

Update A/2013 issued April 2013

Please see notes inside the front cover of the Recognition Guidance Notes for information on how to record these changes

Cover page

Delete *Version 1: 1 February 2013* and replace with *Version 1.1: April 2013*

Page 20 Section 2.1 Vessels used for RYA Training

Add superscript 3 in final sentence after word *Powerboat* to read:

“Cruising centres³ and Advanced Powerboat³ centres must have appropriately certified commercial vessels.”

Page 21 second paragraph

Delete bracketed words (*preferably with crotch straps*)

Page 21 Section 2.2.2 Lifejackets

Replace whole text of section 2.2.2 with Insert 1 in the appendix

Page 22

Create new section 2.2.4 Duke of Edinburgh Award Scheme using Insert 2 in the appendix

Page 24 Section 2.3.5 Certification and Standard of Vessels used for the RYA Yachtmaster™ Schemes

First paragraph: Delete the words *commercially certified* from the first sentence to read:

“A RTC must own, or have a contract for the use of, a suitable sailing and/or motor cruising vessel.”

Second paragraph: Delete the word *commercial* from the second to last sentence to read:

“Vessels operating under other flag states should comply with a comparable standard under their national regulations.”

Page 24 Section 2.3.6 Liferafts

Replace second to last paragraph with Insert 3.

Page 28 Section 2.4.3.3

Replace safety boat requirement table with Insert 4.

Page 28 Section 2.4.4.1 Recreational sailing at non-UK centres

Replace first paragraph with Insert 5.

Page 29 Section 2.4.5.5

Delete the word *dayboat* in the fourth row, second column of the table

Page 30 Section 2.4.5.9 & 2.4.6

Replace whole section with insert 8

Page 31 Section 2.5.10

Replace whole section with Insert 6

Page 32 Section 2.6.3

Correct the word *immediately* in the first sentence to read:

“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.”

Page 33 Sections 2.7.3 to 2.7.9

Replace sections 2.7.3 to 2.7.9 with Insert 7

Page 48 Appendix 3 Safety Policy at an RYA Training Centre

Third bullet point under Responsibilities amend second sentence to read:

“For instance, a nominated RYA Yachtmaster™ Instructor for cruising courses, a Senior Instructor for dinghy, keelboat and windsurfing courses etc.”

Page 59 Appendix 11: First Aid Requirements on Cruising vessels

Amend anti-angina preparation by replacing *and* with *or* to read:

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

Equipment for EAR delete words *and O2 inlet Gaudel Airway Sizes 3 & 4*

Appendix 13: Training vessel checklists

Replace RYA Training Checklist - Cruising with Insert 9

Inside back cover first notes page

Create new Appendix 14: Duke of Edinburgh's Award using Insert 10

Page 7: 1.0.1 Structure of the RYA Training Department

Replace whole page with Insert 11

Page 4 Table of contents

Add reference to new appendix after Appendix 13 entry to read

“Appendix 14: Duke of Edinburgh's Award.....Inside back cover”

Appendices: These inserts should be printed, cut out and placed in the appropriate section of the RGNs

Insert 1 : To replace Section 2.2.2 Page 21

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.

Insert 2: New Section on page 22

2.2.4 Duke of Edinburgh Award Scheme

RTCs wishing to be recognised to deliver Duke of Edinburgh awarding activities using the RYA National Operating Licence should submit a completed Duke of Edinburgh 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.

Insert 3: To replace second to last paragraph of 2.3.6 Liferaft on page 24

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

Insert 4: Replace safety boat requirement table in section 2.4.3.3

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

Insert 5: Replace first paragraph of section 2.4.4.1 Recreational sailing at non-UK centres

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

Insert 6: To replace 2.5.10

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.

Insert 7: To replace 2.7.3 to 2.7.9

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.

Insert 8: To replace section 2.4.5.9 and 2.4.6

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:

Activity	Supervised by
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

Insert 9, 10, and 11 are given over the next four pages in total. Insert 9 consist of the first two pages with 10 and 11 cover the subsequent two pages.



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

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

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

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

Amended March 2013

Appendix 14: Delivery of the Duke of Edinburgh's Award Programs

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 DoE programmes.
- The RTC should ensure completed Awards awaiting processing are submitted by the agreed date, usually with 21 days.

1.0.1 Structure of the RYA Training and Publication Departments

