

RYA RYA Training Centre Application for Recognition

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
Email: training@rya.org.uk
Web: www.rya.org.uk

1. Please tick one of the following:

Please tick

Initial application for recognition. Please complete **all** sections.

Change of details for existing Training Centre. Please complete **only** sections 2, 3 and 21.

Extension of recognition for existing Training Centre. Please complete **all** sections.

Please ensure section 21 is completed. Forms that are not signed and dated cannot be processed.

PLEASE USE CAPITALS THROUGHOUT

2. Full Name of Training Centre _____

Address for Correspondence _____

_____ Post code /Country _____

Centre Tel _____ Centre Fax _____

Centre Email _____ Centre Website _____

Address of operating site(s) (inc. post code) _____

Ownership details and Status of Centre (i.e. full corporate name of company/partnership/club that operates the Recognised Training Centre) _____

3. Full Name of Principal _____

Status of Principal (i.e. whether owner /director /position at centre or college /club officer)

Principal's Tel: (home /day /office)* _____ Principal's Email _____

Name of Chief Instructors (if different to above) and relevant qualification(s)

* Delete as applicable

4. I wish to issue certificates for the following RYA Schemes

Tick box

Youth Sailing Scheme _____

National Sailing Scheme – dinghies / keelboats / multihulls (circle required) _____

National Powerboat – level 1, 2 / intermediate, advanced / safety boat (circle required) _____

Personal Watercraft _____

Motor Cruising – tidal / non tidal (circle required) _____

Sail Cruising – tidal / non tidal (circle required) _____

Youth Windsurfing _____

National Windsurfing _____

Inland Waters Helmsman _____

International Certificate of Competence _____

CEVNI test _____

5. Do you wish to advertise your centre on the RYA website? _____

If yes, please supply operating site latitude/longitude _____

6. Craft owned or used for instructional purposes: (CAPITALS)

YACHTS, MOTOR CRUISERS & INLAND WATERWAYS BOATS	Class or type	Name	Code of practice or boat safety cert. no.	Year built	Max. number of students

DINGHIES, POWERBOATS, KEELBOATS, MULTIHULLS, WINDSURFERS AND PWS	Class or type	Number	Rigs or engine (as appropriate)	Year built	Max. number of students

7. Dinghy, multihull and windsurfing schools only

Details of safety /escort craft: i.e. type/length/age/material and engine type /h.p.

8. Persons (including Principal and Chief Instructor) used or employed as permanent or part-time instructors.

Full name	RYA instructional qualifications	RYA membership or reference no. if known

Undertakings

9. Training and Staff Qualifications

I undertake that the above named training centre will provide training to the standards required by the RYA and to the syllabus contained in the relevant booklets. I undertake that the Instructors engaged on RYA certificate courses hold the appropriate RYA qualifications and endorsements.

10. Administration and Equipment

I undertake that while the above named training centre is recognised by the RYA:

- (a) All craft used in teaching will in all respects be well found, regularly inspected and maintained, suitable for instruction, equipped to the standards set out in the relevant RYA booklets and that no craft to which a Maritime and Coastguard Agency Code of Practice applies will be used unless such craft have been officially inspected and certificated as being in conformity with the code. (Full details are to be found in the Guidance Notes for the inspection of RYA Training Centres and G27 Cruising Instructors Handbook).
- (b) All rescue craft will be manned by properly trained crews capable of rendering first aid and expired air resuscitation. Additionally, rescue craft will be properly equipped according to the RYA Safety Boat Handbook G16, or as appropriate to the area of operation.
- (c) All students will be in possession of personal safety equipment (buoyancy aids, lifejackets and/or safety harnesses) appropriate to the type of craft in which they are receiving instruction and will be required to wear this equipment on occasions when prevailing conditions make its use necessary.
- (d) A centre may not offer solely own boat tuition.
- (e) MULTI-SITE & MOBILE CENTRES: Centres wishing to operate more than one site must apply for all sites and have an inspection for each which will incur a fee. Centres wishing to operate at more than one site or be mobile should write giving details of locations. Each site will need a designated Chief Instructor. The RYA will only publicise the base site.
- (f) All students are be required to be provided with course feedback reports. These must be available to the RYA or its inspector, upon request.
- (g) The centre will run its administration efficiently and deal with complaints within a reasonable time.
- (h) The centre will keep records of students and certificates issued.
- (i) If the centre conducts activities afloat which fall outside the remit of RYA recognition, the centre will exercise all reasonable care and skill and conduct such activities in accordance with best practice and/or established national guidelines.

11. Award of Certificates

I undertake that as the named Principal, I shall be solely responsible for the award of certificates to students who have reached the required standard and that students' logbooks will be completed with details of their training. All certificates issued on completion of RYA courses will be the official RYA certificates.

I undertake that should recognition cease for any reason, I shall return all unused certificates.

12. Legal Liability and Insurance

I undertake to ensure compliance with any statutory or common law duty of care owed to trainees by the above named training centre. I further undertake that the activities of the establishment will at all times be covered by public liability insurance in the sum of at least £2,000,000.

13. Publicity

The centre Principal undertakes that the centre will:

- (a) 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 are as set out in the RYA's DVD entitled 'Training centre logo and style sheet' along with current terms of use.
- (b) Not display or use any RYA trademarks until its RYA recognition is confirmed.
- (c) Not use the RYA's trademarks to advertise any activities other than the specific RYA training for which it is recognised.
- (d) 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.

Conditions attaching to recognition

14. Change of Principal or Chief Instructor

I understand that recognition granted by the RYA will remain valid only during such time as I remain Principal of the above named centre and that recognition will automatically cease upon my death, retirement, discontinuance of active instruction, upon my ceasing to be the person in charge of instruction at the centre, or upon the sale of the centre to another person or company. Either the Principal or a nominated Chief Instructor must hold an appropriate qualification to supervise training in every discipline for which recognition is sought. The appropriate qualifications are:

Activity	Supervised by
Dinghy/Multihull 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), or Yachtmaster Instructor (only if authorised by RYA HQ)

Activity	Supervised by
Sail cruising	Yachtmaster Instructor Sail
Motor cruising	Yachtmaster Instructor Power
Personal watercraft	Personal Watercraft Instructor
Powerboat	Powerboat Instructor
Inland waterways	Inland Helmsman Instructor
Windsurfing	Windsurfing Senior Instructor, or Dinghy Senior Instructor with Windsurfing Instructor qualification, or Keelboat Senior Instructor with Windsurfing Instructor qualification

15. RYA Affiliated Clubs

I understand that RYA Affiliated Clubs operating from one site in the UK pay a fee for the initial centre inspection, but thereafter no annual recognition fee is payable. I agree that, should the Club cease to pay the annual RYA affiliation fee, I shall inform RYA Training of this fact. An annual inspection fee will be payable by RYA Affiliated Clubs wishing to operate from more than one site, or outside the UK.

I understand (as an Officer / Chairman of an RYA Club's Training Committee) that the Committee or Training Committee of the Club shall be solely responsible for the efficient management of any programme of training and shall pay particular regard to paragraph 11. I undertake that the public liability insurance cover maintained by the club will provide for member to member extension of liability.

16. Withdrawal of Recognition

The RYA may, at its absolute discretion grant or refuse recognition. If the RYA, in its reasonable opinion does not have confidence in a Recognised Centre's management or ability to maintain standards it may withdraw recognition. 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 by the RYA as an RYA Training Centre.

17. Overseas Recognition: Additional Conditions (delete if not appropriate)

I undertake to comply with the following additional conditions for RYA recognition.

- (a) The language of instruction is English.
- (b) The school will be responsible for the inspector's costs, in addition to the initial and annual recognition fees.

18. Changes to Recognition Criteria

I understand that the RYA may amend these conditions and other recognition criteria and inspection guidelines from time to time.

19. Conflicts of interest

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.

Fees and costs

20. All Applicants -initial cost of inspection (must accompany application)

I enclose a cheque for £ _____ made payable to the RYA to cover the cost of inspection.

21. Annual Recognition Fee - not applicable to RYA Affiliated Clubs (see note 15)

I understand that it is a condition of recognition that a recognition fee (currently £ _____) is payable to the RYA on the first day of January in each year except for the calendar year in which recognition is granted. Having read the undertakings and conditions set out above and in relevant Guidance Notes I apply for recognition of the above named training centre.

Signed: _____ Name: _____ (Principal) Date: _____