



## Application to attend: RYA Shorebased Instructor Training

Please attach a  
passport photo of  
yourself with your  
name written on the  
reverse.

Please check the eligibility requirements for this course on  
[www.rya.org.uk/go/instructors](http://www.rya.org.uk/go/instructors) before completing this application form.

Booking conditions are shown overleaf.

Course code	Course date
Name	Tel (day)
Address (Joining Instructions will be sent to this address)  Postcode	Tel (eve)
	Tel (mobile)
	Email
	Date of birth
Occupation	RYA membership number
Special dietary requirements	

Required qualifications	
Yachtmaster™ Shorebased Certificate (issued within last 5 years)	Issue date
<input type="checkbox"/> RYA /MCA Yachtmaster™ Offshore Cert of Comp OR <input type="checkbox"/> Advanced Powerboat Instructor	Issue / expiry date

Other relevant marine qualifications	
Type of certificate	Issue / expiry date
Type of certificate	Issue / expiry date
Type of certificate	Issue / expiry date

Relevant seagoing / teaching experience
Experience:  Number of seasons:  Main cruising areas:  Mileage:  Types of boat used (outdrive/shaft):
At which RYA training centre do you usually teach?

**Health declaration**

Do you have any medical conditions or physical or mental impairments that may affect your ability to take part in the course or may affect your ability to properly discharge your duty of care as an instructor? If so please provide details.

*(Please note that you may be required to submit to a medical examination as part of the instructor assessment or at any time following qualification, if requested by the RYA).*

**Emergency contact**

Name	Relationship to applicant
Tel (day)	Tel (eve)
Tel (mobile)	

**Data Protection Act 1998.** The above information including the questions as to your health and ability will be used by us to process your application for the course and for attending to your needs whilst you are on your courses. The data will not be shared with any third party for marketing or commercial purposes without first obtaining your explicit consent.

Signed:

Date:

Please return this form to: Helen Byrne, Course Bookings Administrator, RYA Training, RYA House, Ensign Way, Hamble, Hampshire SO31 4YA, or email to [helen.byrne@rya.org.uk](mailto:helen.byrne@rya.org.uk)

Please continue to **Booking conditions** page.

## **Booking conditions**

Before applying, satisfy yourself as to your suitability and eligibility to attend this course in terms of qualifications, experience and age. If in any doubt, contact the RYA.

Membership of the RYA (or the national governing body for your boating activity in your country of residence) is required in order to qualify as an RYA instructor, and for existing instructors to update.

Course applicants must read and agree to abide by the RYA Instructor Code of Conduct. Failing to abide by the Code, or otherwise engaging in behaviour that falls below the standard expected or risks bringing the RYA into disrepute, may result in the withdrawal of RYA instructor qualifications, endorsement or appointments.

The course trainer can exclude a candidate from a session or from the course if they refuse to follow the reasonable directions of the course trainer, misconduct themselves or cause damage or annoyance to other persons.

**Payment:** The full course fee is payable at the time of application. A space on the course will only be confirmed once we have received your application form and course fee. **We do not accept provisional bookings.**

**Cancellation by the applicant:** If more than 5 weeks' notice is given, 25% of the full course fee will be retained by the RYA as a cancellation fee and the balance will be reimbursed to you. If notice is given less than 5 weeks before the start of the course, we will make every effort to fill your place in which case we will retain 25% of the full course fee as a cancellation fee and the balance will be reimbursed to you. If the space remains unsold you remain liable for the full amount. The course fee cannot be refunded for any reason once the course has started.

**Cancellation by the RYA:** The full course fee, including any deposit will be returned. The RYA will not be liable under any circumstances for any cost or loss incurred as a result of its failure to conduct a particular course. The RYA reserves the right to cancel any course in the event of bad weather, equipment failure or otherwise.

**Acceptance of booking conditions:** By submitting an application for this course you are confirming that you have read and accept these booking conditions.

**Payment details**

I enclose a cheque for £\_\_\_\_\_ payable to RYA as full payment

Please charge £ \_\_\_\_\_ to the card below:

Card Type (Visa, Mastercard, Delta or Switch) \_\_\_\_\_

Card Number 

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Start Date 

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 Expiry Date 

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 Issue No. 

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 Security no. 

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Name of card holder: \_\_\_\_\_

Signature of card holder: \_\_\_\_\_ Date: \_\_\_\_\_

Please charge £\_\_\_\_\_ to my training centre account number \_\_\_\_\_ as follows:

**To be completed by the Principal / Chief Instructor**

Training centre name \_\_\_\_\_

Name of Principal/Chief Instructor \_\_\_\_\_

Signature \_\_\_\_\_

Payment details will be shredded using a secure waste system as soon as processed and will not be retained on file.