

Please refer to explanatory notes overleaf

1 Name of training centre

2 Details of new Principal

Name _____ Date of birth _____ RYA ref no _____

Phone _____ Email _____

3 Handover of centre information

Please tick to confirm that each item below has been addressed in the centre handover.

- ☐ Overview of <https://www.rya.org.uk/club-centre-support/training> including the need to access it via the new Principal's personal web account.
- ☐ Inspection details: date of inspection and contact details for inspector (if allocated), action plan from previous inspection including any items still to be completed.
- ☐ Key staff at the centre: New Principal briefed on key staff such as Primary Contact, Chief Instructors and Certificate Administrators
- ☐ RYA publications and certificate management: handover of stock, ordering, issuing, secure storage, certificate registration.
- ☐ Centre's booking and cancelation procedures.
- ☐ Standard operating procedures.
- ☐ Recognition certificate to be returned to RYA with this form for re-issue.
- ☐ Financial details for the purposes of ordering stock and maintaining the RYA credit account (if held).
- ☐ Access to www.ryainteractive.org with login details handed over/changed as appropriate, if the centre offers RYA online courses.

4 Confirmation of outgoing Principal

I confirm that I am no longer Principal of the above named training centre and have handed all information relevant to the running of the centre, in particular the items listed above to the new Principal.

Signed (Outgoing Principal) _____ Name _____ Date _____

5 Primary Contact

Is the new Principal also the Primary Contact for the centre? YES / NO

If YES, any existing Primary Contact will be removed and all correspondence will be directed to the new Principal.

If NO, any existing Primary Contact will remain and all correspondence will continue be directed to them

6 Principal's declaration

I confirm I have received a handover from the outgoing Principal and now take responsibility for the training centre named above. I accept the requirements of my role as Principal as defined in the [RYA Recognition Guidance Note A3](#).

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.

To the best of my knowledge, the statements here are true.

Signed (New Principal) _____ Name _____ Date _____

Explanatory Notes

The data recorded on this form and the associated supplementary forms will be used to manage the change in details (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

Name of training centre

If any other aspects of the centre's recognition are also changing such as the business structure or ownership, contact details, Chief Instructors or the courses or disciplines to be offered, please also complete a Change of Recognition form and the relevant details sheet(s).

Details of new 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 correspondence with the RTC unless they are also the correspondence details for the centre.

Handover of centre information

If any of the items in the handover list have not been handed over satisfactorily, please let us know the circumstances so that we can assist.

Confirmation of outgoing Principal

In exceptional circumstances it may not be possible to get the signature of the outgoing Principal. If that is the case, please let us know the circumstances of their departure.

Primary contact details

The Principal may nominate a Primary Contact if they wish using form CR1. 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.

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.