

- Standards for RYA Training Centres  
Providing Introduction to Personal  
Watercraft Safety on Super Yachts

# Guidance Notes

For

## **RYA Training Centres in the UK**

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## **STANDARDS FOR RYA RECOGNISED TRAINING CENTRES**

This document sets the standard of equipment, safety and tuition required for RYA recognition of a small craft centre outside the UK.

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 at each training centre.

Inspectors are encouraged to offer training to staff teams, preferably by arrangement with the Chief Instructor in advance. Inspectors will not normally charge for this training provided it is no longer than a single day.

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 syllabus, using appropriate, well maintained equipment and with suitable safety support, as defined in these guidelines.

### **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 similar to an existing RYA Training Centre.

## **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. If the school does not fulfil the requirements for recognition a re-inspection may be necessary, for which an extra fee will be charged.

Following the initial inspection, centres will normally be audited on an annual basis and may be visited at any time. The audit will be by pre arranged inspection or by completion of a summary of activity.

## **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.

### **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. 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.

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.

## **OPERATIONS**

The centre's 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, 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 operating procedures document must include the steps to be taken in the event of an accident at the centre (An emergency action plan). This would normally include first aid, calling emergency services and recording any relevant information.
- C Instructors should be trained to understand the operating procedures of the centre.
- D All activities must be supervised at all times by a person holding an appropriate and valid minimum RYA qualification. The Introduction to Personal watercraft Safety requires an RYA PWC Instructor
- E The centre should be using a system that enables them to monitor the number of users that are on the water at all times.
- F Holders of the basic Introduction to Watercraft Safety should be supervised at all times when afloat. A safety boat or tender should be launched and available during supervised sessions.
- G Instructors working afloat should have an effective means of communication with the mother vessel.
- H 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.

## 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 Student : instructor ratios, as given in the appropriate RYA publications, should be observed for all courses, at all levels and at all times. RYA ratios should be applied at all times. For all PWC courses the ratio is one instructor can supervise a maximum of three craft with up to two students on each craft. A safety boat or coaching craft may also be used as a teaching *platform*.

## **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 mother vessel should also be taken into account.
- C A checklist of equipment should be completed for every safety boat used at the centre.

The Safety Boat should carry the following minimum level of equipment:

Paddles or oars  
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.  
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.

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

## **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 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.
- C An Accident Book must be used, should be reviewed regularly and action taken to prevent repetition of injuries. In the case of a serious incident the Principal must contact the RYA, who can provide advice and assistance, as well as disseminating any lessons learned.

- D 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 in that it should be reviewed regularly and action taken to prevent a repetition which could result in more serious consequences.
- E All instructors should undergo induction training in the running of the centre and should sign that they have read and understood the operating procedures.
- F Personal Water Craft centres should record what certificates were awarded to whom on what date, and at what location.

## **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. All buoyancy aids should comply with ISO standards, existing EN 393/ISO 12402-5, EC 50N standard are also acceptable. 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 personal watercraft courses all participants and instructors must wear a buoyancy aid that complies with the standard above.

## **RECOGNITION FEES**

The fee for a new RYA recognition of a Super Yacht during 2011 is £785.00\* per vessel.

The fee for existing centres is £600.

Additional inspections of the vessel are charged at the same rate.

Recognition runs from January to January so whenever recognition is granted you will have recognition for the remainder of that year and will have to pay a fee again in the following January.

Recognition fees will be revised in January 2012.

## **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.

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

## **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) and a copy of their operations procedure to their nominated inspector before inspection.

\*This price includes a start up pack of certificates for the first year of recognition only, which will be sent automatically once your recognition has been confirmed. Any additional certificates required should be purchased from the RYA Despatch Department.

Further information about this course can be obtained from

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