

- Sail and Motor Cruising

RYA recognised training centres should ensure they read these notes in conjunction with the Centre Inspection form (IR1) and Training Vessel Checklist. Compliance with these documents forms the basis for initial and continuing RYA recognition.

These guidelines apply only to practical cruising schools. See Guidance Notes for Shorebased Courses SRGN1 for details on shorebased recognition.

Note; these guidelines are updated annually. A line in the left hand margin denotes a change from the previous year. *Small changes are also denoted in italics.*

Ref **RGN1**

Guidance Notes

For

Sail and Motor Cruising Training Centres

January 2012



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TRAINING CENTRE RECOGNITION FEES 2012

	Annual	Initial
UK centres	£285	£340
Centres - Outside the UK	£550	£825 (+ VAT & expenses)
Re-inspection - UK	£285 plus expenses	
Re-inspection – Outside the UK (+ Inspector's UK expenses for Cruising inspections)	£550 plus VAT	

Recognition fees will be revised in January 2013.

In certain circumstances, we reserve the right to charge extra expenses.

HOW TO APPLY FOR RYA RECOGNITION

Please refer to these 'Guidance Notes' for details of the requirements for recognition. When you are ready to make your application, follow the procedure shown below:

Principal or Chief Instructor is an RYA Yachtmaster Instructor.
A commercially coded vessel is contracted or owned for school use.
See 'Instructor Course Booklet' and this document for further information.



Complete the Application for Recognition and Account Application form and send to RYA HQ with the fee - current fees can be found in this booklet or contact the RYA office. Overseas centres pay the fee plus inspection costs (travel, accommodation and subsistence).



The RYA will reply by letter to confirm your Training Centre application. A Centre Inspection Form (IR1) is enclosed with this letter - please fill in the shaded sections of the IR1 before the inspector arrives.

The RYA will also send a copy of your Application for Recognition to an RYA Inspector who will contact you and arrange a date for inspection. The Inspector will be able to offer advice prior to the visit and inspection.



The Principal should establish paperwork and safety procedures to satisfy those in these guidance notes and form IR1. The Inspector will look for good standards of paperwork, facilities, and a clean well maintained safe vessel to the standard required in the IR1 and the RYA Training Vessel Checklist.

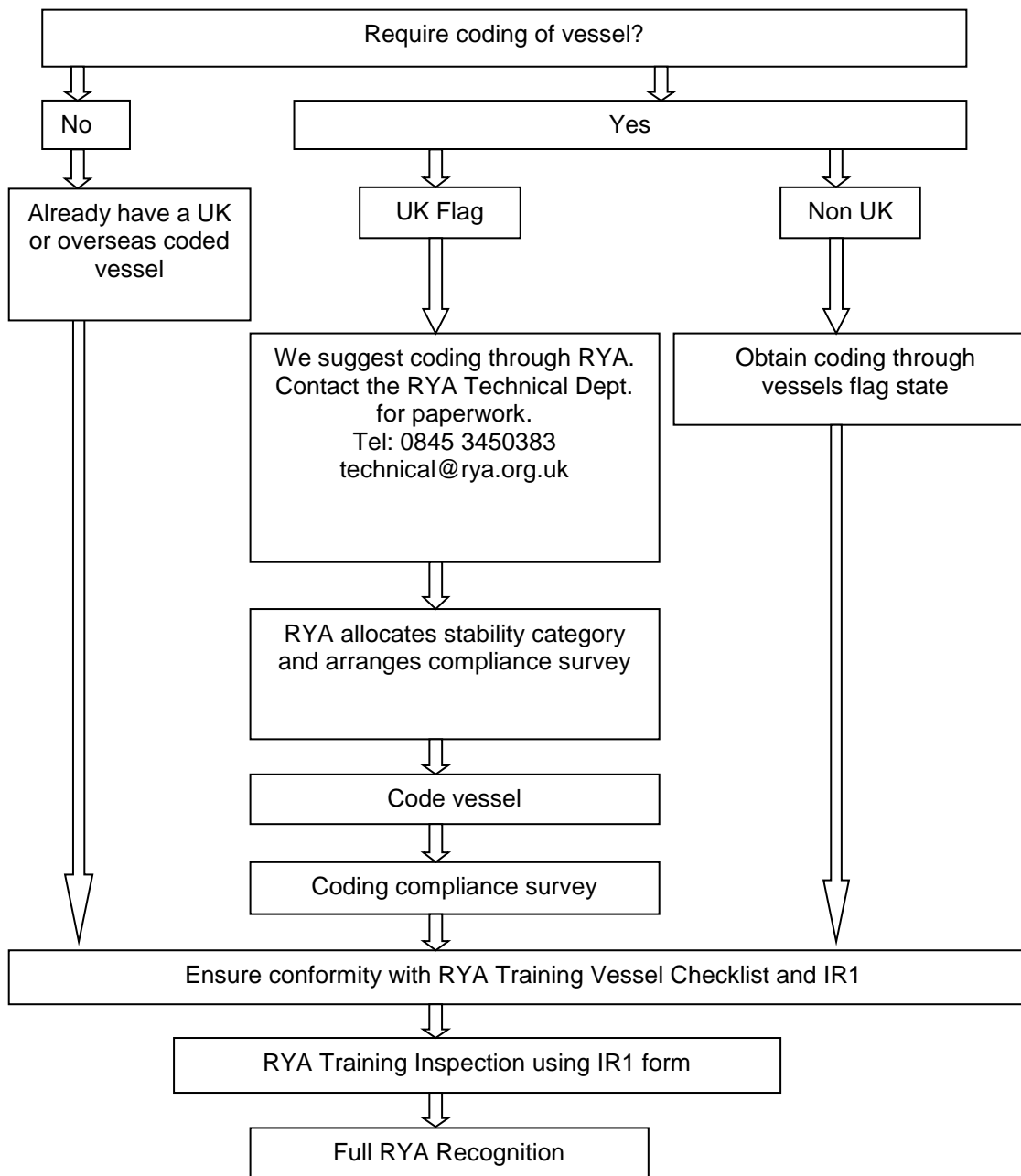


As a result of the inspection an Action Plan may be left and this plan will need to be completed before recognition is granted. The inspector sends a report to the RYA that usually recommends that RYA recognition is granted on completion of the Action Plan. A Principal confirms the Action Plan is completed by email.

After review at RYA, recognition may then be granted and a confirmation letter sent to the Principal. An RYA Training Centre Certificate and account number to enable the purchase of publications and certificates is also sent.

For further advice, please contact the Training Department at the RYA

OVERVIEW OF CODED VESSEL



INTRODUCTION

These notes are to be used in conjunction with the RYA Centre Inspection Report Form (IR1) for Recognised Training Centres (RTCs). RYA training courses are run at RTCs, by suitably qualified staff, following the relevant national syllabus laid down in RYA Logbooks G15 (sail) and G18 (motor), using appropriately certified, well maintained vessels.

RYA recognition primarily covers the standards of tuition and safety when RYA courses or training leading to RYA certification, are underway.

APPLYING FOR INITIAL OR ADDITIONAL RECOGNITION

It is a condition of recognition that the Owners or Principals of RYA Recognised Schools are not involved or associated with any other competing training programme except with the permission from the RYA Training Manager. In practice, this normally means that only National Schemes such as those run by other National Yachting Associations are acceptable.

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.

Before applying, ensure that the school complies with the RYA's requirements outlined in this document. The Inspector will go through each point on the Inspection form (IR1) and proof of conformity will be required where necessary.

Additional practical recognition incurs an inspection and additional recognition fee.

Send a completed application form together with the correct application fee to RYA House. Fees are listed at the front of these Recognition Guidance Notes. Practical recognition runs to 31st of January each year, there are no pro-rata payments for part of a year.

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.

If the centre conducts activities afloat that 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.

ASTO (Association of Sail Training Organisations)

ASTO Members are encouraged to deliver RYA training onboard their vessels. It is appreciated that due to vessel size, and the number of the trainees onboard many Sail Training vessels, that strict adherence to the terms of RYA recognition laid out for typical RTCs (Recognised Training Centres) may be difficult. For details on how ASTO members can deliver RYA training, see APPENDIX 9.

Area of Operation

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

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

Qualification of Principal or Chief Instructor

There must be a Principal or Chief Instructor who holds an RYA Yachtmaster® Certificate with a current Yachtmaster® Instructor's endorsement (Power and/or Sail) for each discipline for which recognition is sought or held.

The Principal of the RTC shall be responsible for the standards of tuition and vessel maintenance.

The Principal of the RTC must take overall responsibility for the school's activities at all bases and/or for all vessels.

The Chief Instructor has the day to day responsibility for the standards of training, vessels and the wellbeing of the students and instructors. They should be on-hand to deal with any training or issues arising from instructors and students. A Chief Instructor can only hold this position at one RYA centre.

Details of Yachtmaster® Instructor courses are available in the Instructor Courses Booklet.

Certification of the Vessel

A RTC must own, or have a contract for the use of, a suitable commercially certified sailing and/or motor cruising vessel available for inspection. The type of vessel depends on the type of recognition sought or held for RYA courses but is usually commercially coded for operation in MCA (*Maritime & Coastguard Agency*) Category 2 area (up to 60 miles for commercial use). Vessels should normally be less than 15m, over 7m in length and be suitable for Cruising Courses.

British flagged vessels used for instruction must conform to the Department of Transport 'Code of Practice for Small Commercial Vessels for Sail or Power' or new 'Small Commercial Vessel and Pilot Boat Code', as appropriate.

Vessels operating overseas may be British flagged and comply with the above Codes of Practice, if allowed by the country of operation. Alternatively, foreign flagged vessels must comply with the commercial regulations of that flag state but must also carry the safety equipment required by the RYA in its checklist (RYA Training Vessel Checklist).

It is worth noting that commercial foreign flagged vessels may require the instructor/skipper to hold a certificate of competence for that country e.g. a Spanish Commercial Certificate of Competence may be required to skipper a Spanish flagged commercial vessel.

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. These lifejackets will be serviced to the manufacturer's guidelines and regularly inspected.

Occasionally, depending on location, extra safety equipment such as EPIRBs may be required because of the exposed area of operation. See also section on Withdrawal of Recognition or Instructor qualification.

Own Boat Tuition

An RTC may offer RYA tuition on a student's own boat for the owner and the owners close friends and family. The boat should conform to the equipment listed in RYA publication "Boat Safety Handbook C8." The owner should be reminded that the owner is still the master/skipper and is responsible for the craft and for insuring the craft for the tuition. All conditions of recognition concerning the course structure, course length, safety equipment etc apply. A RTC may not only offer own boat tuition. It is advised that mixing the delivery of a student's boat and an RYA course, rarely works.

RTCS OPERATING VESSELS OUTSIDE THE UK

RTCs operating vessels outside the UK usually comply with additional requirements of either Temporary Detachment or Overseas RTCs.

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

Overseas RTCs are RYA RTCs that permanently operate outside of the UK.

Temporary Detachment

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

With the exception of passages to and from the RTCs registered base and the occasional long cruise, crew turnarounds shall be at the same base port where the instructor can be contacted. The RYA shall be informed of this address.

Overseas schools

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

The RTC shall have a permanent address abroad.

The language of instruction is English. Translation is not permitted. All students will be provided with course feedback reports as and when required by the RYA.

The RTC shall pay the overseas recognition fee as stated at the back of these Guidance Notes. They also pay for the inspector's expenses from his/her departure airport, including flights, accommodation and subsistence. There may be additional costs for travelling days, **agreed in advance by RYA HQ.**

Crew turnarounds will be at the overseas base port except for the occasional long cruise. 'Satellite' RTCs in other ports are not permitted, if a school wishes to base a yacht at another port, separate recognition must be obtained.

If the RTC is in Non Tidal waters, only Non Tidal Certificates may be issued. Non Tidal schools are allowed to issue tidal certificates during own boat tuition in tidal waters. RYA training must be notified to gain access to Certificates. Excess numbers of tidal Certificates sold to Non tidal schools will not be allowed.

The RTC shall have Third Party liability insurance of £2,000,000 and be adequately insured to fulfil its legal responsibilities.

INSPECTIONS (SEE APPENDIX 8)

Initial inspections

After application, an Inspector will contact you to arrange an inspection. The Principal and Chief Instructor must make every effort to facilitate the inspection. During this inspection, the vessel, for each discipline that recognition is sought, must be available and the Principal and the Chief Instructor(s), must be present.

Before the inspector arrives, the Principal should fill out the shaded sections of the Centre Inspection Report Form (IR1) and the vessel should be checked by the Principal/Chief Instructor using the RYA Training Vessel Checklist. The Inspector may wish to spot check items on the vessel. The Principal and the Inspector will complete the (IR1), which the Inspector will return to the RYA along with a copy of any Action Plan left with the Principal. This Action Plan will need to be completed before recognition is granted and an email sent to the RYA confirming the fact. If recognition for further practical courses is subsequently applied for, another inspection will be necessary, for which a further fee is payable.

During the visit the Inspector may make recommendations about the vessel, its equipment or courses, which require attention to bring them in line with RYA requirements. The Inspector is familiar with the constraints of running a RTC and should be able to advise you on the best course of action. 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.

Following the initial inspection, RTCs will be visited annually at a pre arranged time throughout the season. RTCs can also be visited at any time, with or without prior notice, including on the water spot checks.

Annual inspections

Annual inspections can take place any time during the year and not necessarily on the anniversary of the previous inspection. Prior to an inspection, the RYA Inspector will contact you to arrange a suitable time. The Principal must make every effort to facilitate the inspection and the Chief Instructor(s) must be present. During this inspection, a vessel must be available, for each discipline in which recognition is held. If a Principal anticipates that the vessel will be out of service for a long period, he should contact the RYA to arrange an early inspection while the vessel is in operation. If vessels are at more than one site, an extra fee will be payable or separate recognition for that site sought. If the Principal/Chief Instructor does not facilitate the Inspection, the centre may be suspended until an inspection has taken place. A centre should be inspected each and every year.

Before the inspector arrives, the Principal should fill out the shaded sections of the Centre Inspection Report Form (IR1) and the vessel checked by the RTC using the RYA Training Vessel Checklist. The Inspector may spot check items on vessel, see the centre or vessel in operation during a course and talk to the students. The Principal and the Inspector will complete the (IR1), which the Inspector will return to the RYA.

Apart from the requirement for ensuring that the teaching, equipment and safety are satisfactory, the Inspector can help you identify ways of improving your systems.

During the visit the Inspector may make recommendations about the vessel, its equipment or courses, to bring them in line with RYA requirements. These will be listed on an Inspection Action Plan form and the Principal and Inspector will agree a date for implementation. Items will be listed as grade A to C in decreasing order of urgency. The action plan gives more details about these grades. The Inspector is familiar with the constraints of running a RTC and should be able to advise you on the best course of action.

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

Re-inspections

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

WITHDRAWAL OF RECOGNITION OR INSTRUCTOR QUALIFICATION

The RYA Training Committee can withdraw recognition for contravention of the rules or spirit of RYA recognition. They can also withdraw Instructor endorsements where due cause is shown.

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

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

The Principal must make every effort to facilitate the inspection. If an inspector finds that the Principal/Chief Instructor is making the arrangement of an inspection difficult, the RYA may suspend the school until the inspection is arranged and has taken place.

An RTC requires a vessel that conforms to the Commercial Codes of Practice of the country or flag state. If the coded vessel is sold, or temporarily is not in code compliance - because of a major refit etc, the RTC may be temporarily suspended. Alternatively, and at the RYA's discretion, the RTC may be allowed continue to advertise courses, but not run any courses even own boat tuition, until the vessel comes back into code and has been inspected.

ACCOUNT HOLDING

As an RTC you will have an RYA account and be able to buy RYA goods and publications at discounted prices. The account can be opened from the day that recognition is granted, subject to the RYA being in receipt of a completed Account Application Form from you. Credit terms (30 days) will normally be available, but this is at the discretion of the RYA.

GUIDANCE ON THE INSPECTION REPORT FORM (IR1)

The Inspection Report Form (IR1) has evolved over many years to keep RTC's, their staff and students safe. The points raised in the IR1 form help prevent schools getting into problems, and if they do have problems, ensuring they have a system in place to deal with them. Schools should ensure they comply and have documentation where necessary to prove compliance of sections 1-5 of the IR1.

Shaded Areas

RTC's should complete the shaded sections on the front and back of IR1 prior to inspection.

Centre/Correspondence details

This information is usually cross checked at the RYA to ensure that the details we publicise for you are correct and current. To help us, please fill this section out legibly.

Insurance

Please read the insurance section of this document and talk to your Insurance broker to ensure that you fulfil your insurance obligations. If you are content, please sign the self declaration.

Vessels available for Training

Records should be kept by the RTC to ensure vessel code compliance and certification is up to date and that the vessels comply with the RYA Training Vessel Checklist. Please supply vessel details in the table.

Instructional Staff

It is the RTC's responsibility to ensure they use correctly qualified staff with current qualifications and that up to date records are kept. Please complete the table using your staffs records so that we can see a visible record that you are fulfilling your obligations and complying with the Codes of Practice.

INSURANCE SELF DECLARATION (ON FRONT PAGE)

Insurance

The RTC should make sure it is fully aware of the Centre's legal liabilities and responsibilities arising from its RYA activities both ashore and afloat.

It is the RTC's responsibility to ensure 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 centre's training activities should be covered, so it is important to disclose all business and tuition/ training activities to the insurer.

Please note that where a RTC charters a vessel for teaching purposes, the Principal must ensure that adequate insurance is in place to cover RYA activities on-board that vessel, including insurance for Third Party liabilities.

The Principal will be required to sign a self declaration 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 fail to have adequate insurances then the RYA reserves the right to suspend or withdraw Recognition with immediate effect.

Public Liability Insurance

As a minimum, the RTC must hold public liability cover of at least £2 million for its activities both afloat and ashore. The purpose of public liability insurance is to indemnify the RTC where a third party (which could be a student, customer or a member of the public) suffers personal injury or damage to their property as a result of the RTC's negligence, and the RTC is required to defend and/ or pay damages to the injured party.

For example, a claim may be made against the RTC where: A student injures their hands in a windlass whilst under supervision on your school vessel or a student injures their hands in a windlass whilst under supervision on a boat that is chartered in, but which may only have a bareboat policy. Your vessel damages a third party, such as another boat or a person on another boat.

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

Other Insurances

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

1. STAFF TRAINING AND BRIEFING

- a Briefing, debriefing and regular in-house training will aid high standards. A system for and a record of continuation training should be held for key staff.

Instructors require information on student's details- aspirations and limitations and medical fitness, before the course start – a student form is a proven way to ensure this happens.

If an instructor is new to an RTC or vessel, adequate time should be put aside for a thorough briefing by the Principal/Chief instructor – a checklist or staff training manual is a helpful reminder of the relevant points. Instructors should sign to say they have read and understand the operating procedures of the school.

Records should be kept to ensure that all Instructors qualifications are up to date. It is the RTCs responsibility to ensure they use qualified staff with current qualifications. See last page of the shaded area of the IR1.

2. ADMINISTRATION AND OPERATING PROCEDURES

Safety Policy and Duty of Care

- a A documented safety policy is required. The safety policy should be applied and understood by all the staff. To ensure that the staff have read and understood the policy, they should sign and date to say they have read it. Changes and updates to the Safety Policy will require the staff to re-sign the document. For more details see Appendix 1 of this document.

Advertising – See Appendix 5

- b The advertising, brochures, website, 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 staff or level of RYA recognition differ from those implicit in the recognition already granted.

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

Only a RTC may use the RYA logo. Once recognition has been granted, an RTC may use the RYA Training Centre logo to publicise the activities of the RTC only. Details of the RYA Training Centre logo are available from the RYA on a CD ROM. See appendix 5.

The RYA name or RYA Training Centre logo may not be used before RYA recognition is granted. Courses should also not be advertised before recognition is granted.

RTCs must not use the RYA name or RTC logo to advertise any activities (such as boat sales or charter) not covered by the terms of recognition.

The RYA Training Centre logo may only be used to publicise the activities of the relevant centre, and not to publicise the qualification or position of an individual. RYA instructors may, however, make reference to their qualification in plain type.

Under no circumstances should RTCs use the ordinary RYA logo or the RYA Tick Mark in isolation. The only logo that an RTC should use is the RYA Training Centre logo.

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

Third party organisations offering courses on an RTCs behalf must state which RTC is providing the training. Bookings should be made directly through the RYA RTC. The RTC is responsible to ensure that the Third party conforms to this fact and the accuracy of the advertisement.

Bookings

- c Booking forms should include information about any pre-course or dietary requirements, emergency contacts and a declaration of any health problems which may affect participation. See Appendix 2

RYA course bookings must be made through the RYA RTC direct and not through a third party. This ensures that the correct paperwork, booking forms etc are used for the students. The contract for the training should be between student and provider. Centres should hold contact details and records of correspondence with their students for 12 months.

- d Cancellation arrangements should be transparent to both the RTC and customers. Customers should sign to say they have read and understand the contract they are entering into and agree to the cancellation arrangements. See also Accidents and Emergencies section 3.
- e Joining Instructions should be sent to all customers. They shall include the time and place of meeting, contact details for late arrivals and provide information on the main items to bring - warm clothing, protective clothing, hats, gloves, sun block, sleeping bags etc.

- f Due to the remoteness and complexity of some ports and marinas it is necessary to meet students on arrival or give detailed instructions how to find the boat. Consideration should be given to your policy regarding students who arrive by air, rail, sea or car. Who pays for Car Parking? Is it secure? If a lone person is joining the course, how will they feel walking from a dimly lit car park to the meeting point on a dark winter's night?
- g A safety briefing checklist including procedures for abandonment is required on all vessels. It should act as a prompt card to ensure all aspects of the safety brief are complete. The safety brief should comply to Appendix 7.

Courses

- h The instructional time stated in the G15, G18 logbooks and G27 should be considered the minimum time required.
- i For all RYA Motor and Sail Cruising Courses the maximum student – instructor ratio is 5:1. It is worth noting that some vessels can only comfortably accommodate fewer students, and the design of yacht will be taken into consideration when granting recognition.
- j Ensure your program, course structure and proposed cruising area can accommodate lots of practice for the students in worthwhile situations. The structure of training changes with the type of course offered. A RYA Day Skipper course requires many port entries and exits, whereas a RYA Coastal Skipper course requires longer passages between ports.
- k The Chief Instructor or Principal should be available to monitor standards of tuition and sort out any problems that arise.
- l Ensure there is a customer feedback system in place so that the courses can be reflected on and improved if necessary.
- m 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 RTC may result in suspension/withdrawal of the RTCs recognition. See Appendix 3.

Clothing

- n Make it clear whether wet weather gear is provided. If you make a charge, clearly state the fact in your literature. Ensure what is provided is clean and suitable for the elements and the time of year. It is the responsibility of the Principal to advise students of the correct protective clothing for the prevailing air and sea temperature. Students should be advised as to the suitability of non slip footwear.

Children

- o/p/q If children and young persons under 18 years old without accompanying parents or guardians are taught, suitable procedures including a child protection policy should be in place. More details about Child Protection Policies is available from the RYA.

Most RTCs only offer courses to children and youngsters if they are accompanied by parents or guardians.

Publications and Certificates

- r Relevant logbooks, G15 or G18 must be supplied or available to the students. Other RYA publications relevant to the course should be available on board the vessel.
- s Appropriate RYA certificates, signed by the Principal or Chief Instructor, must be awarded on successful completion of a course. A permanent record should be held of certificate issue, for verification of a lost certificate.
- t Unless the school owns the vessel, there should be a contract between the school and the vessels owner/managing agent. The contract should state that the owner gives permission for the vessel to be used for training by the school.

3. ACCIDENTS AND EMERGENCIES

- a A CG66 is a vessel detail sheet which is logged with the Coastguard in the UK for UK vessels. If you operate outside the UK or in a circumstance where the CG66 system would not work, the vessels details should be logged with a responsible authority such as the rescue services, Port Captain or Harbour Master.
- b Emergency contacts work two ways. A relative may need to urgently contact a person onboard the vessel therefore a line of contact between the vessel and its base is required. Also if the Instructor is unconscious, who should the crew inform? Contact details are required.
- c The office or a shorebased person should hold details of a crew member's shore side contact in case of emergency. The office should know who and how many persons are on which boat.
- d A guide on dealing with a Major Incident is available in Appendix 4
- e Serious Incidents on UK registered commercial vessels have to report the incident to the Marine Accident Investigation MAIB under the Statutory Instrument No. 881 - The Merchant Shipping (Accident Reporting and Investigation) Act 2005. It is recommended that MAIB forms are kept onboard. Accident report forms of the flag state may also need to be carried.

Vessels operating under overseas flags may still be subject to investigation by the MAIB if the incident involves UK citizens, as the UK Government may persuade the MAIB to investigate incidents overseas due to public or press intervention. Therefore we recommend MAIB forms to be carried on all RYA Training vessels.

- f An Accident Book must be used. It should be reviewed regularly and action taken to prevent repetition of accidents. In the case of a serious incident the Principal must contact the RYA, who can provide advice, assistance, and disseminating any lessons learned.
- g The RYA does not require a RTC to provide an alternative vessel. However if no alternative vessel is supplied, the cancellation arrangements should state the RTC policy when the vessel is disabled. We suggest that arrangements are made to be able to use another Commercial vessel, if the first one fails.

4. VESSEL MAINTENANCE, CLEANLINESS AND APPEARANCE

- a First Impressions count. The boat should be clean and well maintained. Varnish should not be flaking off, silicone sealants should not be mouldy, corrosion should not be evident.
- b Guidelines for the safe handling, stowage and preparation of food should be onboard and complied with. (See Working with Us on RYA website)
- c/d/e Ensure the cooking areas, utensils, food stowage areas and heads are clean, hygienic and well maintained.
- f The vessels engine compartment should be clean and free from leaks.
- g Student stowage areas shall be clean, dry and fit for purpose.

Tuition

- h Ensure the chart table will fit a half folded Hydrographic Office Nautical Chart or Small Craft Chart.
- i Ensure that charts and almanac are up to date and in good condition. Small craft folios may need supplementing with harbour plan and passage charts. A vessel logbook should be carried and used. A dry white board, A4 pad or similar should be provided to aid tuition. RYA publications relative to the courses should be carried e.g. G27, G15 or G18, CCPCN, DSPCN, DSN, YSN.

5. RYA VESSEL CHECKS

Many items on board a vessel which are covered in the Commercial Codes of Practice or legal requirements of the country suffer from wear and tear and can degrade from lack of maintenance or the elements. The RYA inspect many of these items annually and those which are deemed important to the running of RYA courses. There are many other items, which this list covers, that are not normally covered by legislation which are useful for RYA Training.

All Vessels

Deck Fittings

- a Fenders and warps should be suitable for the vessel and in good condition. There should be a minimum of five warps.

Additional Safety Equipment

- b The anchor stowage should be secure, the shackle moused, the bitter end tied off and the anchor locker secure so that it cannot spill its contents during a knockdown.
- c Identification from the air should be provided on all cruising vessels so that a helicopter can identify the vessel when required. ID is usually an orange/yellow dodger or cloth strip with the vessels call sign or name imprinted upon it. It should measure a minimum 2m long and be able to be tied on to the deck of the vessel. The letters should be a minimum 375mm high with 75mm spacing.

Maintenance and Spares

d Vessels must carry engine spares including fuel filters, impellers, belts and a tool kit to enable the fitting of the spares. Motor vessels should consider carrying enough fuel filters to safely return to port with dirty fuel on their longest operational passage.

e Shore power leads should be in good condition.

Electronics

f A GPS or Chartplotter should be fitted. A plotter will become a mandatory part of an RYA vessels equipment in the near future.

g Radar is not compulsory but a wise option and good for tuition.

Sailing Vessels Only

Deck Fittings

h Deck fittings should be well maintained and in good condition. Sheets and halyards should be free from excessive chafe.

Mast

i Mast fittings and items listed, should be well maintained and in good condition. Bottlescrews and stays should be pinned and secure.

Spinnaker

j It is strongly recommended that vessels should be fitted with a pole for spinnaker or headsail use. It is recommended that a spinnaker or cruising chute is carried.

Maintenance and Spares

k Sufficient spares should be carried to enable basic sail repair, cordage to be whipped and winches serviced etc.

General

l A dinghy should be supplied to ensure that rowing can be taught on a Competent Crew Course.

Sails

m The inspector will inspect the condition of the yachts sails and provision for storm sails. Particular attention will be drawn towards the provision of hoisting and suitability of the storm jib. See Appendix 6 – Sailing Vessel Storm Sails

Motor Vessels

Electronics

n A Radar should be fitted and plotting sheets provided. If Radar is not fitted, a suitable simulator should be available to allow students to complete the Coastal Skipper Syllabus.

Systems

o Trim tabs and or power trim should be operational. The bowthruster, if fitted, should be operational

Engine

p Engine gauges, oil pressure, water temperature should be operational. An engine maintenance log should be kept.

6 RYA TRAINING VESSEL CHECKLIST

- a All vessels used for RYA Training must comply with the requirements in the RYA Training Vessel Checklist plus the legal equipment requirements or Code of Practice of their flag state. UK MCA coded vessels should already fulfil the requirements in RYA Training Vessel Checklist. **Please complete the checklist before an RYA inspection; the Inspector will use it to spot check items onboard.**

APPENDIX 1

GUIDELINES FOR SAFETY POLICIES

Every RYA Recognised Training Centre (RTC) should produce a Safety Policy. We do not have hard and fast safety rules for the very good reason that RTCs operate in a wide range of different conditions, with different hazards and levels of risk. The Principal must therefore carry out his own risk assessment to make sure that he is not subjecting instructors, staff or pupils to unacceptable risks.

This document should be read in conjunction with the enclosed guide to carrying out a risk assessment, based on the HSE leaflet '5 Steps to Risk Assessment'.

The production of the safety policy should follow as a natural extension from the risk assessment. If you have five or more employees, UK 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 RTC.

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 RTC 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. We suggest that the policy is read by all the instructors and that they have signed to say that they have read it.

Further guidelines can be found in the RYA document 'Writing training centre operating procedures as part of your safety management system'

Motor and Sail cruising vessels

All cruising vessels should be certificated as complying with the MCA Code of Practice or appropriate Commercial Certification for the vessels country flag. A nominated person should be responsible for checking to ensure that each boat complies at all times with the terms of certificate and with RYA recognition.

There should be a routine for ensuring that all students joining the vessel are briefed at the earliest opportunity on the fire precautions and fire fighting arrangements on board. Before proceeding to sea, all students should be briefed on the personal and boat safety equipment. At the earliest opportunity after going to sea, a man overboard recovery exercise should be carried out.

There should be a policy for conditions in which safety harnesses and lifejackets must be worn and used. Lifejackets should be a minimum 150 Newton level.

Instructors - qualifications and training

The qualifications of all instructors should be checked by inspecting certificates to ensure that they are the appropriate level, that they are in date and that they are supported by a valid first aid certificate. All details should be recorded in personnel files.

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 1 continued

Responsibilities

List those with responsibilities for safety:

- 1 Overall and final responsibility must rest with the Principal of the RTC.
- 2 A deputy, to act on the Principal's behalf if he/she is absent from the RTC, should be nominated.
- 3 Chief Instructors may also be nominated for specific areas of responsibility; for instance, a nominated Yachtmaster® Instructor for cruising courses and a nominated Powerboat Instructor for Powerboat Courses. 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 Reporting procedures and prompt response to accidents. Serious accidents on board commercial vessels must be reported to the Marine Accident Investigations Branch. A copy must be sent to the RYA.
- 6 There should be a routine established for contacting next of kin in the event of a serious accident.

Further guidance can be found in the RYA document:

[Writing a safety management document](#).as part of your safety management system.

APPENDIX 2

Health Declaration

Centres running RYA courses are strongly recommended to include a health declaration in their booking forms.

Such information must be passed on by the Principal to the individual instructor responsible for the student.

One possible format for the declaration is given below:

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

If you suffer from epilepsy, giddy spells, asthma, diabetes, heart condition or anything else you believe may affect you during your time with us, please provide details

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

The information sent out to students should stress that illness or medical conditions need not necessarily prevent the student from taking a full part in the course, but the Principal or Instructor must be aware of any potential problem.

If a student is in any doubt about his fitness to take part in a practical course, his GP should be able to advise.

It is worth noting that a booking form duly signed six months before a course may not be up to date when the student arrives for the course. A system for verifying the authenticity of the details of form when the student arrives is advised.

APPENDIX 3

COMPLAINTS PROCEDURE

A system for receiving and reviewing customer feedback and complaints should be in place. Every effort should be made by the Principal/Chief Instructor to resolve any complaints as quickly as possible. Receipt by the RYA of an unreasonable number of substantiated complaints against a school may result in suspension/withdrawal of the school's recognition

Complainants should usually submit their complaint in writing (either by email or letter). Receipt of the complaint requires acknowledgment by return, or if this is not possible, at the earliest possible time informing the complainant that you will be instigating an investigation and when they should expect to receive a response. The investigation usually requires the skipper and the remaining crew to be canvassed to get a balanced view.

Instigate an investigation quickly and respond objectively to the complainant, offering any appropriate compensation if deemed necessary.

In the case that the complaint is received by the RYA we will notify you and ask you to comment on the points raised. If this does happen please instigate an investigation promptly and reply to the RYA quickly.

APPENDIX 4

DEALING WITH A MAJOR INCIDENT

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 RTC to a place you can talk to them away from the press.
- Produce a written statement that you can give to the press.

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

When...

Where ...

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

- Don't hold a press conference
- Decide who will speak to the press
- Don't allow well meaning but ill informed staff to make public comments.
- Try to keep a record of whom you have spoken to, who has contacted you etc.
- Inform RYA Training (023 8060 4180) who can assist with compiling your statement to the press.
- If the rescue services have been involved the press will have probably obtained some information from them.
- If there has been a fatality the police will contact the RTC and inform the next of kin. Do not publicise the name of the casualty until you know this has been done, even if the press appear to know who it is.
- If your boat has a code of practice certificate you must inform the Marine Accident Investigation Branch (MAIB) by quickest means available. You can do this by phone 023 80 395500. They will inform you within 28 days whether they intend to investigate.
- If required send a report to the MAIB (refer to www.maib.gov.uk for details).
- Keep any relevant equipment e.g. Lifejackets, logbooks etc
- Major accidents at RYA RTCs are very rare but if you are ever unfortunate enough to be involved in one, it helps if:
 - Your paperwork is up to date e.g. you have a contact number for the next of kin, your boats and instructors comply with your own safety policy and the RYA conditions of recognition.

APPENDIX 5

LICENSE AND CONDITIONS OF USE OF RYA TRAINING CENTRE LOGO

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

The RYA grants to the Licensee a non-exclusive licence to use the Logo in connection with its RYA recognised training centre activities. This Licence shall expire on suspension or termination of such recognition. This Licence is personal to the Licensee 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.

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

- The Logo may only be used by recognised training centres to make accurate references to the Licensee’s RYA recognised training activities. It must not be used to imply that other activities such as non-RYA recognised training, boat charter or boat sales are approved in any way by the RYA.
- You may display the Logo on training centre advertising, printed and online marketing materials only. It must not be used by RYA Instructors acting in a personal capacity, for example on an instructor’s personal business card. For specific conditions and usage in other materials, please contact the RYA 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 below is the preferred treatment. The usual logo will be as shown in figure 1. Where the logo is to appear as black or dark blue on white, the logo should appear as 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.



Figure 1

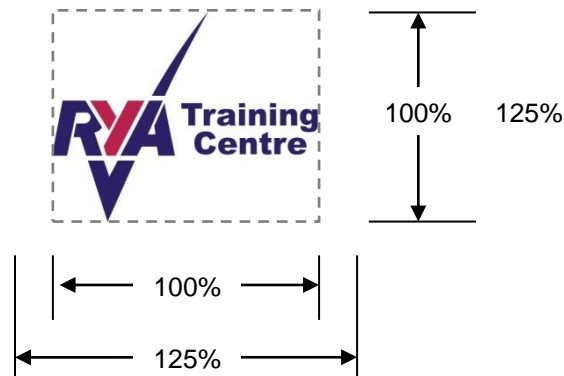


Figure 2



Figure 3

- The colours within the logo should conform to the following Pantone references: -
- Red – PMS 1935 Blue – PMS 2757 (100C 82M 0Y 30K / 0C 100M 57Y 5K)
- The Logos must never be used to as a substitute for the letters “RYA” in a sentence or phrase. Ordinarily the Logos must not appear more than once on a single sheet or webpage as duplication can dilute the strength and impact. Please refer to RYA Marketing for further specific advice.
- Your trading/ company name, trademark, or logo must appear in any materials where the Logo is used. The Logo may not appear larger and/or more prominent than your own trading/ company name, trademark, or logo.
- The Logo must not be used in any manner that expresses or might imply the RYA’s affiliation, sponsorship, endorsement, certification, or approval, other than as contemplated by RYA Training Centre Recognition.
- The materials and websites on which the Logo is used must (i) comply with relevant legislation including the British Codes of Advertising and Sales Promotion; and (ii) not contain statements or images which are untrue, misleading, objectionable , tasteless, obscene , offensive or disparaging of the RYA or any other RYA recognised training centre.
- The Logo must stand alone. The Logo must be given a reasonable amount (ordinarily 125% as illustrated below) of clear space around the Logo separating it from any other object, such as type, photography, borders, edges, and so on. Please refer to RYA marketing for guidance in relation to specific applications.



- You must not display the Logo on any materials that disparage the RYA, RYA training or its products or services, infringe any RYA intellectual property or other rights, or violate any intellectual property law of any jurisdiction.
- You must forthwith, and at your cost and expense, correct any specified misuses of the Logo or the RYA’s other trademarks upon notice from the RYA.

If permission to use the Logo is withdrawn as a result of breach of these terms and conditions it shall take effect immediately and forthwith the Logo shall be removed from any website and stocks of materials bearing the Logo shall be withdrawn from circulation at your expense.

This Licence shall be governed by the law of England and Wales.

Issue 02/ May 2009

Examples of correct and incorrect use

Correct usage

John Smith's
School of Powerboating



Some examples of incorrect usage

John Smith's
School of Powerboating



("Training Centre" removed)

John Smith's
School of Powerboating



(Pure RYA Logo for RYA use only)

John Smith's
School of Powerboating



(Training Centre Logo more prominent than centre name)

Joe Bloggs

Freelance Powerboat Instructor



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

John Smith's
School of Powerboating



(When reversing out, logo must be all in the same colour, preferably white)



(Exclusion zone breached by centre name)

APPENDIX 6

GUIDANCE FOR USE WITH THE RYA TRAINING VESSEL CHECKLIST

Documentation

Training Manual

A training and instruction manual should contain instructions and information on the lifesaving appliances provided in the vessel and also contain information on the best methods of survival.

It may take the form of instructions from the manufacturers of the life-saving equipment provided, as a minimum, with the following explained in detail:-

1. donning of lifejackets;
2. boarding, launching, and clearing the survival craft from the vessel;
3. use of all survival equipment;
4. use of all aids to location
5. use of sea anchors/drogues;
6. recovery of persons from the water;
7. hazards of exposure and the need for warm clothing;
8. best use of the survival craft facilities in order to survive;
9. methods of retrieval, including the use of helicopter rescue gear (slings, baskets, Stretchers)
10. instructions for emergency repair of the life-saving appliances;
11. RYA Sea Survival Manual or "Personal Survival at Sea" booklet, e.g. MCA Booklet MCA/075.

Instruction Manual (on board maintenance)

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

1. a check list for use when carrying out the required inspections;
2. maintenance and repair instructions;
3. schedule of periodic maintenance or service;
4. list of replaceable parts;
5. list of sources for spare parts;
6. log of records of inspection.

Charts & Nautical Publications

Up to date charts and other nautical publications to plan and display the vessel's route for the intended voyage and to plot and monitor positions throughout the voyage should be carried. The charts must be of such a scale and contain sufficient detail to show best practice to the students. Chart folios may need to be supplemented with pilotage charts.

APPENDIX 6

Lifejackets

To promote good practice and ease of wearing, all school vessels shall have 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.

All lifejackets should be fitted with a 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.

Inflatable lifejackets for new vessels and new inflatable lifejackets for existing vessels are to be of the compressed gas inflation type, with either manual or automatic inflation, and fitted with oral top up valves. On existing vessels, where orally inflated lifejackets (no compressed gas inflation) are carried, these are to be inflated at all times when worn on deck, and should be replaced with compressed gas inflatable lifejackets, fitted with oral top up valves, at the end of their service life.

On MCA coded vessels, servicing should be in line with MGN 362. On other vessels, compressed gas inflatable lifejackets should be serviced by an approved body to the manufacturers recommendation, but at least annually. 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 by the owner/managing agent to determine whether they are safe to use.

A suitable lifejacket should be provided for each person on board under 32 kilogram’s.

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

Gas Emergency Action Card

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

The information given should include the following:-

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

EPIRBS

On non-MCA coded vessels a correctly registered 406 EPIRB may be used as an alternative to the requirement for red parachute flares.

APPENDIX 6

Liferafts

For vessels operating up to 60 miles from a safe haven a SOLAS B liferaft is required. Alternatives such as an approved ISAF part II or ISO 9650 Part 1 liferaft can be used, as long as a Grab bag is carried making up the complement of equipment to conform to SOLAS B. Vessels operating more than sixty miles from a safe haven please contact the RYA training department.

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

On MCA coded vessels servicing should be in line with MGN 362. On other vessels, all liferafts, other than *ISAF pt 2 or ISO 9650 Type 1*, should be serviced *annually* at a service station approved by the manufacturer. *ISAF pt 2 or ISO 9650 Type 1 should be serviced at the manufacturers' recommended intervals.*

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

Grab Bags

The total liferaft/grab bag contents should reflect those below for vessels operating less than 60 miles from a safe haven.

Solas B Pack

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

APPENDIX 6

Anchors and cables

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

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

Notes:-

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

$$\frac{\text{Length} + \text{Length on waterline}}{2}$$

2

APPENDIX 6

First Aid equipment should be to this minimum level - MSN 1768(M+F)

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

In this case the recommendation is for the nearest available dispensing sales pack above the minimum recommended quantity. This will ensure the patient information leaflet is enclosed.

Anti-angina

Preparations Glyceryl Trinitrate Spray

400 micrograms / 1 unit
metered 200 dose aerosol and
transdermal patches 5mg x 2

Anti-emetics

Hyoscine hydrobromide 0.3mg tablets
60
or Cinnarizine 15mg **60**

Anti-diarrhoeals

Loperamide 2mg capsules **30**

Analgesics Anti-Spasmodics

Analgesics, anti-pyretics and
Paracetamol 500mg tablets **50**
anti-inflammatory agents and Ibuprofen
400mg tablets **50**

Seasickness remedies

Hyoscine hydrobromide 0.3mg tablets
Use Anti-emetics.

Medicines for external use

Skin Medicines

Antiseptic solutions 100ml solution or
pre-impregnated wipes 1* bottle
containing 0.015% w/v chlorhexidine 1
pack 0.15% w/v cetrimide wipes

Anti-inflammatory and analgesic ointments

Hydrocortisone 1% cream 15g tube
Proprietary NSAID gel/ointment as
req'd

Burn preparations

Proprietary antiseptic cream 1
Equipment for mouth to mouth
resuscitation Pocket face mask with
valve and O2 1

Dressing and suturing equipment

Adhesive elastic bandage 7.5cm x 4m
1

Disposable gloves Latex free, vinyl
5prs

Adhesive dressings Assorted sterile **20**
Sterile bandages with unmedicated
dressings

(1) Medium, No.1 (12x10) cm **2**
(Ambulance dressings)

(2) Large, No.2 (20x15) cm **2**

(3) Extra large, No.3 (28x20) cm **1**

Adhesive sutures 75mm adhesive
suture strips **6**

Sterile gauze swabs Packet containing
5 sterile gauze pads size 1 (7.5cm x
7.5cm)

Safety pins, rustless medium **6**

RECOMMENDED ADDITIONAL MEDICAL EQUIPMENT

Scissors stainless steel or disposable
1pr

Triangular bandages about 90cm x
127cm **4**

Sterile paraffin gauze dressings **10**

Plastic burn bags **1**

APPENDIX 6

Sailing Vessel Storm sails

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

Either a storm Trysail or mainsail reefing to reduce the luff by at least 40%, is required.

Booms should be rigged so that a third reefing line is in situ when practicable.

Seacocks, Skinfittings and Piping

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

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

Hatches

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

APPENDIX 7 SAFETY BRIEF

Vessels operating under MCA codes of practice should ensure their Safety Brief and 'Safety Briefing Checklist' covers the following as a bare minimum.

Extract from Annex 7 of MCA MGN280.

SKIPPED CHARTER - SAFETY BRIEFING

1

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

2

In addition to the requirements of 1, the skipper should brief at least one other person who will be sailing on the voyage regarding the following:-

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

APPENDIX 8

REQUIREMENTS FOR ANNUAL OR INITIAL RECOGNITION

Principal and Chief Instructor(s) present

Shaded parts of the IR1 Inspection report filled in and signed

Instructors and vessel details on IR1 filled out

A vessel for each discipline that recognition is sought/held available

Vessel(s) checked by RTC using Training Vessel Checklist

Copies of paperwork:

- Operating procedures
- Safety Policy
- Health Declarations
- Booking Forms
- Feedback Forms
- Instructor Records
- Accident Book/Records
- Checklists
- Child Protection Policy (If required)
- Samples of Advertising
- Contract for use of vessel (if not owned by RTC)
- Certification of vessel
- Service records of equipment

This is not a definitive checklist and the Inspector can check any part of the requirements for RYA recognition listed in the RGN or IR1. However, the items above form the framework of the inspection process.

If an SRC inspection is to take place on the same date as the Cruising inspection, the shaded sections of the SRC Inspection Report form must be completed and the items listed on the form must be available for inspection, including the training radios. Further information on SRC inspections can be found in Shorebased Recognition Guidance Notes.

APPENDIX 9

RYA Cruising Scheme and ASTO Members

Ethos

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

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

Qualifications covered by the concession

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

Eligibility

To be eligible for the concession the following criteria must apply:

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

Staffing

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

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

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

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

Training Material and Literature

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

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

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

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

Advertising and Marketing

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

Removal of recognition

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

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

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