

- Dinghy, Keelboat & Multihull
- Windsurfing
- Powerboating
- Personal Watercraft

# Guidance Notes

For

## **RYA Training Centres outside the UK**

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### **Royal Yachting Association**

RYA House, Ensign Way  
Hamble, Southampton  
SO31 4YA  
United Kingdom

☎: +44 (0)845 345 0400  
Fax: +44 (0)845 345 0329  
[www.rya.org.uk](http://www.rya.org.uk)

## **CONTENTS**

<b>WHAT DOES RYA RECOGNITION MEAN TO YOU?</b>	<b>2</b>
<b>HOW TO APPLY FOR RYA RECOGNITION</b>	<b>3</b>
<b>STANDARDS FOR RYA RECOGNISED TRAINING CENTRES</b>	<b>4</b>
General Notes and Conditions	4
Applying for Recognition	4
Conflicts of Interest	4
Initial Inspections	4
Annual Inspections	4
<b>OPERATIONS</b>	<b>5</b>
Safety	5
Tuition	7
Safety fleet checklist	8
Dinghy/Keelboat/Multihull Fleet Checklist	9
Windsurfing Fleet Checklist	10
Powerboat/PWC Fleet Checklist	11
<b>ADMINISTRATION</b>	<b>13</b>
<b>EQUIPMENT/FACILITIES</b>	<b>14</b>
Clothing and Equipment	14
Facilities/Storage Areas	15
<b>RECOGNITION FEES</b>	<b>16</b>
<b>APPENDICES</b>	
<b>1. CONDITIONS OF USE OF RYA TRAINING CENTRE LOGO</b>	<b>17</b>
<b>2. SEPARATE NOTES SECTION</b>	<b>18</b>
Inspection of several sites	18
Inspection Expenses	18
Collating Information	18
<b>3. HEALTH &amp; SAFETY</b>	<b>19</b>
Public Liability Cover	19
Booking Forms	19
Accident Reporting	19
Child Protection	19
<b>4. SAFETY POLICY AT AN RYA TRAINING CENTRE</b>	<b>20</b>
Introduction	20
Responsibilities	20
Accidents	20
Instruction personnel – qualifications and training	20
Assessment of student vulnerability	21
<b>5. DEALING WITH A MAJOR INCIDENT</b>	<b>22</b>
<b>6. FURTHER REFERENCE MATERIAL</b>	<b>23</b>

## WHAT DOES RYA RECOGNITION MEAN TO YOU?

### What is the RYA?

The RYA is the United Kingdom national governing body for all forms of sailing and windsurfing activity, motor cruising, sports boats and powerboat racing. As such, we are responsible for the development of sailing, powerboating and windsurfing in all its recreational and competitive forms.

### What does the RYA do?

- 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
- Establishes and administers world leading training programmes
- Promotes and publicises all aspects of both sports for the greater enjoyment of its members and all participants

### RYA Training Centres

- As a recognised centre, you become part of the RYA and can fully utilise all of these services
- RYA recognition means that your centre has passed the high standards of the annual inspection, including safety checks. RYA Inspectors are trained to look for ways to add value to your centre. You are then approved to offer tuition by utilising the RYA National Training Schemes, which are widely regarded as the world leaders.
- By offering RYA national training schemes you can provide RYA certificates and publications for whatever level of course(s) you are recognised to teach.
- You gain access to fully qualified RYA instructors and trainers and can communicate via the instructor newsletters or [instructor section](#) on the website
- The fact that you are an RYA Training Centre can help the process of gaining accreditation from the Adventure Activities Licensing Service.
- At windsurfing centres, you have access to trade discounts for school
- Clubs that are active RYA Training Centres have a higher priority if applying for Sports Lottery grants.
- The RYA organises annual conferences to offer principals, Coaches and Trainers an opportunity to keep abreast of current issues and discuss developments.
- Have the potential to be able to attract newcomers to the sport and therefore new members.
- All this and the full support of the RYA – just pick up the phone.
- Training Centre details published on RYA website and brochures

## HOW TO APPLY FOR RYA RECOGNITION

When you are ready to make your application, follow the procedure shown below:

Check the Principal or Chief Instructor holds appropriate RYA qualifications.  
Check that you have suitably qualified instructors and equipment for the levels of recognition sought.  
Check your operational procedures comply with RYA Guidance Notes.



Complete the Application for Recognition and Account Application form and send to RYA HQ with the fee - [current fees](#) on page 16 or contact the RYA office.



The RYA will send you a letter to confirm your Training Centre application.  
The RYA will then contact you with details of your nominated RYA Inspector and to arrange a date for inspection.



### Inspection

Shaded areas of the Centre Inspection form (IR2) should be completed by the Principal prior to the inspection.

The centre will pay the inspectors costs (travel, accommodation and subsistence).

Your RYA inspector will need to see some training and tuition in action.  
This could be, for example, an introductory session for some volunteers or in-house training for staff.

The Inspector will be looking for good standards of tuition, safety and supervision.

If the requirements for recognition are not met, a re-inspection may be required before recognition can be granted.



Upon satisfactory completion of an inspection the report will be sent to RYA HQ.  
Subject to RYA HQ approval, you will then be sent an RYA Training Centre Recognition Certificate and account number to enable you to purchase publications and certificates.  
RYA courses should not be advertised or run until RYA HQ approval is granted.

If you need further advice on applying for recognition, please contact the Training Department at the RYA Office.

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

## STANDARDS FOR RYA RECOGNISED TRAINING CENTRES

**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 sets the standards of equipment, safety and tuition required for RYA recognition of a small craft centre outside the UK.

Each lettered paragraph refers to a question on the accompanying Centre Inspection Report Form. A centre recognised by the RYA is expected to comply at all times, regardless of whether RYA certificated courses are being run on a particular day.

RYA training is run at recognised Training Centres, by suitably qualified staff, following the relevant national syllabus, using appropriate, well maintained equipment and with suitable safety support, as defined in these guidelines.

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

A further document:-

[‘Guidance for RYA Training Centres offering Powerboat activity other than RYA recognised tuition’](#) is available as an additional supplement via the RYA website or from the RYA office.

The principal of the RTC is responsible for the standards of all tuition and equipment maintenance.

The principal of the RTC is responsible for all the centre’s activity at all bases and/or all vessels

## GENERAL NOTES AND CONDITIONS

### Applying for Recognition

Before applying, ensure that you can comply with the RYA requirements outlined in this document.

Send a completed application form together with the correct application fee to RYA House.

[Recognition fees](#) are listed at the back of these Guidance Notes.

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

Tuition for all RYA courses must be in English.

Applicants for overseas recognition will be required to demonstrate the benefit to UK sailing/boating as part of the application process.

Evidence of the National Governing Body having no objection to the establishment of an RYA training centre may be required. (unless there is an existing precedent e.g. Greece)

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.

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.

A higher level of staffing for overseas centres may be required . eg Senior instructors.

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 Conditions of Recognition or RYA Guidance Notes then centres must notify the RYA accordingly. Any exemptions from RYA Conditions of Recognition or RYA Guidance Notes granted to centres where such conflict arises will not be valid unless confirmed by the RYA in writing

### **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 the 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.

### **Conflicts of interest**

The centre must agree that 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.

### **Initial inspections**

During this inspection, the equipment should be available and the Principal and the Chief Instructor(s) must be present. The Principal and the Inspector will complete the Centre Inspection Report Form, which the Inspector will return to the RYA. See [Recognition Fees](#) section.

Following the initial inspection, centres will normally be visited on at least an annual basis and can be visited at any time, with or without prior notice. If you subsequently apply for recognition for further courses or activities, another inspection will be necessary. If a visit is required subsequent to the annual inspection, a further fee will be payable.

### **Annual inspections**

The Principal must make every effort to facilitate the inspection.

The inspector may recommend that a re-inspection is carried out to check on satisfactory implementation and in this case an additional charge will be made.

If an inspection shows that a centre 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.

The inspector will not carry out a full safety audit, only 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.

### **Withdrawal of recognition or instructor qualification**

The RYA Training Committee can withdraw recognition for contravention of the rules or spirit of recognition.

The Training Committee can also withdraw Instructor qualifications where due cause is shown. 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.

Recognition of a Training Centre is vested in the Principal and will automatically be revoked on a change of Principal, discontinuance of active instruction, insolvency, or sale of the centre.

A re-inspection will take place before recognition is reinstated. A centre may be required to complete a full initial application process.

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. The Principal must, however, inform RYA House immediately of any such change. An individual may not be Chief Instructor at more than one RYA Training Centre without the express permission of the RYA.

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

The Principal/Proprietor of the parent centre must take overall responsibility for the centre's activities at all bases and on all vessels.

### **Own Boat Tuition**

A centre may offer tuition in a student's own boat. In waters outside the UK, the Principal should ensure the boat conforms to the standards in their Guidance Notes or the equipment listed in RYA publication "Boat Safety Handbook C8". It should be noted that the owner is the skipper and is responsible for insuring the craft. All conditions of recognition concerning shore-based facilities, course length, safety equipment etc apply. A centre may not, however, offer only own boat tuition.

## **OPERATIONS**

*The centres documentation should record what happens in practice. It should contain a record of how the centre operates (an 'operating procedure'). While it is important to record centre procedures, the emphasis is on what is done to make staff and students as safe as possible, not on recording every detail.*

### **Safety**

Elements A - F should be recorded in written form and should be presented during the administration section of the inspection.

- A** After identifying the risks, the Principal should produce a written operating procedures document that informs instructors how the centre works. This should cover basic operations including who is in charge.
- B** The Centre must have a written health and safety policy statement.
- C** The operating procedures document must include the steps to be taken in the event of a major incident/serious accident at the centre (An emergency action plan). This would normally include first aid, calling emergency services and recording any relevant information.
- D** The operating procedures document must take into account any activities that take place outside of the normal sailing areas such as day-sail venues.
- E** Instructors should be trained to understand the operating procedures of the centre.
- F** Operating areas should be clearly described, marked and free from unacceptable hazards. Instructing staff should be fully aware of designated operating areas and should observe them.

Vessels operating overseas may be British flagged and comply with the [MCA 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.

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.

- G** Staff and clients should be made aware of local hazards and other water users. There must also be a system in operation to ensure that clients have been briefed on how to use any unfamiliar equipment, or their competence checked.
- H** 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 local tidal effects, if applicable.
- I** The centre should be using a system that enables them to monitor the number of users that are on the water at all times.
- J** There should be a system to ensure boats, boards and other equipment are maintained in good condition and that faulty equipment is removed from the operating fleet until effective repairs have been completed.
- K** If courses are offered for disabled users, suitable facilities must be available
- L** Sufficient safety boats must be available to provide separate cover for all courses in progress at any one time, including peak season. They should be driven by trained drivers. Instructors supervising basic skills courses from a safety boat should not normally provide safety cover for other groups.. For more advanced courses the safety boat may be staffed by a safety boat driver holding the Safety Boat certificate, together with the Instructor leading the session. The mechanical failure of a safety boat should not compromise the safety of the overall operation.

RYA courses, or any other tuition at a recognised training centre, must comply with the following safety boat requirements:

<b>Activity</b>	<b>Safety boats</b>
Windsurfing	12:1 ratio
Dinghies (single handed or crewed)	Up to 6 dinghies – 1 safety boat 7 to 15 dinghies – 2 safety boats more than 15 dinghies – 3 or more safety boats
Keelboats	Solo boats should be in radio or telephone contact with the shore. For a day cruise, boats without engines should be in contact with a suitable rescue boat. A buddy system can operate if one boat is capable of towing the other to safety under power
Personal Watercraft	A PW should not go afloat alone. Another PW or rescue boat must be available in case of problems

If a centre is providing recreational dinghy sailing or windsurfing which does not include any tuition, at least one safety boat must be provided per group. Each safety boat must provide cover for no more than 15 dinghies or windsurfers. 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.

- M** Safety boats with outboard engines must be fitted with effective kill-cords of the appropriate length. See safety fleet checklist paragraph A.
- N** The use of VHF radios, if available, should comply with local legislation. 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.
- O** The first aid kit(s) should be located in an easily accessible and clearly marked position. The contents should be regularly checked and re-stocked. A first aid kit should be carried in each safety boat. A list of first-aiders should be displayed in a prominent position.

- P** It is essential that there is easy access at all times to a telephone, for use in emergencies. A fully functional mobile telephone is acceptable.
- Q** All activities must be supervised at all times by a person holding an appropriate and valid minimum RYA qualification. The centre must take in to 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), or Yachtmaster 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.

## **Tuition**

*The principal is responsible for the safety and quality of all tuition at the centre. However the chief instructor for each discipline will normally be expected to ensure that the instructors are teaching to RYA standards on a day to day basis. 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** The Principal is responsible for the safety of clients and for the quality of tuition at the centre. The Principal is expected to monitor these standards to ensure that they comply with RYA guidelines.
- B** The inspector will expect to observe tuition during the visit. Tuition should be safe, informative and enjoyable.
- C** Regardless of the RYA courses offered, a centre must employ staff that are qualified to oversee all the activities available at that centre. E.g. A sailing school with catamarans must have at least one multi-hull endorsed instructor.
- D** All tuition offered by a centre must be directly supervised by an instructor who is qualified to teach at that level.

- E** Student : instructor ratios, as given in the appropriate RYA publications, should be observed for all courses, at all levels and at all times. For basic skills courses:

<b>Type of craft:</b>	<b>Student:instructor ratio</b>
Crewed dinghies	3:1 for beginners (instructor onboard) 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 with accommodation: 5:1 (instructor on board) Dayboats/keelboats without accommodation: 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)
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
Windsurfing	6:1

Instructors may be assisted by unqualified helpers\* who are competent and experienced. They should be supervised by an instructor or SI and deployed in roles appropriate to their skills and awareness.

An assistant instructor counts as qualified in the ratios, but should work under the direction or supervision of an instructor or SI.

As part of the centre's instructor training programme, all helpers should be encouraged to gain RYA instructor qualifications. It may be appropriate for the SI to train or assess experienced helpers as assistant instructors with a short training programme covering basic teaching principles and the centre procedures.

\*Not PWs

- F** Course programmes should be available and show that the shore-based and practical syllabus (as detailed in the relevant RYA publication) for every level for which recognition is granted is adequately covered.
- G** Visual aids appropriate to the levels of courses being offered must be provided. At the most basic level it is suggested that a black/white board and flipcharts are permanently available. Relevant logbooks must be supplied to students and a range of back up materials such as handbooks and videos should be available as reference material
- H** Adequate dry areas ashore must be provided to give shelter in bad weather and to enable a comfortable environment for shore-based teaching. These areas should be appropriately furnished and equipped for this purpose.

### **Safety fleet checklist**

- A** Except in the case of heavy displacement craft, kill cords must be fully functional and must be fitted and used at all times when under way. A spare kill cord should normally be carried for emergency use.
- B** The safety boats and crew must be suitable for all types of activity and equipment that will be 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.
- C** A checklist of equipment should be completed for every safety boat used at the centre. The provision of equipment to be carried in the safety boat on inland waters may be dependent on the operating area and should be addressed in the centre operations manual.

For centres operating at sea, the minimum level of equipment to be carried is:

Paddles or oars (or appropriate alternative propulsion)  
Bucket or bailer  
Bridle secured to towing eyes  
Towline  
Spare starting cord and minimal tool kit  
Survival bag or thermal protective aid  
Waterproof First aid kit containing (minimum) 2 large wound dressings, 2 medium wound dressings and triangular bandages.  
Bower anchor sufficient for safety boat and any towed craft  
Chain and warp as appropriate to area  
Distress flares – 2 orange smoke and 2 pinpoint red, or 2 day/night flares  
Sharp knife, preferably serrated.  
Spare kill cord (except heavy displacement craft)

In addition to this the centre should comply with any local legislation that may exist.

**D** All engine and safety systems must be in full working condition. The following areas should be considered:

1. Outboard engines must be securely mounted
2. Kill switches must be fully functional
3. The steering mechanism should be free and easy to use, hydraulic steering systems should be checked for leaks regularly
4. Throttle and gear changing mechanisms must be positive and reliable
5. Outboard engines must not slip out of gear or start in gear
6. Outboard engines should be capable of being locked down and easily raised if required.
7. Fuel tanks and battery fixings should be secure and adequate
8. All other equipment should be suitably and securely stowed for the purpose for which it is intended.
9. Engines should be serviced on a regular basis and be in good order

### **Dinghy/Keelboat Fleet Checklist**

**A** The centre should have access to sufficient craft in order to teach all courses for which they have recognition. (See tuition ratio table for acceptable numbers of students per boat). These boats should be equipped so that it is possible to teach all areas of the relevant syllabus e.g. boats for beginner 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.

**B** The boats must be maintained in good condition. The following areas should be considered:

1. Hulls should be well maintained in a good state of repair, watertight and with all fittings and toe straps in good working order.
2. Running rigging should be well maintained and in a good state of repair. All halyards should be of sufficient length and in good condition. Sheets should be of sufficient length and appropriate diameter and material.
3. 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.
4. Rudder, centreboard or daggerboard should be in good condition.
5. 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.
6. The boats must be suitably equipped (e.g. anchors, paddles etc.) for the operating area.

**C** Consideration should be given as to how to move equipment as safely as possible on shore. Instructors should be trained in lifting and carrying and clients on beginner courses made aware of the risks. Launching trolleys if used should be in a serviceable condition.

- D** The centre should use simulators that represent the training craft as closely as possible. The environment surrounding the simulator should cater for the needs of the group whilst conducting the on-shore teaching session.
- E** 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 harnesses is now in existence.
- F** Keelboats must comply with the appropriate safety equipment category in RYA publication C8 Boat Safety Handbook.  
  
Centres must establish whether their dayboat/keelboats can be recovered from swamping. Until this trial has been done, or if it is found that the boats cannot self-rescue, a suitable dedicated rescue boat must be provided which is capable of carrying the entire crew of one boat.  
  
If the boats can be recovered by the crew from a capsize (mast horizontal) and bailed out, a buddy system can be used provided that the safety fleet checklist in these notes is complied with.
- G** Modern self-draining boats may have a no air gap under the hull once inverted, and are easy to sail fast. Centres should consider whether a risk of entrapment exists and train staff to deal with it as necessary. Multihulls must have righting lines.
- H** 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.
- I** Boats used for spinnaker courses should be in a condition and with equipment that would be suitable for club racing.

### **Windsurfing Fleet Checklist**

- A** The centre should have access to sufficient craft in order to teach all courses for which they have recognition. There must be a complete set of suitable equipment for each student.
- B** Boards must be in good condition. The following areas should be considered:
  1. The hull should be in generally good condition free from punctures and waterlogging
  2. 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
  3. 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
  4. Fins should be appropriate to the boards, courses and prevailing conditions and free from sharp edges
- C** Rigs must be in good condition. The following areas should be considered:
  1. Sails should be in a presentable, useable condition free from holes and tears and suitable for the level of courses being taught
  2. Masts should be in good condition, of suitable length, bend characteristic and material for the sail and should be watertight
  3. 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
  4. 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
  5. An uphaul must be fitted on all rigs, for beginner rigs a thick rope with elastic return (attached approx 1/3 from the bottom) should be used. Elasticated cords can be used for more advanced rigs
  6. The downhaul and outhaul ropes should be in a sound, unfrayed condition and be of a suitable diameter for the fittings being used.

7. Centres offering tuition beyond Start Windsurfing should ensure harness lines in sound condition are fitted to booms.
- D** 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.
- E** 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.
- F** Boards and rigs should be stored in a secure and safe manner and should be easily accessible for staff and students. Attention should be paid to ensure that staff are trained for lifting and carrying equipment and that students are supervised whilst performing these tasks.
- G** 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.
- H** A static simulator for teaching the coaching formula, harness and footstraps must be available at all centres wishing to be recognised for intermediate levels 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.
- I** A range of harnesses in suitable sizes must be made available by centres offering tuition above Start Windsurfing.
- J** T15 Clubs:
1. Team 15 clubs can only operate at RYA Training Centres under the supervision of an SI.
  2. Team 15 sessions should be led by a Windsurfing Racing Instructor, where a Racing Instructor is not available a qualified RYA windsurfing instructor may deputise.
  3. The safety boat ratios in [Safety L](#) should be observed.

### **Powerboat/PWC Fleet Checklist**

- A** Ideally both planing and displacement powerboats should be available. For Powerboating, the level of recognition will depend on the number and type of powerboats available, the availability of suitably qualified instructors, the type of water and the operating area of the centre.
- B/C** 1. Safety boats operating at coastal centres should carry as a minimum the following;
- Paddles or Oars (or appropriate alternative propulsion)
  - Bucket or Bailer
  - Bridle secured to suitable strong points
  - Towline
  - Spare starting cord and tool kit
  - Survival bag or thermal protective aid
  - Waterproof First Aid Kit containing (minimum) 2 large wound dressings, 2 medium wound dressings and triangular bandages.
  - Anchor and chain or warp as appropriate to the area
  - Distress flares – 2 orange smoke and 2 pinpoint red, or 2 day/night flares
  - Sharp knife, preferably serrated
  - Spare kill cord (except heavy displacement craft)
- Boats used for Powerboat Level 2 courses should in addition to the above carry;
- GPS, either fixed or handheld
  - Fixed steering compass (coastal sites only)
- Boats used for Intermediate and Advanced courses should in addition to all the above carry;

Navigation lights  
VHF radio, either fixed or handheld  
Echo sounder  
Torch  
Laminated charts  
Tide tables

2. Personal Watercraft equipment;  
Fire extinguisher  
Flares minimum 1 pinpoint red and 2 orange smoke  
Torch  
Knife with serrated edge  
Tow rope  
Small first aid kit  
Small grapnel anchor  
Tool kit and spares

PW's accompanied by a suitably equipped support boat do not need to carry the above.

3. The Intermediate and Advanced Powerboat courses can only be run at coastal centres using planing boats. Centres are advised to use a buddy system as far as possible. Centres applying for Intermediate and Advanced courses should submit a detailed plan according to [Guidance Notes for Centres applying for Advanced Powerboat recognition](#)
4. Normally only schools with advanced powerboat recognition may offer the intermediate course.
5. The centre must ensure that all persons participating in Advanced courses wear a 150 Newton Lifejacket as minimum with an ISO or EN compliant light (DoT approved lights are acceptable).
6. Guidance for the centres wishing to run the Advanced course is available in the handbook G19.
7. Where the PWC or Powerboat used for tuition is not owned by the school, it should be available for inspection along with a written agreement for its use.

**D** All powerboats in use should be seaworthy, in good condition and fully operational:

1. Outboard engines must be securely mounted
2. Kill switches must be fully functional
3. The steering mechanism should be free and easy to use, hydraulic steering systems should be checked for leaks regularly
4. Throttle and gear changing mechanisms must be positive and reliable
5. Outboard engines must not slip out of gear or start in gear
6. Outboard engines should be capable of being locked down and easily raised if required.
7. Fuel tanks and battery fixings should be secure and adequate
8. All other equipment should be suitably and securely stowed for the purpose for which it is intended.
9. Engines should be serviced on a regular basis and be in good order

**E** Except in the case of heavy displacement craft, where kill cords may not be practical, kill cords must be fully functional and must be fitted and used at all times when under way. A spare kill cord should normally be carried for emergency use.

**F** Centres wishing to run the RYA Safety Boat course should have a good variety of sailing and windsurfing craft available for use. It is unlikely that centres not attached to dinghy sailing/windsurfing clubs or centres will be recognised for this course.

**G** The centre should ensure that trolleys/trailers are suitable for the craft and in a serviceable condition. The trolleys should enable the craft to be safely launched, recovered and manoeuvred on land without risk of injury to the users.

**H** Centres offering powerboat tuition to 8 – 11 year old students must have two effective kill cords fitted, one for the student and one for the instructor.

## ADMINISTRATION

*Administration is extremely important to the safe, efficient running of a centre. The administration that the RYA requires is to protect the centre, its staff and its users. Documentation should be brief, clear and representative of what actually happens in the centre to ensure that all activity is both safe and enjoyable.*

- A** 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. All the centres activities should be covered.

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.

- B** Booking forms should include information about any pre-course requirements and emergency contacts. If the centre is aware that a client has a medical condition, they should seek further advice from the client.

Centres should hold contact details and records of correspondence with their students for a minimum of 12 months.

- C** The centre should have a written record of the qualifications of all instructors, which should be available for inspection. There should be a system for checking qualifications of instructors. Centres should hold contact details and records of correspondence with their students for a minimum of 12 months.

- D** Centres working with children and young people under 18 should have a child protection policy and procedures in place. See the RYA website for more information (under "Working with us")

- E** It is the responsibility of the Principal to obtain references for key instructors working with children.

- F** An Accident Book must be used, 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 must contact the RYA, who can provide advice and assistance, as well as disseminating any lessons learned.

- G** A record of near misses should be kept. These are events which 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.

- H** All instructors should undergo induction training in the running of the centre and should sign that they have read and understood the operating procedures.

- I** 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.

- J** The advertising, brochures, booking forms, joining instructions etc. should be clear and accurate. They must not give any mis-representation, 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. The centre must not use the RYA's trademarks to advertise any activities other than the specific RYA training for which it is recognised.

Centres must ensure that any advertising material relating to RYA activities complies with the British Codes of Advertising and Sales Promotion.

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 are as set out in the

RYA's DVD entitled 'Training Centre Logo and Style Sheet' along with current terms of use (See [Appendix 1](#)).

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

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

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.

- K** Permanent records should be held of certificates issued for verification of loss purposes, including names, dates and locations.

Centrally recorded certificates should only be issued by the Training Centre that purchased them.

## **EQUIPMENT/FACILITIES**

### **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, once immersed, they do not slide up the body of the user. Crotch straps should be used if appropriate.*

- A/B** Sufficient buoyancy aids in a range of sizes must be available for all course members. Organisations running members only courses may require students to supply their own. All buoyancy aids should comply with EN 393/ISO 12402-5 (50 Newton/Level 50). 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 this is available from the manufacturers if desired. If there is doubt as to effectiveness, they should be tested or discarded.

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

On dinghy sailing, personal watercraft and basic powerboat courses all participants and instructors must wear a buoyancy aid that complies with the standard above. They must also be worn on keelboats without guardrails. Lifejackets may be used as an alternative if appropriate.

For windsurfing, buoyancy aids must be worn under the instruction during RYA Start Windsurfing courses and by all children under 17 when afloat (preferably with crotch straps). 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.

All persons partaking in the advanced powerboat course must wear a 150 Level or 150 Newton lifejacket minimum with an ISO or EN compliant light (DoT approved lights are acceptable).

Compressed gas inflatable lifejackets should be maintained and serviced to the manufacturer's recommendations. As far as reasonably practical, visual examinations should be carried out weekly to determine whether they are safe to use.

Drysuits should be considered on advanced powerboat courses during the months of November to March inclusive.

- C** Sufficient numbers of wetsuits in a range of sizes should be available. Organisations running 'members only' courses may require students to supply their own. All wetsuits must be in good condition and an efficient system of cleansing and drying after use should be seen to be in operation. At a basic level this may simply be rinsing and hanging to drip-dry after use.

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

## Facilities/Storage Areas

- A** For centres operating as part of a hotel or accommodation complex where the students are resident it is reasonable to expect that the students would use their own room or the hotels facilities for these purposes.

Otherwise:

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.

Toilet facilities, with soap and water for washing hands, should be located within a reasonable walking distance. Separate male and female facilities should be provided to comfortably accommodate the average number of course members. Course members should not be expected to pay for the use of a public facility.

Separate male and female hot showers should be available and must be provided where the water is subject to blue/green algae or at risk of Weil's disease.

- B** The centre should store its fuel with regard to the safety of staff, students and the general public. Staff should be trained in the handling of fuel both in terms of controlling fire risk and in terms of lifting and carrying containers. It is expected that the centre be compliant with any relevant health and safety legislation.
- C** Staff should be trained in the use of workshop equipment. The workshop area should be clean and tidy with no unnecessary hazards.
- D** The centre should ensure that staff are trained in the use of any hazardous substances that are in the workshop area and that these substances are stored safely.

## RECOGNITION FEES 2012

Fees for RYA recognition outside the UK during 2012 are as follows:

	<b>Annual</b>	<b>Initial</b>
Overseas Centres	£550 plus VAT	£825 plus VAT
Additional Inspection	£550 plus VAT	

Recognition fees will be revised annually.

\* Please note annual recognition fees are payable to the RYA on the first day of January each year.

## APPENDIX 1

### Conditions of use of RYA Training Centre Logo

RYA training centre recognition expressly authorises use of the RYA Training Centre Logo ("the Logo") by the training centre concerned ("the Licensee"). 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 Dept.

Only training centres recognised by the RYA Training Department may use the Logo, and the RYA grants to the Licensee a non-exclusive licence in the Territories to use the Logo in connection with its RYA recognised activities only, unless RYA recognition is suspended or terminated earlier. This authorisation is personal to the Licensee which may neither assign it nor grant any sub- licences of the rights licensed to it.

The following conditions apply, and are in addition to any instructions or procedures relating to the use of the Logo that 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.

#### The RYA Training Centre Logo



Figure 1 (colour)



Figure 2



Figure 3

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

- The Logo must 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 Marketing 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 Marketing can provide you with electronic artwork for the Logo including CD's 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 above 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. In some circumstances, a plain box may be the only way of displaying the logo correctly. RYA Marketing can advise when this might be necessary.
- The colours within the logo should conform to the following Pantone references: -  
**Red – PMS 1935    Blue – PMS 2757**
- The Logos must never be used to represent "RYA" in text.
- 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 Logo must stand alone. A reasonable amount of empty space must surround the Logo separating it from any other object, such as type, photography, borders, edges, and so on. Please refer to RYA Marketing for further specific advice.
- 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.

## **APPENDIX 2**

### **Separate Notes Section**

The primary purpose of an RYA inspection is to establish that safety and tuition are at an acceptable standard. Once this is established, inspectors will look for opportunities to suggest further improvements and discuss them with senior staff. A successful RYA inspection should be a positive experience for all concerned, and any action points or major suggestions recorded. If the inspector considers that some aspects are unacceptable or unsatisfactory, they should endeavour to reach agreement with the centre management as to the changes required. If this is not possible, or the problems cannot be solved, inspectors have the power to recommend to the RYA that Recognition should be suspended until the situation is solved. The final decision rests with the RYA.

Standards of tuition should be an important focus for the senior instructional staff on each site.

### **Inspection of several sites**

While the RYA inspector may be the guest of the centre for a full week, inspections in some countries may be organised as a tour of several sites. Typically this would involve one to three days per inspection, with one day of actual inspection and one or two days travelling. Such an inspector might do two to three sites per tour.

Inspectors are encouraged to offer training to staff teams, preferably by arrangement with the Chief Instructor in advance.

The costs of such a tour should be shared between the centres inspected, and outstanding bills should be settled promptly. It is preferable that agreement be reached between centres and inspector before the tour starts.

### **Inspection Expenses**

The RYA will pay Inspectors for carrying out the inspection. The centres being inspected are responsible for the inspector's costs in travelling from the UK airport and staying at or near the site, whether the company's flights are used or the inspector makes their own arrangements for travel and accommodation. Meals should be included when they are a normal part of the holiday package.

Overseas centres are not expected to pay the inspector's UK travel or parking.

The RYA does not expect the holiday company to offer a discount to anyone accompanying the inspector.

### **Collating Information**

Communication with RYA Recognised Centres is normally via email.

Centres are strongly encouraged to email instructor details (current at the time of the inspection) to RYA and inspector before inspection.

Action plans will be scanned on arrival at RYA and sent electronically to the organisation's head office and the centre office.

## APPENDIX 3

### HEALTH AND SAFETY

#### Public Liability Cover

An RYA Training Centre should ensure it arranges public liability cover with a limit of indemnity between £2 to £5 million. This will provide protection against legal liability for third party property damage or bodily injury to third parties, arising out of your training activities. If you employ another Coach, even if it is on a casual basis, you have a statutory obligation to take out Employers Liability cover.

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 to particularly specify that tuition is provided.

#### Booking Forms

In case of emergencies, your booking form should include a next of kin contact number and address. All centres are strongly recommended to include a health declaration in their booking forms. The Principal must pass on such information to the individual instructor responsible for the student. One possible format for the declaration is given below:

##### Health Declaration

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

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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

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

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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.

## **Accident Reporting**

All centres should use an accident book to record any incidents requiring first aid treatment. If you are an employer, self-employed or in control of a work premises, you are required by law to report certain accidents or illnesses to the HSE Incident Contact Centre. The regulations are referred to as RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) and the HSE has published guidance available.

Full details can be found on the HSE website [www.hse.gov.uk/riddor/](http://www.hse.gov.uk/riddor/) or the ring HSE InfoLine on 0845 345 0055

## **Child Protection**

A guidance booklet complete with templates on how to write your own policy and procedures is now available; making the job as easy as possible for you. This can be downloaded from the RYA website or please call 0845 345 0400.

A Child Protection Policy should be in place at all RYA Training Centres dealing with under 18s.

## **APPENDIX 4**

### **SAFETY POLICY AT AN RYA TRAINING CENTRE**

#### **Introduction**

The RYA does not have safety rules set in tablets of stone for the very good reason that TCs 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 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.

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:

1. Overall and final responsibility must rest with the owner of the centre.
2. A deputy, to act on the Principal's behalf if he is absent from the centre, should be nominated.
3. Supervisors may also be nominated for specific areas of responsibility. For instance, a nominated Yachtmaster Instructor for cruising courses, a Senior Instructor for dinghy courses, and a Level 2 Windsurfing Instructor for windsurfing courses etc. Those with specific responsibilities should also be nominated. For instance, carrying out safety inspections, investigating accidents, monitoring maintenance of boats.
4. 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**

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

#### **Instruction personnel - qualifications and training**

The qualifications of all instructional personnel with responsibility for the safety of students should be checked by inspecting certificates to ensure that they are the appropriate level, that they are in date and that a valid first aid certificate supports them. All details should be recorded in personnel files.

(note: provided that schools follow 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.)

National qualifications are necessarily of a general nature. There should also be procedures in place for site-specific training and for training on the specific operating procedures of the school.

### **Assessment of student vulnerability**

There should be a procedure for verifying that students have not been allocated to courses that they do not have the experience or skill to undertake in safety.

## APPENDIX 5

These notes give guidelines in 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 school 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 Training Centre 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) within 24 hours. You can do this by phone on 023 8023 2527. They will inform you within 28 days whether they intend to investigate.
- Keep any relevant equipment e.g. Lifejackets, logbooks etc
- If required send a report to the MAIB (refer to booklet G27).
- Major accidents at RYA Training Centres 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 6

### FURTHER REFERENCE MATERIAL

List of other Guidance documents available on the RYA website for training centres and principals.

- [RYA Child Protection Policy](#)
- [RYA Environmental Policy](#)
- [RYA Equality Policy](#)
- [Guidance for RYA Training Centres offering Powerboating activity other than RYA recognised tuition](#)
- [RYA Lifejacket Policy](#)
- [RYA regional contacts](#)
- [RYA complaints procedure](#)
- [RYA guidance for junior club development](#)
- [RYA Racing best practices and guidance notes](#)