 1 x TPA per person
- 1 x SOLAS No 2 Card
- 1 x Signal Mirror
- 1 x Cat C First Aid Kit
- 1 x Sea Sick Tablets (6pp)

## Appendix 2: Anchors and Cables

An anchor of sufficient mass for the size and type of vessel must be provided, and as a minimum the mass should correspond to that of a kedge, as illustrated in the table.

Mean Length (see note 4)	Anchor Main	Mass Kedge	Main Chain	Anchor Cable Main Rope	Diameter Kedge Chain	Kedge Rope
(Metres)	(Kg)	(Kg)	(mm)	(mm)	(mm)	(mm)
6	8	4	6	12	6	10
7	9	4	8	12	6	10
8	10	5	8	12	6	10
9	11	5	8	12	6	10
10	13	6	8	12	6	10
11	15	7	8	12	6	10
12	18	9	8	14	8	12
13	21	10	10	14	8	12
14	24	12	10	14	8	12
15	27	13	10	14	8	12
16	30	15	10	14	8	12
17	34	17	10	14	8	14
18	38	19	10	16	8	14
19	42	21	12	16	10	14
20	47	23	12	16	10	14
21	52	26	12	16	10	14
22	57	28	12	19	10	16
23	62	31	12	19	10	16
24	68	34	12	19	10	16

Notes:

1. Chain cable diameter given is for short link chain.
2. The rope diameter given is for nylon construction. When rope of another construction is proposed, the breaking load should be not less than that of the nylon rope specified in the table.
3. When anchors and cables are manufactured to imperial sizes, the metric equivalent of the anchor mass and the cable diameter should not be less than the table value.
4. For the purposes of this section, mean length is defined as:

Length + Length on waterline

## Appendix 3: Safety Policy at an RYA Training Centre

The RYA does not have safety rules set in tablets of stone for the very good reason that RTCs operate in a wide range of different conditions, with different hazards and levels of risk. The Principal must therefore carry out his own assessment to make sure that he is not subjecting instructors, staff or pupils to unacceptable risks.

The production of the operating procedures document (or safety policy statement) should follow as a natural extension from your risk assessments. If you have five or more employees, the law requires that you should produce a Safety Policy Statement and the HSE produce a pro-forma 'Guide to Preparing a Safety Policy Statement for a Small Business'. This is primarily aimed at offices and small factories and gives little help with the risks of running a training centre. The information can also be accessed on the HSE website: [www.hse.gov.uk](http://www.hse.gov.uk).

The essence of your Safety Policy Statement is that it should be yours. You cannot simply find a set of national rules and copy them out because responsibility for safety in your school rests with you, not with a remote national organisation. Guidance on writing a policy is available on the RYA website: <http://www.rya.org.uk/coursestraining/resources>.

The attached list of headings and notes should be a helpful guide to preparing your Safety Policy Statement. Not every heading will apply to each school and the list cannot possibly include every local hazard that you may have identified in your risk assessment.

Your Safety Policy Statement will have to be understood and applied by your staff and instructors. You should therefore aim to keep it as short as possible, or nobody will read it. As a guide, four pages should be adequate for most schools. Larger schools that operate a wider variety of different types of boats might need more.

### Responsibilities

List those with responsibilities for safety:

- Overall and final responsibility must rest with the owner of the centre.
- A deputy, to act on the Principal's behalf if he is absent from the centre, should be nominated.
- Supervisors may also be nominated for specific areas of responsibility. For instance, a nominated RYA Yachtmaster™ Instructor for cruising courses, a Senior Instructor for dinghy, keelboat and windsurfing courses etc. Those with specific responsibilities should also be nominated. For instance, carrying out safety inspections, investigating accidents, monitoring maintenance of boats.
- It should be stressed that all staff and instructors have a responsibility to co-operate with supervisors and managers to achieve a safe teaching environment.

### Accidents

- Everyone must know where first aid equipment is kept.
- There should be a list of trained first aiders available.
- Someone should be nominated to check and replenish first aid boxes.
- There should be a procedure, understood by all staff and instructors, for reporting and recording accidents (accident book).
- There should be a routine established for contacting next of kin in the event of a serious accident.

### Accident Reporting

All centres should use an accident book to record any incidents requiring first aid treatment.

UK centres may be required by law to report certain accidents or illnesses to the HSE Incident Contact Centre. Full details can be found on the HSE website. Overseas centres may have a similar national requirement.



## Appendix 4: Safety Documentation onboard Cruising Vessels

### Training Manual

A training and instruction manual should contain instructions and information on the lifesaving appliances provided in the vessel and also information on the best methods of survival. It may take the form of instructions from the manufacturers of the life-saving equipment provided, as a minimum, with the following explained in detail:

- Donning of lifejackets
- Boarding, launching, and clearing the survival craft from the vessel;
- Use of all survival equipment
- Use of all aids to location
- Use of sea anchors/drogues
- Recovery of persons from the water
- Hazards of exposure and the need for warm clothing
- Best use of the survival craft facilities in order to survive
- Methods of retrieval, including the use of helicopter rescue gear (slings, baskets, stretchers)
- Instructions for emergency repair of the life-saving appliances
- RYA Sea Survival Manual or "Personal Survival at Sea" booklet, e.g. MCA Booklet MCA/075

### Instruction Manual (Onboard Maintenance)

The manual should contain instructions for onboard maintenance of the life-saving appliances and should include, as a minimum, the following where applicable:

- A check list for use when carrying out the required inspections
- Maintenance and repair instructions
- Schedule of periodic maintenance or service
- List of replaceable parts
- List of sources for spare parts
- Log of records of inspections

### Gas Emergency Action Card

A suitable notice, detailing the action to be taken when an alarm is given by the gas detection system, should be displayed prominently in the vessel. The information given should include the following:

- The need to be ever-alert for gas leakage; and
- When leakage is detected or suspected, all gas-consuming appliances should be shut off at the main supply from the container(s). **NO SMOKING** should be permitted until it is safe to do so (i.e. the gas leakage has been eliminated and the spaces fully ventilated)
- **NAKED LIGHTS SHOULD NEVER BE USED AS A MEANS OF LOCATING GAS LEAKS**

## Appendix 5: Sample Health Declaration

Centres running RYA courses are strongly recommended to include a health declaration in their booking forms. Such information must be passed on by the Principal to the individual instructor responsible for the student.

One possible format for the declaration is given below:

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 in a practical course, his 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.

## Appendix 6: License and Conditions of Use of the RYA Training Centre Logo

The RYA Training Centre Logo (“the Logo”) is a registered Trade Mark in the UK and in other selected marketing territories (“the Territories”). Details of Trade Mark registrations and Territories can be obtained from the RYA Legal Department. Use of the Logo is restricted to training centres recognised by the RYA Training Department (each a “Licensee”) and in accordance with this License and Conditions of Use.

The RYA grants to the Licensee a non-exclusive licence to use the Logo in connection with its RYA Recognised Training Centre activities. This Licence shall expire on suspension or termination of such recognition. This Licence is personal to the Licensee that 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 may appear in the Conditions of Recognition or which 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 may only be used by Recognised Training Centres to make accurate references to the Licensee’s RYA recognised training activities. It must not be used to imply that other activities such as non-RYA recognised training, boat charter or boat sales are approved in any way by the RYA.
- You may display the Logo on training centre advertising, printed and online marketing materials only. It must not be used by RYA Instructors acting in a personal capacity, for example on an instructor’s personal business card. For specific conditions and usage in other materials, please contact the RYA Training Department.
- “RYA” or the Logo may not be included in your trade or business name, domain name, product or service name, logo, trade dress, design, slogan, or other trademarks.
- RYA Training can provide you with electronic artwork for the Logo including CDs and an email version. Except for size, you may not alter the Logos in any manner, including proportions, colours, elements, etc., or animate, morph, or otherwise distort its perspective or two-dimensional appearance.
- The full-colour, positive, horizontal version of the Logo as shown below is the preferred treatment. The usual logo will be as shown in figure 1. Where the logo is to appear as black or dark blue on white, the logo should appear as if figure 2. Where the logo is on a black or dark coloured background, the logo should be reversed out, as shown as in figure 3. The logo must wherever possible be on a plain background, and not on a patterned or graduated one. In some circumstances, a plain box may be the only way of displaying the logo correctly. RYA Training can advise when this might be necessary.



Figure 1



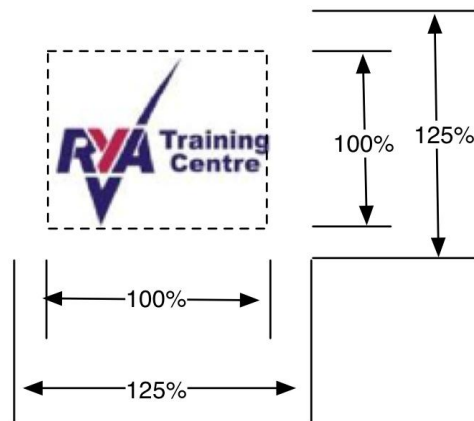
Figure 2



Figure 3

- The colours within the logo should conform to the following Pantone references:

- Red – PMS 1935                      Blue – PMS 2757 (100C 82M 0Y 30K/0C 100M 57Y 5K)
- The Logos must never be used to as a substitute for the letters “RYA” in a sentence or phrase. Ordinarily the Logos must not appear more than once on a single sheet or webpage as duplication can dilute the strength and impact. Please refer to RYA Training for further specific advice.
- 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 Logo must not be used in any manner that expresses or might imply the RYA’s affiliation, sponsorship, endorsement, certification, or approval, other than as contemplated by RYA Training Centre Recognition.
- 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 Training Centre.
- The Logo must stand alone. The Logo must be given a reasonable amount (ordinarily 125% as illustrated below) of clear space around the Logo separating it from any other object, such as type, photography, borders, edges, and so on. Please refer to RYA Training for guidance in relation to specific applications.



- You must not display the Logo on any materials that disparage the RYA, 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

## Examples of Correct and Incorrect use

### Correct usage



### Some Examples of Incorrect Usage



("Training Centre" removed)



(Pure RYA logo reserved for RYA use only)



(Training Centre Logo more prominent than centre name)

Joe Bloggs  
Freelance Powerboat Instructor



(Logo can only be used to advertise Training Centre status)



(When reversing out, logo must be all white)

John Smith's



(Exclusion zone breached by name)

## Appendix 7: Dealing with a Major Incident

These notes give guidelines for the aftermath of a major accident.

- Your first priority is, of course, the safety of participants and instructors, but once ashore you are going to have to deal with the authorities and the press.
- Get a statement from competent witnesses
- Remove the instructor and key witnesses from the RTC to a place you can talk to them away from the press.
- Produce a written statement that you can give to the press.

*E.g. "\*\*\*\* sea school regret to announce the death of a crew member who fell overboard at night from a training yacht.*

*When*

*Where*

*Our deepest sympathy to the relatives etc. A full statement will be issued at 2pm tomorrow (give yourself time to collate the information).*

- Don't hold a press conference
- Decide who will speak to the press
- Don't allow well-meaning but ill-informed staff to make public comments.
- Try to keep a record of whom you have spoken to, who has contacted you etc.
- Inform RYA Training (023 8060 4181) who can assist with compiling your statement to the press.
- If the rescue services have been involved the press will have probably obtained some information from them.
- If there has been a fatality the police will contact the RTC and inform the next of kin. Do not publicise the name of the casualty until you know this has been done, even if the press appear to know who it is.
- If your boat has a code of practice certificate you must inform the Marine Accident Investigation Branch (MAIB) by the quickest means available. You can do this by phone on 023 80 395500. They will inform you within 28 days whether they intend to investigate.
- If required, send a report to the MAIB (refer to [www.maib.gov.uk](http://www.maib.gov.uk) for details).
- Keep any relevant equipment e.g. lifejackets, logbooks etc.
- Major accidents at RYA RTCs are very rare but if you are ever unfortunate enough to be involved in one, it helps if:
  - Your paperwork is up to date e.g. you have a contact number for the next of kin.
  - Your boats and instructors comply with your own safety policy and the RYA conditions of recognition.

## Appendix 8: Complaints Procedures

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 the RYA of an unreasonable number of substantiated complaints against a school may result in suspension/withdrawal of the school's recognition.

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 skipper and the remaining crew 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 the RYA we will notify you and ask you to comment on the points raised. If this does happen please instigate an investigation promptly and reply to the RYA quickly.

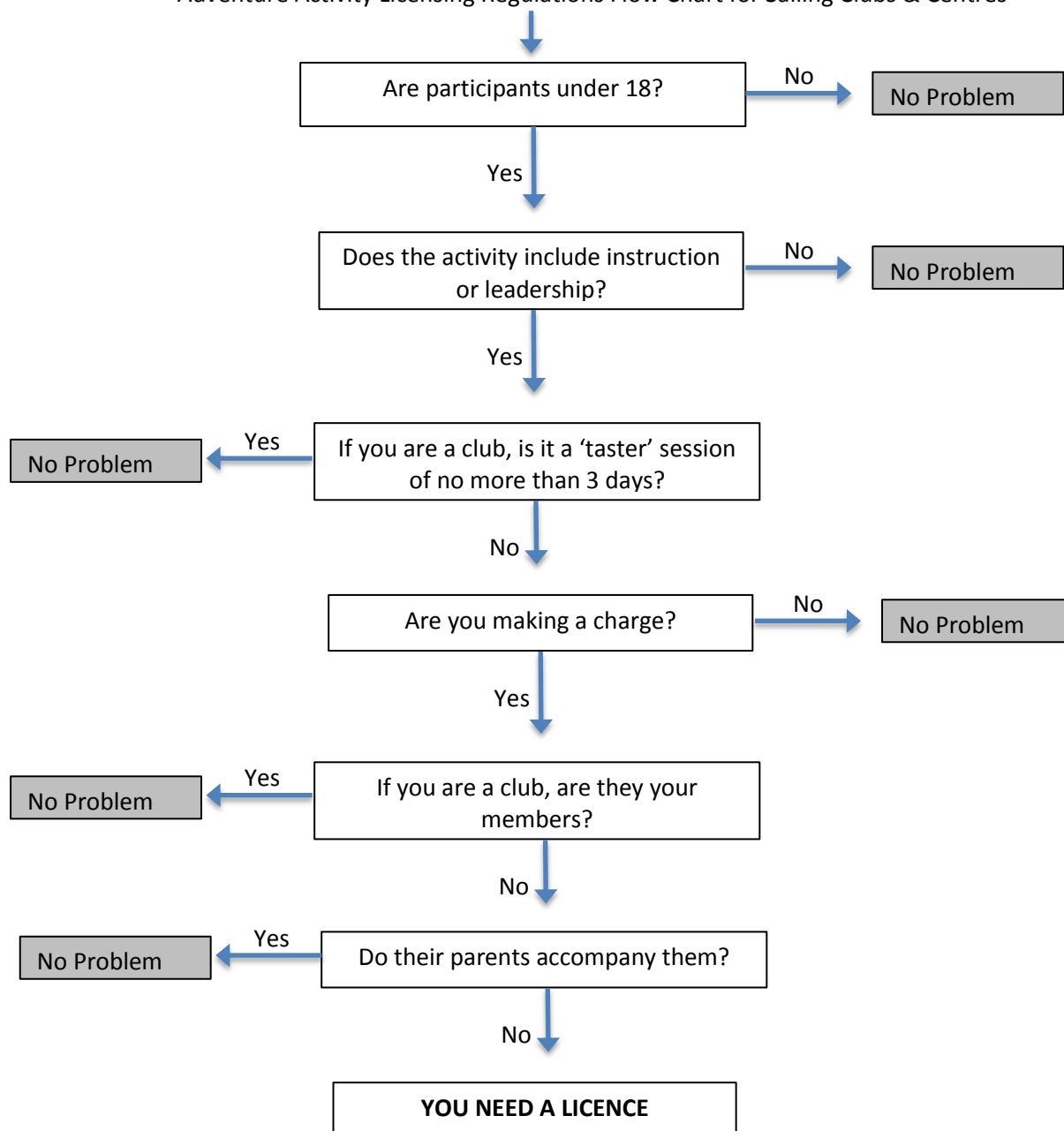
## Appendix 9: Adventure Activity Licensing in the UK

In 1996 it became a legal requirement under The Activity Centres (Young Persons' Safety) Act 1995 for providers of certain adventure activities to undergo inspection of their safety management systems and become licensed by the Adventure Activities Licensing Service (AALS). This licensing scheme only applies to those who offer activities to young people under the age of 18 years and who operate these activities in a commercial manner.

We have produced a flow chart to help you decide whether you need to apply for a licence in order to offer training courses in dinghy sailing or windsurfing (the licensing system does not apply to powerboat and cruising training courses). Please note, this flow chart is only a guideline – it is your responsibility, not the RYA's, to decide whether you need to be licensed.

### Do you need a Licence?

Adventure Activity Licensing Regulations Flow Chart for Sailing Clubs & Centres



The above flowchart will give you an indication only. Within the regulations there are definitions given as to what is intended by 'members' and 'taster sessions', etc. To get more detailed advice about your particular circumstances you would be advised to contact the AALS: [www.aals.org.uk](http://www.aals.org.uk)



## Appendix 10: RYA Cruising Scheme and ASTO Members

ASTO Members are encouraged to deliver RYA training onboard their vessels. It is appreciated that, due to vessel size and the number of trainees onboard many Sail Training vessels, strict adherence to the terms of RYA recognition laid out for typical RTCs (Recognised Training Centres) may be difficult. The RYA recognises that young people taking part in Sail Training voyages may complete all the elements required of the lower-level RYA practical courses and, for those that commit to multiple voyages, the route up to RYA Watch Leader should be available.

This scheme is administered by ASTO, including vessel/centre inspections, on behalf of the RYA. Organisations are not required to pay the RYA recognition fee under this scheme.

### Qualifications Covered by the Concession

RYA Start Yachting, Competent Crew and Watch Leader qualifications are eligible under this scheme. Organisations wishing to run any other RYA course, be it a theory or practical course, would require full RYA recognition through the normal RTC route.

### Eligibility

To be eligible for the concession the following criteria must apply. The organisation:

- i. Must be a full member of ASTO
- ii. Must have a person within the organisation qualified as a RYA Yachtmaster™ Instructor (Sail). This person will be designated responsible for the standards of training delivery
- iii. Must be able to demonstrate satisfactory training of all staff delivering RYA training onboard their vessels
- iv. Must submit to inspection by ASTO, on behalf of the RYA, to verify compliance with the criteria

### Staffing

Organisations must have one person nominated as responsible for standards of training for all RYA courses delivered. This person must hold a valid RYA Yachtmaster™ Instructor (Sail) qualification. As part of a phase-in period, and as an interim measure, nominated persons not qualified as an RYA Yachtmaster™ Instructor will need to prove to that they have sufficient understanding and knowledge of the RYA Scheme.

Under the RYA system the ratio of pupils to instructors is 5:1. This ratio must not be exceeded. However, it is recognised that the workload of training delivery may be split between numerous afterguard during a Sail Training voyage, with each member of the afterguard having their own expertise. Therefore, 12 trainees will require at least three members of afterguard delivering RYA training. Delivery of training need not be restricted to RYA Instructors; however, each person involved in the delivery should have appropriate knowledge of the subject and standards of the RYA scheme.

Whilst the instructor-student contact time can be met by increasing staff, certain elements of the training will be difficult to complete within the same timescales as RYA courses run within RYA Training Centres. For example, an RYA Training Centre yacht with five students completing Start Yachting will take 2 days to complete the course. The amount of contact time per student for practical skills, such as helming, will be far greater than will be possible for a Sail Training vessel with 12 trainees over the same two-day period. Therefore, the following guide is offered for courses where multiple instructors deliver the training, up to a maximum of 15 students. Where more than 15 students are taught, the following recommendations do not apply and each case will be considered on its own merit.

<b>Voyage duration</b>	<b>Pre-voyage experience of Trainee</b>	<b>Achievable for most</b>	<b>Achievable in exceptional cases for some students</b>
2 Days	None	Elements of Start Yachting	Start Yachting
3 Days	None	Awarded Start Yachting	Awarded Start Yachting and completed elements of Competent Crew
5 Days	None	Awarded Start Yachting and Elements of Competent Crew	Competent Crew
5 Days	Start Yachting	Competent Crew	Competent Crew and elements of Watch Leader
5 Days	Competent Crew	Elements of Watch Leader	Watch Leader

## **Training Material and Literature**

RYA practical course notes should be available for reference onboard any vessel delivering RYA training. A clear breakdown of the syllabus allocation between multiple instructors should be available, with lesson plans if necessary.

RYA Sail Cruising logbooks (G15) must be available for purchase onboard any vessel used to deliver RYA Training.

Certificates and/or logbooks should be obtained through the RYA. Logbooks purchased from the RYA will enjoy a 30% discount.

A record of all certificates awarded must be maintained. This need only be the trainee's name and the date of the award recorded on the checklist included with blank certificates.

## **Advertising and Marketing**

ASTO Member organisations which have been approved by the RYA to award Start Yachting, Competent Crew and Watch Leader certificates may use the RYA logo in line with the guidance provided for RTCs.

## **Removal of Recognition**

In the case of complaints about the RYA training delivered by an ASTO member organisation, ASTO will investigate in the first instance, liaising closely with the RYA. Reasonable travel costs incurred by ASTO or the RYA in the pursuit of such complaints may be reclaimed from the member organisation.

The findings of ASTO's initial inquiry will be considered under the RYA's disciplinary procedure by a joint panel of RYA and ASTO personnel. The decision of this panel will be limited to approval for delivery of RYA training; however, the findings will be considered by the board of ASTO with respect to continued membership of the organisation in question.

ASTO and the RYA reserve the right to terminate the approval to award RYA certificates at any time.

## Appendix 11: First Aid Requirements for Cruising Vessels – taken from MSN 1768(M&F)

Note: Many training vessels carry two first aid kits; a general-purpose kit for day-to-day use and a sealed Cat C kit which will always comply with the requirements.

### **Anti-angina preparations**

1 x Glyceryl Trinitrate Spray 400 micrograms metered 200 dose aerosol or,  
2 x Transdermal patches 5mg

### **Anti-emetics**

60 x Hyoscine hydrobromide 0.3mg tablets or Cinnarizine 15mg

### **Anti-diarrhoeals**

30 x Loperamide 2mg capsules

### **Analgesics Anti-Spasmodics Analgesics, anti-pyretics and anti-inflammatory agents**

50 x Paracetamol 500mg tablets 50 and,  
50 x Ibuprofen 400mg tablets 50

### **Seasickness remedies**

Hyoscine hydrobromide 0.3mg tablets - use Anti-emetics.

### **Antiseptic solutions**

1 x 100ml solution, or 1 x box of pre-impregnated wipes, containing 0.015% w/v chlorhexidine 1 pack 0.15% w/v cetrimide

### **Anti-inflammatory and analgesic ointments**

Hydrocortisone 1% cream 15g tube Proprietary NSAID gel/ointment as required

### **Burn preparations**

1 x Proprietary antiseptic cream

### **Equipment for EAR**

1 x Pocket facemask with valve

### **Dressing and suturing equipment**

1 x Adhesive elastic bandage 7.5cm x 4m 1  
5 Prs Disposable gloves Latex free, vinyl  
20 x Assorted sterile adhesive dressings  
Sterile bandages with un-medicated dressings (Ambulance dressings)  
    2 x Medium, No.1 (12x10) cm 2  
    2 x Large, No.2 (20x15) cm 2  
    1 x Extra large, No.3 (28x20) cm  
  
6 x Adhesive sutures 75mm adhesive suture strips  
5 x Sterile gauze pads size 7.5cm x 7.5cm  
6 x Safety pins, rustless medium

### **Recommended Additional Medical Equipment**

1 pr Stainless steel or disposable scissors  
4 x Triangular bandages approx 90cm x 127cm  
10 x Sterile paraffin gauze dressings  
1 x Plastic burn bag

## Appendix 12: Registration of RYA Certificates issued at RYA Training Centres

The following photo ID certificates must be registered online with the RYA once they have been issued to students:

- \*Inland Waterways Helmsman's Certificate and handbook pack (Order code IWHC)
- \*Day Skipper Sail practical certificate (Order code DSSP)
- \*Day Skipper Motor practical certificate (Order code DSMP)
- \*Coastal Skipper Sail practical certificate (Order code CSSP)
- \*Coastal Skipper Motor practical certificate (Order code CSMP)
- Powerboat Level 2 certificate and Start Powerboating book pack (Order code PBPP)
- Powerboat Advanced Certificate (Order code PA)
- Personal Watercraft certificate and handbook pack (Order code PWCP)

Registration of these certificates is a central part of the RYA's anti-fraud measures. It enables central verification of a certificate's validity, and enables students more easily to replace lost or stolen certificates. Registration takes place through the RYA website and requires centres to set up an account.

See [www.rya.org.uk/coursestraining/resources](http://www.rya.org.uk/coursestraining/resources) for details on how to set up an account to allow you to register certificates.

*\*Older non-photo versions of these certificates may be issued until 31 March 2013.*

## **Appendix 13: RYA Training Checklists**



# RYA Training Checklist – Cruising

All vessels used for RYA Training must comply with these requirements plus the equipment requirements or Code of Practice of their flag state and/or country of operation. **RTC's should ensure this form is completed before an RYA inspection. The RYA Inspector will use your completed checklist to spot check items onboard.**

Name of boat		Inspection date	
Boat type		No. of persons	
Inspection place		Inspector's name	

Ref = References in the left hand table column refer to paragraph/section/appendices in the RYA Recognition Guidance Notes  
 Suffix (S) = Sail vessels only; Suffix (M) = Motor vessels only

Ref	Item	Check
<b>DECK</b>		
App 2	<b>A</b> Bower and kedge anchor (visual check) <ul style="list-style-type: none"> <li>Weight</li> <li>Chain size</li> <li>Warp size</li> <li>At least 10 meters of chain</li> <li>Anchor secure</li> </ul>	
	<b>B</b> Guardrails, fittings and lashings Height 600 mm min	
	<b>C</b> Jackstays <ul style="list-style-type: none"> <li>If webbing, is stitching sound?</li> <li>Fitted on exposed deck areas (M)</li> </ul>	
	<b>D</b> Harness attachment (S) <ul style="list-style-type: none"> <li>Near companionway</li> <li>Both sides</li> </ul>	
	<b>E</b> Companionway - washboards secure (S)	
2.3.10	<b>F</b> Hatches <ul style="list-style-type: none"> <li>Appropriate signage</li> <li>Non skid</li> <li>Secure and weathertight</li> </ul>	
	<b>G</b> Man overboard equipment <ul style="list-style-type: none"> <li>Lifelbelts with vessel name x 2</li> <li>Drogue on each belt</li> <li>Light on each belt</li> <li>Dan buoy attached to a belt (S)</li> <li>Buoyant line(s) 18m min</li> </ul>	
	<b>H</b> Gas locker(s) <ul style="list-style-type: none"> <li>Ventilated outboard</li> <li>Cylinders secure</li> </ul>	
	<b>I</b> Petrol (if carried) <ul style="list-style-type: none"> <li>Only on upper deck</li> <li>Container marked</li> </ul>	
2.3.10	<b>J</b> Portlights - efficient closing	
	<b>K</b> Windows – weathertight	
2.3.6	<b>L</b> Liferaft <ul style="list-style-type: none"> <li>Capacity - sufficient?</li> <li>SOLAS B or approved ISAF part II or ISO 9650 Part 1 or RORC</li> <li>In date?</li> <li>SOLAS "B" Grab bag</li> <li>Thermal Protective Aids (TPA) for each person</li> <li>Stowed on deck (GRP only)</li> <li>Hydrostatic release if on deck</li> </ul>	

Ref	Item	Check
	<ul style="list-style-type: none"> <li>Valise - dedicated locker accessible to the deck</li> </ul>	
	<b>M</b> Positive catches on lockers	
	<b>N</b> Radar reflector type (BS 7380 or ISO 8729) See also MGN 349	
	<b>O</b> Towing warp. Kedge warp can be used as towing line	
	<b>P</b> Bilge pumps (Strum box fitted). 1 x on deck – 1 x below deck	
	<b>Q</b> 2 x buckets with lanyards	
	<b>R</b> Emergency steering (wheel only)	
	<b>S</b> Spare water (2 litres per person)	
	<b>T</b> Boarding ladder or net - lowest step 600mm below waterline	
	<b>U</b> Fenders and warps	
	<b>X</b> Shore power lead satisfactory condition	
	<b>Y</b> Engine Compartment (only diesel engines permitted) <ul style="list-style-type: none"> <li>Engine compartment clean</li> <li>Fuel cut off outside engine space</li> <li>Sea cocks functioning</li> <li>Seacocks piping fire resistant</li> <li>Oil drip tray or containment</li> <li>Bilge alarm fitted (M)</li> </ul>	
	<b>Z</b> Engine spares, filters, impellor, tool kit	
	<b>AA</b> Batteries and electrics <ul style="list-style-type: none"> <li>Independent engine battery or hand start</li> <li>Batteries secure &amp; ventilated</li> </ul>	
2.3.13	<b>AB</b> Galley <ul style="list-style-type: none"> <li>Food hygiene guidelines on board</li> <li>Food storage and preparation areas hygienic</li> <li>Cooking and eating utensils clean</li> <li>Cooker gimbals lockable (S)</li> <li>Remote gas tap</li> <li>Flame failure on all burners</li> <li>Fire blanket for galley</li> <li>Gas pipe (visual check)</li> <li>Gas Emergency action card</li> <li>Functioning Gas detector /alarm</li> <li>Cook's strap (S)</li> <li>Curtains not in range of burners</li> <li>Suitable fresh water supply</li> </ul>	

Ref	Item	Check
App.11	<b>AC</b> First Aid (MSN1768) <ul style="list-style-type: none"> <li>First Aid book latest edition</li> <li>First Aid Kit( Cat C) see MSN 1768</li> </ul>	
	<b>AD</b> FIRE EXTINGUISHERS (A/B rated or equivalent standards) <ul style="list-style-type: none"> <li><b>13A/113B in any communal area</b></li> <li>Engine space extinguisher</li> <li>5A/34B min at entrance to each accommodation space</li> <li>Servicing annually /discharge test @ 5yrs</li> </ul>	
<b>SAFETY EQUIPMENT</b>		
	<b>A</b> Flares	
	<b>B</b> 6 pin point red	
	<b>C</b> 4 red parachute / 406 EPIRB	
	<b>D</b> 2 buoyant or handheld smoke	
	<b>E</b> Harness for each crew (S)	
	<b>F</b> 2 Harnesses (M)	
2.2.2	<b>G</b> Lifejackets <ul style="list-style-type: none"> <li>Sufficient numbers for all onboard (plus 10% or 2 if inflatable type)</li> <li>Whistle</li> <li>Currently serviced</li> <li>Light</li> <li>Reflective tape</li> </ul>	
	<b>H</b> TPA for each person	
	<b>I</b> Motor-sailing cone (Sail only)	
	<b>J</b> Extra ball for vessels over 12m	
	<b>K</b> Efficient fog sound signal	
	<b>L</b> Searchlight with Morse capability	
	<b>M</b> Wire cutters sized for standing rigging (Sail only)	
	<b>N</b> Identification from air	
<b>BELOW DECK</b>		
	<b>A</b> Emergency Torch in each cabin	
	<b>B</b> Ventilation	
	<b>C</b> 2 exits from accommodation? If No is smoke detector fitted	
	<b>D</b> Personal gear stowage – clean?	
	<b>E</b> Stowage lockers fastened securely	
	<b>F</b> Suitable berths for use at sea	
	<b>G</b> Seacocks operable	
	<b>H</b> Soft wood bungs for seacocks	
	<b>I</b> Heads clean and hygienic	
<b>INSTRUMENTATION AND PUBLICATIONS</b>		
2.3.11	<b>A</b> Chartplotter or GPS	
2.3.11	<b>B</b> Radar	
	<b>C</b> Navigation lights working	
	<b>D</b> Compass light	
	<b>E</b> Fixed 25w VHF Radio	
	<b>F</b> Hand held VHF radio	
	<b>G</b> Emergency VHF aerial (Sail only)	
	<b>H</b> Radio capable of receiving weather	

Ref	Item	Check
	reports or NAVTEX	
	<b>I</b> Radio emergency procedure card	
	<b>J</b> Hand bearing compass	
	<b>K</b> Up to date deviation card	
	<b>L</b> Echo sounder	
	<b>M</b> Log	
	<b>N</b> Barometer	
	<b>O</b> Anemometer	
	<b>P</b> Adequate chart coverage, in date?	
	<b>Q</b> Adequate chart table	
	<b>R</b> Almanac or sailing directions	
App. 4	<b>S</b> Training manual	
	<b>T</b> SOLAS No. 1 x 1 or No 2 x 2 Cards	
	<b>U TEACHING RESOURCES</b> <ul style="list-style-type: none"> <li>RYA Logbooks available</li> <li>Relevant course notes available (CCPCN, DSPCN, DSN, YSN)</li> </ul>	
<b>SAILING VESSELS ONLY</b>		
	<b>A</b> Deck fittings: Genoa track, halyard and reef jammers, jib fairleads, turning blocks, jib sheets, main sheet, blocks & jammer, winches and winch handles	
	<b>B</b> Mast: Boom, bottlescrews, chainplates, deck glands, forestay, halyards, kicker, reefing gear, standing rigging, turning blocks and sleeves	
2.3.8	<b>C</b> Spinnaker pole: <ul style="list-style-type: none"> <li>Fittings</li> <li>Sufficient lines to triangulate pole</li> <li>Adequate means of rigging boom preventer</li> </ul>	
	<b>D</b> Maintenance and spares: Bosuns's bag and sail repair kit	
	<b>E</b> Dinghy	
2.3.7	<b>F</b> Sails – the following were inspected: Is their condition satisfactory? <ul style="list-style-type: none"> <li>-Genoas</li> <li>-Jibs</li> <li>-Storm Jib</li> <li>-Mainsail</li> <li>-Roller reefing gear and lines</li> <li>-Reefing pennants</li> <li>-60% mainsail reef or Tri-Sail</li> </ul>	
<b>MOTOR VESSELS ONLY</b>		
2.3.11	<b>A</b> Electronics: Radar and plotting sheets	
	<b>B</b> Systems: Trim tabs, power trim, bow thrusters	
	<b>C</b> Engine: Engine gauges, oil pressure, water temperature, engine log	

Amended March 2013



# RYA Training Checklist – Dinghy/Keelboat

All vessels used for RYA training must comply with these requirements plus the equipment requirements of the country of operation.

RTC name	
Inspection date	
Inspector's name	

Item	Check
<b>A</b> Suitable craft to teach all courses requested	
<b>B</b> Boats rigged to teach all parts of the syllabi	
<b>C</b> Boats for spinnaker courses in condition and equipped suitably for club racing	
<b>BOAT AND EQUIPMENT TO BE WELL MAINTAINED AND IN GOOD STATE OF REPAIR:</b>	
<b>A</b> Hull, good state of repair	
<b>B</b> Fittings and toe straps in good order	
<b>C</b> Halyards sufficient length and condition	
<b>D</b> Sheets sufficient length, appropriate diameter and material	
<b>E</b> No protruding strands in wire rigging	
<b>F</b> Shroud pins and split rings taped	
<b>G</b> Painter attached to strong point (if boats are towed/left on moorings)	
<b>H</b> Rudder, centreboard/daggerboard	
<b>I</b> Sail condition	

Item	Check
<b>J</b> System for reefing afloat (beginner/seamanship)	
<b>K</b> Suitably equipped for operating area, e.g. anchors, paddles	
<b>L</b> Simulator (optional) stable and functional	
<b>M</b> Righting lines on multihulls	
<b>N</b> Masthead flotation considered	
<b>O</b> Good range of harness with quick release system, if offering trapeze work tuition	
<b>STORAGE</b>	
<b>A</b> Safe, secure and easily accessible	
<b>B</b> Launching trolleys serviceable	
<b>KEELBOAT EQUIPMENT: SAFETY EQUIPMENT</b>	
<b>A</b> Dedicated rescue boat capable of carrying entire crew of one boat	
<b>B</b> Buddy system*, carrying safety boat equipment	

*Amended December 2012*

\*Buddy system can be used if centre has established that keel/dayboats can be recovered by the crew from a capsized (mast horizontal) or swamping





# RYA Training Checklist – IW

All vessels used for RYA training must comply with these requirements plus the equipment requirements of the country of operation.

RTC name	
Inspection date	
Inspector's name	

Ref	Item	Check
<b>EQUIPMENT</b>		
	A Fire extinguisher	
	B Tool kit	
	C Spares	
	D Sharp knife, preferably serrated	
	E Windlass x 2	
	F First aid kit	
	G Life ring	
	H Boat hook	
	I Piling hooks	
	J Stakes and hammer	
	K Spare killcord (if appropriate)	
	L Pole	
	M Anchor or mudweight	
	N Mobile phone for emergency use	
	O VHF radio where appropriate	
<b>HULL</b>		
	A Handholds for passenger secure	
<b>STEERING SYSTEM</b>		
	A Steering mechanism free, easy to use	
	B Hydraulic steering checked for leaks	
	C Gear lever moves freely	
<b>GALLEY</b>		
	A Food hygiene guidelines on board	
	B Food storage/preparation areas hygienic	
	C Cooking and eating utensils clean	
	D Remote gas tap	
	E Flame failure on all burners	
	G Fire blanket	
	H Gas pipe (visual check)	
	I Gas emergency action card	

Ref	Item	Check
	J Functioning gas detector /alarm	
	K Curtains not in range of burners	
	L Suitable fresh water supply	
<b>ACCOMMODATION</b>		
	A Suitable area for teaching theory	
	B Heads clean and hygienic	
<b>ENGINE BAY</b>		
	A Weed hatch well maintained (if fitted)	
	B Seals are in good condition	
	C Free of excessive corrosion	
	D Clear of oil or fuel	
	E Pipes, leads, battery are secure	
<b>ENGINE RUNNING</b>		
	A Starts and runs satisfactorily	
	B Kill cord (if fitted): <ul style="list-style-type: none"> <li>• Stops the engine</li> <li>• In good condition</li> </ul>	
<b>ENGINES AND SAFETY SYSTEMS</b>		
	A Engines serviced regularly, in good order	
	B Throttle/gear changing mechanisms positive and reliable	
	C Fuel cut off outside engine space	
	D Seacocks functioning	
	E Seacocks piping fire resistant	
	F Oil drip tray or containment	
	G Bilge alarm fitted	
<b>GAS LOCKERS</b>		
	A Ventilated outboard	
	B Cylinders secure	
<b>TEACHING RESOURCES</b>		
	A Waterways guide	
	B Suitable visual aids	

Amended September 2012



# RYA Training Checklist – Powerboat

All vessels used for RYA training must comply with these requirements plus the equipment requirements or Code of Practice of their flag state and/or country of operation

Name of boat		Inspection date	
Boat type		No. of persons	
Inspection place		Inspector's name	

Ref	Item	Check
<b>EQUIPMENT</b>		
	<b>A</b> Paddles or oars (or alternate means of propulsion)	
	<b>B</b> Bucket or bailer	
	<b>C</b> Towline	
	<b>D</b> Throwline	
	<b>E</b> Tool kit	
	<b>F</b> Survival bag or TPA (Thermo Protective Aid)	
	<b>G</b> Waterproof first aid kit containing (minimum) 2 large wound dressings, 2 medium wound dressings and triangular bandages	
	<b>H</b> Anchor and chain or warp	
	<b>I</b> Distress flares (2 orange smoke, 2 pinpoint red, or 2 day/night flares) (coastal RTCs)	
	<b>J</b> Sharp knife, preferably serrated	
	<b>K</b> Spare kill cord (except heavy displacement craft)	
	<b>L</b> 1 Fire extinguisher 5A/34B serviced annually, in line with manufacturer's recommendations, discharge test @ 5yr	
	<b>M</b> VHF fixed or handheld	
	<b>N</b> Radio emergency procedure card	
	<b>O</b> Radar reflector must be carried on vessels fitted with an A-frame	
	<b>P</b> Efficient fog sound signal	
	<b>Q</b> Laminated charts, in date	
	<b>R</b> Tide tables	
PB2	<b>S</b> Compass (coastal), fixed or handheld	
PB2	<b>T</b> Chartplotter or GPS, fixed or handheld	
SB	<b>U</b> Bridle secured to suitable strong points	
SB	<b>V</b> Sufficient modern dinghies and windsurfers available for use	
INT/PA	<b>W</b> Fixed steering compass	
INT/PA	<b>X</b> Chartplotter or GPS – fixed	
INT/PA	<b>Y</b> VHF – fixed and handheld	
INT/PA	<b>Z</b> Fixed echo sounder	
INT/PA	<b>AA</b> Torch	

Ref	Item	Check
INT/PA	<b>AB</b> Navigation lights	
<b>ENGINES AND SAFETY SYSTEMS</b>		
	<b>A</b> Engines serviced regularly and in good order	
	<b>B</b> Outboards securely mounted	
	<b>C</b> Throttle/gear changing mechanisms positive and reliable	
	<b>D</b> Outboard engines must not slip out of gear or start in gear*	
	<b>E</b> Outboard engines must be capable of being locked down and raised	
	<b>F</b> Fuel tanks must be securely fastened to boat	
	<b>G</b> Spare petrol containers clearly marked and readily jettisoned	
<b>ENGINE COMPARTMENT (if inboard – if petrol, consult RYA Training)</b>		
	<b>A</b> Fuel cut off outside engine space	
	<b>B</b> Sea cocks functioning	
	<b>C</b> Seacocks piping fire resistant	
	<b>D</b> Soft wood bungs for seacocks	
	<b>E</b> Oil drip tray or containment	
	<b>F</b> Bilge alarm fitted	
<b>BATTERIES AND ELECTRICS</b>		
	<b>A</b> Batteries secure & ventilated	
<b>SAFETY SYSTEMS</b>		
	<b>A</b> Kill switches fully functioning <ul style="list-style-type: none"> <li>• Kill cords used at all times</li> <li>• Effective kill cord for student and instructor if teaching 8–11 year olds</li> </ul>	
	<b>B</b> All equipment suitably secured/stowed	
	<b>C</b> Steering mechanism free, easy to use	
	<b>D</b> Hydraulic steering checked for leaks	
<b>TRAILER/LAUNCH TROLLEYS</b>		
	<b>A</b> Serviceable condition	
	<b>B</b> Winch strap fully operational	

\*Engines which, by design, may start in gear must be clearly labeled to state this

Key: PB2 – Level 2 SB – Safety Boat  
INT – Intermediate PA – Advanced

**Shaded area is additional equipment required for Advanced powerboats and Intermediate powerboats operating outside of Category 6 or outside the UK**

<b>SAFETY EQUIPMENT</b>	
<b>A</b> 2 pin point red flares	
<b>B</b> Thermo Protective Aid (TPA) for each person	
<b>C</b> Searchlight with Morse capability	
<b>E</b> 1 fire extinguisher 5A/34B	
<b>F</b> Engine space extinguisher (inboards)	
<b>G</b> Servicing annually /discharge test @ 5yrs	
<b>H</b> First Aid Kit (Cat C) see MSN 1768	
<b>I</b> First aid manual	
<b>J</b> Liferaft <ul style="list-style-type: none"> <li>• Capacity - sufficient?</li> <li>• SOLAS B or approved ISAF part II or ISO 9650 Part 1 - In date?</li> <li>• SOLAS "B" Grab bag</li> </ul>	
<b>K</b> Liferaft Stowage <ul style="list-style-type: none"> <li>• Stowed on deck (GRP only)</li> <li>• Hydrostatic release if on deck – in date</li> <li>• Valise - dedicated locker accessible to the deck annual service recommended</li> </ul>	
<b>L</b> Man Overboard Equipment <ul style="list-style-type: none"> <li>• 1 Lifebelt with vessels Name</li> <li>• Drogue on belt</li> <li>• Light on belt</li> <li>• Buoyant line(s) 18m min</li> <li>• Means of re-boarding vessel</li> </ul>	
<b>M</b> Bower + kedge anchor (visual check) <ul style="list-style-type: none"> <li>• Weight</li> <li>• Chain size</li> <li>• Warp size</li> <li>• At least 10 meters of chain</li> </ul>	
<b>N</b> Towing warp. Kedge warp can be used as towing line	
<b>MEANS OF DRAINAGE</b>	
<b>A</b> Method of self-draining whilst moving ahead	
<b>B</b> 2 buckets with lanyards	
<b>HATCHES</b>	
<b>A</b> Non skid	
<b>B</b> Sufficient locking devices	
<b>C</b> Weathertight	
<b>LOCKERS</b>	
<b>A</b> Positive catches	
<b>B</b> Personal gear stowage	
<b>C</b> Emergency steering (paddle)	
<b>INSTRUMENTATION AND PUBLICATIONS</b>	
<b>A</b> Compass light	
<b>B</b> Radio emergency procedure card	
<b>C</b> Hand bearing compass	
<b>D</b> Up to date deviation card	
<b>E</b> Log	
<b>F</b> Almanac or sailing directions	
<b>G</b> Training manual	
<b>H</b> SOLAS No. 1 x 1 or No 2 x 2 Cards	



# RYA Training Checklist – PW

All vessels used for RYA training must comply with these requirements plus the equipment requirements of the country of operation.

RTC name	
Inspection date	
Inspector's name	

Ref	Item	Check
<b>EQUIPMENT</b>		
	<b>A</b> Fire extinguisher	
	<b>B</b> Distress flares (2 orange smoke, 2 pinpoint red, or 2 day/night flares)	
	<b>C</b> Torch	
	<b>D</b> Sharp knife, preferably serrated	
	<b>E</b> Tow rope, minimum 6m, floating, hi-visibility line	
	<b>F</b> Waterproof first aid kit containing (minimum) 2 large wound dressings, 2 medium wound dressings and triangular bandages	
	<b>G</b> Small grapnel anchor	
	<b>H</b> Tool kit	
	<b>I</b> Spares	
	<b>J</b> Hand bearing compass	
	<b>K</b> Spare killcord	
<b>HULL</b>		
	<b>A</b> Clear of cracks and damage	
	<b>B</b> D-rings secure	
	<b>C</b> Handholds for passenger secure	

Ref	Item	Check
<b>STEERING SYSTEM</b>		
	<b>A</b> Impeller and wear ring in good condition	
	<b>C</b> Nozzle moves freely in tune with handlebars	
	<b>D</b> Gear lever moves freely	
	<b>E</b> Clam shell moves smoothly	
	<b>B</b> Handlebars move freely	
<b>ENGINE BAY</b>		
	<b>A</b> Seals are in good condition	
	<b>B</b> Free of excessive corrosion	
	<b>C</b> Clear of oil or fuel	
	<b>D</b> Pipes, leads, battery are secure	
<b>ENGINE RUNNING</b>		
	<b>A</b> Starts and runs satisfactorily	
	<b>B</b> Kill cord stops the engine	
	<b>C</b> Kill cord in good condition	
	<b>D</b> Used at all times	
<b>TRAILER</b>		
	<b>A</b> Trailer in serviceable condition	
	<b>B</b> Winch strap fully operational	
<b>TEACHING RESOURCES</b>		
	<b>A</b> Marker buoys visible in all teaching conditions	

Amended December 2012



# RYA Training Checklist – Windsurfing

All vessels used for RYA training must comply with these requirements plus the equipment requirements of the country of operation.

RTC name	
Inspection date	
Inspector's name	

Item	Check
<b>BOARDS</b>	
<b>A</b> Suitable equipment to teach all courses requested	
<b>B</b> Complete set of equipment for each student	
<b>C</b> Junior boards, junior rigs in a variety of sizes, suitable fins, rigging sticks	
<b>BOARDS IN GOOD CONDITION:</b>	
<b>A</b> Hull free from punctures and waterlogging	
<b>B</b> Effective and securely fixed deck plate	
<b>C</b> Non-slip surface	
<b>D</b> Safe facility to enable towing	
<b>E</b> Daggerboard (if fitted) correctly adjusted, secure in up/down positions, free to move in between, free from sharp edges	
<b>F</b> Fins, appropriate to board, courses, prevailing conditions, free from sharp edges	
<b>STORAGE</b>	
<b>A</b> Safe, secure and easily accessible	
<b>RIGS IN GOOD CONDITION</b>	
<b>A</b> Sails presentable, free from holes and tears, suitable for levels being taught	
<b>B</b> Mast suitable length, bend characteristic and material for the sail, watertight	
<b>C</b> Mast bases operate correctly: <ul style="list-style-type: none"> <li>• Downhaul free to move and cleat</li> <li>• Quick release system</li> </ul>	
<b>D</b> Boom: <ul style="list-style-type: none"> <li>• Secure clamp, doesn't slip but easily adjusted to height of user</li> <li>• Correct length for sail</li> <li>• Grip surface in good condition</li> </ul>	

Item	Check
<b>UPHAUL*</b>	
<b>A</b> Uphaul* fitted to all rigs	
<b>DOWNHAUL / OUTHAUL ROPES</b>	
<b>A</b> Unfrayed	
<b>B</b> Suitable diameter for fittings used	
<b>BOARD AND RIG JOINT (UJ)</b>	
<b>A</b> Free from wear	
<b>B</b> Quick release should be capable of being performed by student whilst afloat	
<b>SIMULATOR (basic)</b>	
<b>A</b> Stable, low, well dampened	
<b>B</b> Board representative of type used afloat <ul style="list-style-type: none"> <li>• Good non-slip surface</li> <li>• Securely attached</li> </ul>	
<b>C</b> Positioned so students will not injure themselves or others should they fall off	
<b>RECOGNITION ABOVE START WINDSURFING</b>	
<b>A</b> Harness lines on boom in sound condition (if teaching beyond Start W)	
<b>B</b> Range of harnesses in suitable sizes	
<b>STATIC SIMULATOR FOR TEACHING THE COACHING FORMULA, HARNESS AND FOOTSTRAPS:</b>	
<b>A</b> Board representative of type used afloat: <ul style="list-style-type: none"> <li>• Positioned securely</li> <li>• Sail-less rig attached</li> </ul>	
<b>B</b> Device representing the pull of the wind: <ul style="list-style-type: none"> <li>• Safe and in good condition</li> <li>• Adjustable for difference wind strengths / student size</li> </ul>	
<b>C</b> Positioned so students will not injure themselves or others should they fall off	

*Amended December 2012*

\*Uphaul – thick rope with elastic return (beginner rigs), attached about 1/3 from the bottom. Elasticated cords may be used for more advanced rigs

## Appendix 14: Delivery of the Duke of Edinburgh's Awards

RTC centres approved by the RYA to deliver DofE programmes are required to adhere to the RYA Recognition Guidance Notes, the additional criteria laid out below and rules set out in the DofE Handbook at all times

The RYA will terminate DofE approval of an RTC that a) has its RYA recognition suspended or terminated; or b) is in consistent breach of their DofE roles and/or responsibilities

Should an RTC wish to offer activities to DofE participants outside of that those activities for which they are recognised by the RYA, they must enter an additional agreement directly with the DofE, known as an Approved Activity Provider "AAP".

### Staffing

- The RTC shall appoint a DofE Co-ordinator/Leader who will be the main contact between the RYA and the DofE centre.
- Sufficient staff must be available to run activities in accordance with the RYA RTC Guidance Notes
- It is the principal's responsibility to ensure that all staff undertake the necessary training as set out in the DofE Handbook
- The RTC shall inform the RYA of any changes in DofE Centre staff immediately.
- In addition to RYA Staff Qualification records held, accurate records will be kept of all staff approved to deliver DofE activities.

### Insurance

- The DofE centre must have adequate insurance to cover all aspects of DofE programmes organised or delivered by the centre and in accordance with that required by the RYA

### Expeditions

- Proposed expeditions must meet the DofE's 20 conditions of the Expedition section as set out in *The Handbook for DofE Leaders*.
- All expeditions and outdoor activities must be processed and approved in line with agreed centre practices and procedures. This approval must come from the Head, Governors, Director or Chair of the organisation as agreed by the RYA, and carried out in accordance with the RYA Recognised Guidance notes
- All expeditions should be notified to, and approved by the RYA, in advanced, by a process and timescale to be agreed by the RYA and the DofE centre.
- All expeditions in DofE wild country areas and expeditions outside of the UK must also be notified to the DofE Charity following the timescales and procedures set out on the DofE website. (all expeditions taking place outside the UK, or in waters outside of UK International Waters, require the submission of a Blue Form. For the avoidance of doubt, all Gold expeditions must submit a Green Form, unless a blue form is appropriate.)

### Approving Awards, monitoring and record keeping

- The DofE Co-ordinator/Leader must check that the participant has completed his/her DofE programme, in accordance with the guiding principles and timescales as set out in *The Handbook for DofE Leaders* (most current edition issued by the DofE), before the participant's Award is submitted to the RYA for verification and final approval
- Any 'Participation Place' issued by the RYA or RTC must not be assigned to another participant.
- RTC /DofE Centre must use eDofE to support and keep accurate records of all participants completing the DofE programmes.
- The RTC should ensure completed Awards awaiting processing are submitted by the agreed date, usually with 21 days.