

Please refer to explanatory notes overleaf.

Please complete all sections marked \*

**1 Proposed name of training centre \*** \_\_\_\_\_

**2 Status of the business \*** \_\_\_\_\_

**3 Address of primary operating base \*** \_\_\_\_\_

Postcode \_\_\_\_\_ Latitude \_\_\_\_\_ Longitude \_\_\_\_\_

**4 Mailing address for correspondence from the RYA (if different to above)**

Postal address \_\_\_\_\_

Postcode \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**5 Principal \***

Name \_\_\_\_\_ Date of birth \_\_\_\_\_ RYA ref no \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**6 Primary Contact, if different to the Principal**

Name \_\_\_\_\_ Date of birth \_\_\_\_\_ RYA ref no (if known) \_\_\_\_\_

**7 Do you wish to list the centre on the RYA website? YES / NO \*** (If yes add your website below)

Website \_\_\_\_\_

**8 Have you enclosed a credit account application form? \* YES / NO / not applicable**

**9 Payment details form enclosed? \* YES / NO** (form RPAY)

**10 Recognition detail sheets enclosed with this application: \***

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Youth/adult sailing R-DKM   | <input type="checkbox"/> Powerboat/Personal Watercraft R-P  | <input type="checkbox"/> Inland Waterways R-IW  |
| <input type="checkbox"/> Youth/adult windsurfing R-W | <input type="checkbox"/> Yachtmaster Sail/Motor R-YM        | <input type="checkbox"/> Distance learning R-DL |
| <input type="checkbox"/> RYA online courses R-OL     | <input type="checkbox"/> Shorebased (classroom) courses R-S | <input type="checkbox"/> ICC tests              |

**11 Principal's declaration \***

I accept RGN A9.1, and I recognise that the RYA has absolute discretion to grant or refuse Recognition.

I accept RGN A9.2, and I recognise Recognition may be withdrawn by the RYA at their absolute discretion.

I confirm that the above named centre will fully comply with the conditions of Recognition as detailed in RGN A1

Signed (Principal) \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

# Explanatory notes

The data recorded on this form and the associated supplementary forms will be used to assess the viability of the application, and to manage the recognition process (including sharing data the RYA centre inspector(s)). This data will be stored centrally by the RYA. The processing is necessary in order to meet our contractual obligations with regards RYA recognition, and is governed by the RYA Privacy Policy [www.rya.org.uk/go/privacy](http://www.rya.org.uk/go/privacy)

## **Proposed name of training centre**

Applications for recognition will normally be refused to a centre applying under a name that is the same or likely to be confused with an existing organisation, Recognised Training Centre (RTC), regional, national or performance squad, or which gives a misleading impression of market, regional, national or international status.

## **Status of the business**

Please explain the legal structure of your training centre. For instance a limited company, LLP, partnership, sole proprietor, charity, club, unincorporated association or other entity.

## **Address of primary operating base**

This should be the venue where your courses are run from and will be used for arranging the centre's inspection and also for mapping the centre in the RYA's website.

## **Mailing address for correspondence from the RYA**

This should be where you wish to receive correspondence and calls from the RYA, which should be accessible by the Principal and/or the Primary Contact.

## **Details of Principal**

The Principal is the primary representative of the RTC and is responsible for maintaining the standards. They should have sufficient authority within the organisation to be able to ensure compliance with the RYA requirements. The Principal is typically the owner, a senior manager or committee member of the business entity. If you have any doubt about who should be Principal of the RTC please contact RYA Training to discuss your concerns. The personal details requested for the Principal enable us to identify the person's existing record on our database or create one if none exists. Their personal contact details will not be used for general correspondence with the RTC unless they are also the correspondence details shown in section 4.

## **Primary contact details**

The Principal may nominate a Primary Contact if they wish. This person must have sufficient understanding of the RYA and recognition to ensure communication is dealt with appropriately. The Principal must remain informed and be fully aware of the recognition requirements and processes. The personal details requested for the Primary Contact enable us to identify the person's existing record on our database or create one if none exists. Their personal contact details will not be used for correspondence with the RTC unless they are also the correspondence details shown in section 4.

## **Do you wish to list the centre on the RYA website?**

The website includes a list of training centres, giving their locations, contact details and which courses they offer. The contact details in section 3 will be used in the listing. The latitude and longitude provide the location pin on the website. This service is a directory and not a substitute for your own marketing. The RYA accepts no liability for any loss that may be incurred as a result of this list being inaccurate, incomplete or unusable.

## **Have you enclosed a credit account application form?**

Recognised Training Centres will be allowed a credit limit of £1,000 on receipt of a satisfactory credit account application and references. If a different credit limit is required, please mark this on the form.

## **Payment details**

A payment form RPAY must be enclosed. Applications for recognition will not be processed until the appropriate recognition fee has been received. Payment may be made by cheque, BACS or IBAN transfer with the centre's RYA reference number quoted in the payment reference, or by credit/debit card. Please call RYA Training if you wish to pay by card or require your centre's RYA reference number.

## **Recognition details forms enclosed with this application**

A form must be completed and enclosed for each discipline that the centre intends to offer. When all the necessary forms are complete, the page numbers must be completed to help us identify that all have been received. The original signature(s) of the Chief Instructor(s) will be required on those forms. If applying to offer ICC tests, recognition is normally granted for tests in accordance with the centre's recognition for other courses.

## **Principal's declaration**

The Principal is declaring that they have the authority to accept the conditions of recognition on behalf of the proposed centre and that the centre accepts the conditions of recognition. The original signature of the Principal (rather than a scan or photo) is required on this form.