

Please refer to explanatory notes overleaf.

Please complete all sections marked *

☐ **I wish to amend my training centre details.** Please complete sections 1 and 10 plus each section that requires changing. Strike through those sections which do not require changing.

☐ **I wish to add or remove courses or disciplines.** Please complete sections 1, 8 and 10. For each discipline that you wish to add, include the relevant details sheet.

☐ **I have a change of Chief Instructor(s).** Please complete sections 1, 9 and 10 below.

1 Training centre name * _____ **RYA account no *** _____

If changing the centre's name, please tell us the previous name: _____

2 Is there a change to structure of the business? Yes / No (if YES please explain in a covering note)

3 Change of address of primary operating base

Postcode _____ Latitude _____ Longitude _____

4 Change of contact details for correspondence from the RYA

Postal address _____

Postcode _____

Phone _____ Email _____

5 Change of Primary Contact

Name _____ Date of birth _____ RYA ref no (if known) _____

6 Do you wish to list the centre on the RYA website? YES / NO

7 Change of public contact details (if different from the primary operating address)

Address _____

Postcode _____ Phone _____
Email _____ Website _____

8 I would like to amend the following disciplines on my centre's recognition. Include a detail sheet for each discipline or course to be added or removed.

	Add	Remove		Add	Remove
Youth / adult sailing (form R-DKM)	<input type="checkbox"/>	<input type="checkbox"/>	Youth / adult windsurfing (form R-W)	<input type="checkbox"/>	<input type="checkbox"/>
Powerboat (form R-P)	<input type="checkbox"/>	<input type="checkbox"/>	Personal Watercraft (form R-P)	<input type="checkbox"/>	<input type="checkbox"/>
Inland Waterways (form R-IW)	<input type="checkbox"/>	<input type="checkbox"/>	Sail Cruising (form R-YM)	<input type="checkbox"/>	<input type="checkbox"/>
Motor Cruising (form R-YM)	<input type="checkbox"/>	<input type="checkbox"/>	ICC test centre	<input type="checkbox"/>	<input type="checkbox"/>
Distance learning (form R-DL)	<input type="checkbox"/>	<input type="checkbox"/>	RYA online courses (form R-OL)	<input type="checkbox"/>	<input type="checkbox"/>
Shorebased courses (form R-S)	<input type="checkbox"/>	<input type="checkbox"/>	Windsurfing (form R-WG)	<input type="checkbox"/>	<input type="checkbox"/>

Continued over...

9 Change of Chief Instructor(s)

Name	RYA membership no or DOB	Chief Instructor for which discipline?	RYA Instructor qualifications	Chief Instructor's signature, acknowledging the responsibilities in RGN A3.3

10 Principal's declaration *

I confirm that the above named centre accepts the conditions of recognition laid out by the RYA in the Recognition Guidance Notes (as amended by Training Notices), equipment specified in Training Checklists and syllabi laid out in logbooks and handbooks. I confirm I have authority to make this declaration on behalf of the centre named above.

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

Training centre name

Applications for a change of centre name will normally be refused if 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

If the structure of the business has changed since the initial application for recognition, please explain the new legal structure. 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.

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.

Public contact details

These should be the details used by the public in order to enquire about your courses. If the centre is listed on the RYA's website, the email, phone number and website will be published.

Amending the disciplines/courses you wish to offer

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.

Change of Chief Instructor

The original signature(s) of the Chief Instructor(s) will be required in this section.

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 (rather than a scan or photo) of the Principal is required on this form.