

- Diesel Engine
- Marine Radio Short Range Certificate
- Radar
- Basic Sea Survival
- RYA/ISAF Offshore Safety Course
- First Aid
- Essential Navigation and Seamanship
- Day Skipper Theory
- Coastal Skipper/Yachtmaster® Theory
- Yachtmaster® Ocean Theory

(Detachable Application Form is in the centre of this booklet)

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.*

Guidance Notes

For

Shorebased courses

September 2011



Royal Yachting Association

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NOTE: Detachable **Application for Recognition form** follows page 9

1 GENERAL INFORMATION

This booklet explains the RYA requirements for centres wishing to run RYA Shorebased courses. This booklet (SRGN 1) should be read in conjunction with the form 'Application for Recognition for Shorebased Courses' to be found in the centre of this booklet. These documents explain the requirements for your contract with the RYA to run RYA courses.

RYA training courses are run at Recognised Training Centres (RTCs), by suitably qualified staff, following the relevant national syllabus laid down in RYA Logbooks G15 (Sail Cruising) and G18 (Motor Cruising).

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

Applying for Initial Recognition

Before applying, ensure that you comply with the RYA's requirements outlined in this document. Send a completed application form together with the correct application fee to RYA House. New centres should also send the Account Application form.

Recognition fees are listed in Section 4 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 of national status.

It is not normally the policy of the RYA to limit the number of RTCs in any area but recognition may be refused on the grounds that there are already sufficient centres to meet the need for courses in an area and the recognition of further centres would be likely to reduce the class numbers to an uneconomic level.

Centres must apply for recognition for each type of course they wish to run.

RYA Principal

The Principal is responsible for maintaining RYA standards, outlined in this booklet, the Application form and the current edition of the RYA Cruising Instructors Handbook G27. The Principal must be aged 18 or over.

The Principal undertakes that the centre will 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.

The Principal does not need to hold any RYA qualifications but must ensure that instructors with the correct qualifications are used for all RYA courses.

For Colleges and Adult Education Centres, the Principal does not need to be the Principal of the College but must be in a position to accept the responsibilities outlined above.

2 OVERALL REQUIREMENTS FOR RECOGNITION

The Principal must ensure that the courses at their centre are run by correctly qualified RYA instructors. Only courses for which the centre holds recognition can be run.

The language of instruction for all courses must be English.

The table below shows the required RYA instructor qualification for each course.

INSTRUCTOR QUALIFICATIONS

Shorebased course run.	Qualification(s) needed.
Essential Navigation & Seamanship	RYA Shorebased Instructor, RYA Yachtmaster® Instructor, RYA Day Skipper Shorebased Instructor, RYA Powerboat Trainer or RYA Essential Navigation Shorebased Instructor
Day Skipper	RYA Shorebased Instructor, RYA Day Skipper Shorebased Instructor or Yachtmaster® Instructor
Coastal Skipper/Yachtmaster®	RYA Shorebased Instructor or Yachtmaster® Instructor
Yachtmaster® Ocean	As for Coastal Skipper but the instructor must also hold the RYA Ocean Certificate of Competence.
Diesel Engine	RYA Diesel Engine Instructor
Marine Radio Short Range Certificate	RYA SRC Assessor
Radar	RYA Radar Instructor
Basic Sea Survival	RYA Sea Survival Instructor*
First Aid	RYA First Aid Instructor
RYA/ISAF Offshore Safety	RYA Sea Survival Instructor*, Yachtmaster® Instructor with offshore racing experience**

When qualified, all RYA instructors receive a letter of appointment or certificate which they should be able to show you. If you are in any doubt about the suitability of someone's qualification to instruct a RYA Shorebased course please contact michelle.weston@rya.org.uk who will be able to confirm this for you. Instructors should have a copy of the latest Cruising Instructors' Handbook (G27) and syllabus for the courses.

* MNTB Sea Survival instructor qualification may be allowed. Please send a copy of the Instructor certificate and details of experience on leisure craft under 24 metres with the application for recognition.

** Please send Offshore racing CV of Instructor with Application for Recognition

ADMINISTRATION

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.

Advertising

Courses may only be advertised after recognition is granted. Only those courses for which recognition is held may be advertised.

Only a RTC may use the RYA Training Centre 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 use of the RYA Training Centre logo are available from the RYA on a CD ROM. See Appendix 4.

The RYA name, details of its courses or RYA Training Centre logo may not be used before RYA 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 Interactive logo may only be used by RTCs recognised to offer RYA online courses or tests through RYA Interactive.

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.

The advertising, brochures, booking forms, joining instructions etc. should be clear and accurate. They must not give any misrepresentation, 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 or appropriate national laws.

All advertising may only be in the exact name of the RTC, as written on the Application form.

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.

Note that the RYA does not 'approve schools', it recognises them.

Bookings

RYA course bookings should be made directly with the RYA RTC and not through a third party. This ensures that the correct paperwork, booking forms etc are used for the students.

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.

Conflicts of Interest

For the duration of its RYA recognition, a centre may not endorse, promote or offer a third party's products or services, including but not limited to, training programmes for sail, power/motor cruising and theory courses, which conflict or compete with any RYA trade marks, products or services, including RYA training schemes, without the prior written approval of the RYA.

Courses

Centres offering classroom courses must provide suitable classroom facilities with adequate visual aids (whiteboard & OHP or projector as a minimum). There should be adequate learning and teaching aids to ensure the syllabus is covered effectively.

The instructional time stated in this booklet, the G15, G18 and G27 should be considered the minimum time required.

Ensure there is a customer feedback system in place so that the courses can be reflected on and improved if necessary. (For courses run through RYA Interactive, feedback is collected centrally by the RYA and is forwarded to the RYC concerned.)

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

See Appendix 2.

Change of Principal or Qualified Instructional Staff

Recognition of an RTC is granted to the Principal and lapses on change of Principal. Please contact the RYA Training Department (michelle.weston@rya.org.uk) if the Principal is to change. If instructional staff change, the Principal must ensure they comply with the requirements.

Children

If children and young persons without accompanying parents or guardians are taught, a child protection policy should be in place and suitable instructor references taken for instructors. More details about Child Protection Policies are available from the RYA.

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

If you do teach children ensure your insurance company is notified.

Much of the success of teaching mixed groups of Children and adults is the maturity of the children, what might be fine in a tailor made course for a family, may not on a course where a parent is bringing along their boisterous child into a mainly adult group.

Caution should be exercised when there is a chance of harm due to their size such as persons falling on top of them in a liferaft.

Inspections for SRC and Sea Survival at UK and Overseas centres

Overseas centres

Recognition will not be granted until an inspection has taken place.

Initial inspections

After application, an Inspector will contact you to arrange an inspection. The Principal and Instructor must make every effort to facilitate the inspection. During this inspection, the equipment, teaching aids and lesson plans for each discipline that recognition is sought, must be available and the Principal and Instructor (if required) must be present.

During the visit the Inspector may make recommendations 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 inspection fee will be charged. Alternatively, an action plan may be set for the centre to complete before recognition.

Following the initial inspection, RTCs will be visited approximately every five years at a pre arranged time throughout the season. RTCs can also be visited at any time, with or without prior notice.

Subsequent inspections

Subsequent (every 4-5 years) 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 and Instructor must make every effort to facilitate the inspection. During this inspection, the equipment, teaching aids and lesson plans must be available and the Instructor(s) must be present. A course may also be viewed.

During the visit the Inspector may make recommendations 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. Alternatively, an action plan may be set for the centre to complete in a set timeframe.

RTCs can also be visited at any time, with or without prior notice.

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.

Non-RYA Activities

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.

Publications and Certificates

Relevant publications should be available to the students.

Appropriate RYA certificates, signed by the Principal or Chief Instructor, must be awarded on successful completion of a course. It is a condition of recognition that certificates are awarded only when the qualified instructor is satisfied that the students have met the completion criteria for the course.

3 ADDITIONAL REQUIREMENTS FOR SPECIFIC COURSES

3.1 Diesel Engine

- .1 A diesel engine (not necessarily in working order) must be available.
- .2 There must be no more than six students to one engine.
- .3 The minimum duration of the course is six hours.
- .4 Certificates will be awarded to students who have successfully completed the questions in the RYA course booklet

3.2 SRC Radio

- .1 There must be no more than **12** students on each course.
- .2 The centre must provide either:
 - a. An RYA approved computer simulation programme **AND** at least one pair of training DSC radios with no more than 3 students per single radio/computer screen (for example 2 computer screens and one pair of radios for a maximum of 12 students)
or:
 - b. Training DSC radios with no more than 3 students per radio (minimum 1 pair), (for example, 2 pairs of radios for a maximum of 12 students).
Note: Training MMSI numbers allocated by OFCOM are 2 3 5 8 9 9 9 8 0 to 2 3 5 8 9 9 9 9 9 inclusive.

A list of Training radio suppliers and Approved software is available in the Training Centres resources area of the RYA website.

- .3 Students must be provided with information **before** the course. This would normally be G22 and G26.
- .4 SRC courses may be subject to spot checks.
- .5 Minimum 8 hours tuition. Minimum 3 hours tuition for conversion course
- .6 An inspection will be carried out every 4-5 years for which the centre will pay. Overseas centres will pay for the Inspector's travel/living expenses and must be inspected **before** recognition can be granted.

3.3 Radar

- .1 The centre must provide either;
 - a. An RYA approved computer simulation with at least one work station (computer) per 3 students. Approved computer simulation systems are listed in the Training Centre resources area of the RYA website.
 - and / or
 - b. Suitable radar equipment in a vessel authorised by the RYA that will go to sea with a maximum of 4 students per course.
- .2 An RYA RADAR course note book and course completion certificate for each student.
- .3 Maximum 12 students per computer simulated course.

3.4 Basic Sea Survival

- .1 The course must take place in a heated pool, not in the sea.
- .2 The maximum teaching ratio must not exceed 16 students to 1 instructor.
- .3 The maximum raft size used must not exceed 8-man.
- .4 The number of students must not exceed twice the life raft capacity.
- .5 A safety swimmer (other than the Instructor) must be in the pool. (Additional safety measures may be required by the pool administration).
- .6 All students must wear life jackets provided by the establishment if necessary.
- .7 During the pool session the students must wear wet weather gear. 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.
- .8 The minimum time for the pool session is 2 hours.
- .9 The minimum depth of the pool is 1.95 metres.
- .10 RTCs must ensure that public liability insurance is provided up to £1,000,000.
- .11 Booking forms should include information about any pre-course requirements, emergency contacts and a declaration of any health problems which may affect participation. See Appendix 3
- .12 An inspection will be carried out every 4-5 years for which the centre will pay. Overseas centres will pay for the Inspectors travel/living expenses.

- .13 All students must be provided with the RYA Sea Survival course notes. Students who successfully complete the course must be provided with the RYA Sea Survival certificate.

3.5 RYA/ISAF Offshore Safety

- .1 The Centre must hold recognition for RYA Basic Sea Survival.
- .2 Recognition conditions relating to Basic Sea Survival apply.
- .3 The instructor for the seamanship/heavy weather part of the course must have considerable offshore racing experience and should normally be a Yachtmaster ® Instructor. **The Instructor's offshore racing CV must accompany the Application for recognition.**
- .4 The Sea Survival and seamanship/heavy weather sections of the course may be run by different instructors holding the appropriate qualifications.
- .5 Centres running this course may also run the 1 day, 5-yearly update course.
- .6 An outline course syllabus and structure can be found on the ISAF web site www.sailing.org under 'Offshore Special Regulations-Appendix G'.

Note: Holders of commercially endorsed Coastal Skipper and Yachtmaster Offshore certificates are eligible for the RYA/ISAF Offshore Safety certificate without further training.

3.6 First Aid

- .1 It is recommended that the booking form for this course contains a health declaration, see Appendix 3.
- .2 The maximum teaching ratio must not exceed 1:12
- .3 The recommended ratio of resuscitation manikins to students is 1: 4.
- .4 Adequate dressings and bandages must be available for practical sessions
- .5 Each student must be in possession of the current edition of the St John's/St Andrew's/Red Cross First Aid Manual.
- .6 A category C first aid kit and pocket mask must be available if that part of the syllabus is to be covered, and the instructor should sign the special section on the certificate. (Only required by skippers of MCA coded boats).
- .7 The minimum duration of the course is 8 hours
- .8 RYA First Aid certificates will be issued to students who successfully complete the course

(Note: guidance notes continue after application form)



**APPLICATION FOR RECOGNITION
FOR
SHOREBASED COURSES**

Version 14/7/11

Please detach this form and return to:

**Training Department
RYA House
Ensign Way
Hamble
SO31 4YA
United Kingdom**

APPLICATION FOR RECOGNITION - SHOREBASED COURSES

Version 14/7/11

1. Full name of Principal.....

2. Full name of Training Centre

Address where courses run

.....

.....

..... Postcode

Address for public to contact

.....

.....

..... Postcode

Address to which RYA correspondence should be sent

.....

.....

..... Postcode

Centre Tel No E-mail.....

Website: www.....

3. I have read and understand the conditions of recognition and conduct of courses set out in the Guidance Notes for Shorebased Recognition.

I understand that it is a condition of recognition that an initial recognition fee may be payable to the RYA on application and an annual fee payable thereafter during August.

Note: Annual fees for online recognition through RYA Interactive will be invoiced each January.

The appropriate fee(s) are attached, if applicable.

I understand that recognition may be withdrawn at the discretion of the RYA and that the RYA can spot check a course at any time.

I enclose an Account Application form (required for new centres only) Yes/No

Signed (Principal) Date

4. I wish to apply for recognition to run the following RYA Shorebased courses:

Please tick as appropriate

- Diesel Engine**
- Marine Radio Short Range Certificate**
- Radar**
- Basic Sea Survival**
- RYA/ISAF Offshore Safety Course** (see Guidance notes for instructor experience)
- First Aid**
- Essential Navigation and Seamanship***
- Day Skipper***
- Coastal Skipper/Yachtmaster® Offshore***
- Yachtmaster® Ocean***

*The Essential Navigation & Seamanship, Day Skipper, Coastal Skipper/Yachtmaster®, Yachtmaster® Ocean courses will be:

- Evening classes**
- Intensive**
- Distance Learning**
(Please see guidance notes for further information)

5. Do you wish to advertise your centre on the RYA web-site? Yes/No

If yes, please supply Training Centre Latitude /Longitude

6. I wish to apply for recognition to run RYA Interactive online courses:

Please tick as appropriate

- Essential Navigation and Seamanship online course**
- Online CEVNI test**
(for candidates requiring International Certificates of Competence valid for inland waters)

If you have applied to run the Essential Navigation and Seamanship course through RYA Interactive, in order to set up your area of RYA Interactive we need the following images and email/website addresses:

- Main picture: either a photo, logo or graphic. JPG file, landscape format, no less than 650 pixels wide. If supplying to the exact size please use dimensions 525 x 297 pixels.
- A photo of the Principal: Preferably head and shoulders. JPG file no less than 200 pixels wide.
- Centre's logo: JPG file no less than 200 pixels wide.
- A photo of the instructor: Preferably head and shoulders. JPG file no less than 200 pixels wide.
- Instructor's email address:.....
- URL for the page of your website that features books (if applicable):.....

7. Please list below the proposed RYA qualified instructor(s) for all of the courses ticked.

If recognition is granted, subsequent changes in instructional staff should be referred to the RYA for approval.

Full Name	Post Code	Date of Birth	RYA Membership number if known	Please specify which courses ticked opposite the instructor will be teaching.

(Guidance notes continued)

3.7 Essential Navigation & Seamanship, Day Skipper, Coastal Skipper/Yachtmaster®, Yachtmaster Ocean®

- .1 The centre must ensure that students are enrolled on the right course for their experience, using the guidance in the Instructors' Handbook G27.
- .2 There must be a suitably equipped teaching room which will allow all the students to do chart work simultaneously and has computer and/or audio visual facilities.
- .3 Each student must be issued with the current RYA students' shorebased pack.
- .4 Each student must have access to the current RYA Training Almanac published by the RYA.
- .5 For the electronic chart plotter, the minimum requirement for student contact time with the chart plotter is:
 - a. Essential Navigation and Seamanship - none
 - b. Day Skipper Shorebased course - 2 hours
 - c. Coastal Skipper/Yachtmaster® Shorebased course - 3 hours
 - d. In the classroom, a maximum of 3 students to a computer at any time is permitted
 - e. Compatible hardware and software operating systems can be found in Appendix 1
- .6 **Essential Navigation and Seamanship**
In the classroom, each course should involve a minimum of sixteen hours teaching. It can be taught as a 2 day intensive course or a series of shorter sessions. A total of 18-20 hours is usual when running shorter sessions. When taken online through RYA Interactive, the course usually takes a minimum of around 6 hours to complete.
- .7 **Day Skipper, Coastal Skipper/Yachtmaster®, Yachtmaster® Ocean**
Each course should involve a minimum of forty hours teaching and allow sufficient time for assessment papers. Twenty-four two-hour evening sessions is usual for centres running evening classes. A five day intensive course is possible for Day Skipper. For Coastal Skipper a minimum of seven days is usually required
- .8 Course completion certificates may only be awarded to students who have successfully completed the course. Day Skipper, Coastal Skipper/Yachtmaster® and Yachtmaster® Ocean students are also required to pass the assessment papers.
- .9 Centres recognised to teach navigation courses may also run the CEVNI test to support the International Certificate of Competence. The test is available to take either online or on paper. If you wish to run the course online through RYA Interactive, please email interactive@rya.org.uk for more details. Details of offering paper based CEVNI tests are available on the www.rya.org.uk - go to Courses and Training and then Training Centres.

3.8 Distance Learning Centres

Note: This section applies to centres applying to offer distance learning courses that they have devised themselves (not courses or tests offered through RYA Interactive).

An existing RTC or organisation requesting RYA recognition to run a Distance Learning Course (DLC) to issue RYA Shorebased certificates for the Basic Navigation and Safety Course, Day Skipper Shorebased Course, Coastal Skipper and Yachtmaster Shorebased Course or Yachtmaster Ocean Shorebased Course, should consider that in addition to the standard conditions of recognition, the following will apply.

Before recognition is granted, any DLC requiring RYA recognition will be assessed as to whether or not the course meets the guidelines. The assessment is at the centre's cost. The RYA will allocate an assessor, who will undertake the work as soon as possible. Please be aware that at certain times of the year the assessors are very busy and plenty of notice will be required.

The following system is in place for organisations wishing to gain recognition:-

Recommended - Send a sample module of the course for advice and guidance, before significant time and financial commitment is given to the complete course. This will normally involve about one day's work for the assessor.

Mandatory - Send completed course in for RYA recognition. Note, unless otherwise requested by the RTC, this check is an overview of the course content and the organisation of the course. Exercises and questions will be spot checked and module timings assessed. This will normally involve two to three days work for the assessor, if the course is on the right track.

The RTC should have adequate systems in place to effectively manage the courses which they offer including;

- .1 Terms and conditions, including a cancellation policy and complaints procedure.
- .2 Student course preview opportunity before purchase.
- .3 Suitable guidance for students to enrol on the correct course.
- .4 Guidelines as to the pace of the course, the overall commitment, including timings.
- .5 Clear explanation on what materials and equipment are supplied as course material and what the Student is required to provide with approximate costs.
- .6 If the course is Computer Based Training the hardware and operating software/version should be clearly stated.

The Course

- .7 The course content should follow the RYA Syllabus.
- .8 The course content should fit the time and depth of knowledge requirements as given in the G15/18 and shorebased papers.
- .9 The various elements of the course shall be presented in a logical order.
- .10 A system for monitoring and communicating the students standard/progress for each element/module, including chartwork 'plots', must be in place.
- .11 Clearly defined avenues of communication must be available between the student and the RTC
- .12 Supplementary exercises or a help facility should be available.
- .13 The current RYA exercises and assessment papers must be used
- .14 A system for assessing and marking shall be in place.
- .15 A course updating system should be put in place.
- .16 A feedback system is required.

Note: Distance Learning students who intend to enter the MCA large yacht qualifications such as Officer of the Watch or Master 3000 will require a formally invigilated exam. This exam will be conducted by an RYA Instructor or Examiner through an RYA RTC.

3.9 RYA online courses

RYA online courses are run through the RYA Interactive website. RTCs recognised to run training in this way will have an area of the RYA Interactive site specifically assigned to them and their students. This area can be branded to suit the centre.

For RTCs offering this form of training, the following will apply in addition to the standard conditions of recognition:

The RTC should have adequate systems in place to effectively manage the courses which they offer including:

- .1 Terms and conditions, including a cancellation policy and complaints procedure.
- .2 Suitable guidance for students to enrol on the correct course.
- .3 Guidelines as to the pace of the course, the overall commitment, including timings.
- .4 Clear explanation on what materials and equipment are supplied as course material and what the Student is required to provide with approximate costs.

The Course

- .5 Any supplementary information offered by the RTC to enhance the standard online course should follow the RYA Syllabus.
- .6 A system for monitoring and communicating with the students regarding progress through each module must be in place.
- .7 Clearly defined avenues of communication must be available between the student and the RTC. Due to the nature of online training, it is expected that instructors will provide a response to students' questions within 24 hours.
- .8 The current RYA exercises and assessment papers must be used
- .9 A feedback system will be built into the online courses. RTCs must have a system in place for monitoring and acting on that feedback.

4 SHOREBASED RECOGNITION FEES 2011/2012

Clubs affiliated to the RYA do not pay for recognition to run shorebased courses.

RYA Recognised Training Centres already holding recognition for practical or shorebased courses do not need to pay to add recognition for shorebased courses. The RYA Interactive fees below apply to all centres wanting recognition to run RYA online courses and tests.

Overseas centres applying for Sea Survival or SRC recognition must send the initial recognition fee and inspection fee with the application.

Centres applying for RYA recognition for the first time and only applying for recognition to run shorebased courses must enclose the following initial fee with the application form.

	Annual	Initial
UK centres	£94	£115
Non-UK Centres, excluding VAT	£115	£136
Distance learning Centres	£273	£294
RYA Interactive online courses:		
Site hosting fee	£100	£100
Course fee (Essential Navigation and Seamanship)	£50	£50
Course fee (online CEVNI test)	£20	£20
Student fee (per student taking the course/test)	£10	£10
Additional Fees		
Inspection fee for UK Sea Survival & SRC Centres	£185	
Inspection fee for non-UK Sea Survival & SRC Centres	£525 + VAT + Inspector's expenses	
SRC / Sea Survival Inspection at an RYA practical Centre combined with annual inspection	£52	

These fees will be revised in August 2012

Recognition for Shorebased courses is valid until 31 August each year. During August, a new annual shorebased Recognition certificate is sent to each centre. Additionally, centres which only run shorebased courses are sent an invoice for the recognition fee for the next 12 months. Recognition for RYA Interactive courses and tests is valid until 31 December each year and is only valid while the RTC holds the standard recognition as a shorebased training centre. If fees are not paid promptly, recognition may be suspended.

Note:

Existing SRC centres will be invoiced separately from the recognition fee, at the beginning of the year in which their SRC inspection will take place.

APPENDIX 1.

Hardware and Software requirements for the Electronic chart plotter:

| Microsoft Windows 98SE, ME, 2000 or XP, Vista and Windows 7

97MB of spare disk space is required for the plotter and 600MB for the tutorial (if installed to Hard Drive)

466MHz processor with 64MB of RAM and a 2MB graphics card

Display – minimum resolution of 800 x 600 with 16 bit colour. **Recommended display is 1024 x 768** with a larger and faster graphics system. The software may run on slower systems but performance may be unacceptable.

APPENDIX 2

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 or 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 other course members 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 3

Health Declaration

Centres running RYA Sea Survival, RYA/ISAF Offshore Safety Course or First Aid 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 4

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 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.



Figure 1



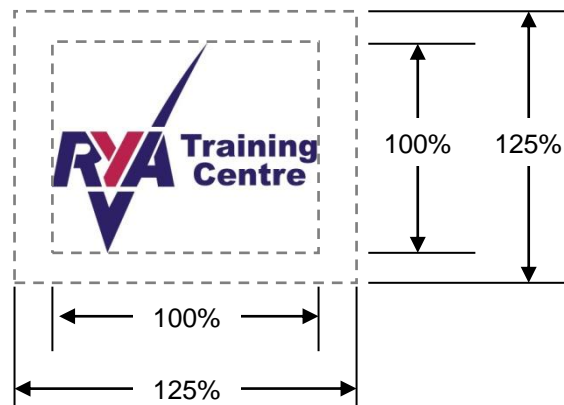
Figure 2



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.

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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)