

Please refer to explanatory notes overleaf 请参考背面的说明注解

1 Name of training centre 中心名称

2 Details of new Principal 新任主席信息

Name 姓名 _____ Date of birth 出生日期 _____

Phone 电话号码 _____ RYA membership no RYA 会员号码 _____

Email 邮件 _____

Address 地址 _____

Postcode 邮编 _____

3 Handover of centre information 中心信息移交

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

请确认并勾选以下每个已移交的项目。

☐ Access to www.rya.org.uk/training-support with login details handed over/changed as appropriate.

访问 www.rya.org.uk/training-support 并移交或更改登陆信息。

☐ Inspection details: date of inspection and contact details for inspector (if allocated), action plan from previous inspection including any items still to be completed.

审查细节: 审查日期和审查人员的联系方式 (如果已分配), 之前审查的行动计划中所需完成的事项。

☐ RYA publications and certificate management: handover of stock, ordering, issuing, secure storage, certificate registration. RYA 出版物和证书管理: 库存移交, 订购, 发行, 安全存储, 证书注册。

☐ Centre's booking and cancelation procedures. 中心的预订和取消程序。

☐ Standard operating procedures. 标准操作流程。

☐ Recognition certificate to be returned to RYA with this form for re-issue. 将认证证书附上此表格发给 RYA, 以便重新签发认证。

☐ Financial details for the purposes of ordering stock and maintaining the RYA credit account. 用于订购库存和维护 RYA 信用帐户的财务详细信息。

☐ Access to www.ryainteractive.org with login details handed over/changed as appropriate, if the centre offers RYA online courses. 如果中心提供 RYA 线上课程, 请访问 www.ryainteractive.org 并移交或更改登陆信息。

4 Confirmation of outgoing Principal 离任主席确认

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.

我确认我已不再是上述培训中心的主席，并已将与中心运行相关的所有信息，尤其是上面列出的项目移交给新主席。

Signed 签名 (Outgoing Principal 离任主席) _____

Name 姓名 _____ Date 日期 _____

5 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](#).
我确认已收到离任主席的移交，现在负责上述培训中心。我接受 RYA 认证指导说明 A3 中的作为主席的要求。

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. 我确认上述中心接受 RYA 在认证指导说明（经培训部通知修订）中列出的认证条件，培训检查清单中规定的设备，以及在航海日志和手册中列出的教学大纲。我确认我有权代表上述中心作出此声明。

To the best of my knowledge, the statements here are true. 就我所知，我确认以上陈述属实。

Signed 签名 (New Principal 新任主席) _____

Name 姓名 _____ Date 日期 _____

If any other aspects of the centre's recognition are also changing such as 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).

如果中心认证的任何其他方面也存在变动，例如联系方式，主教练或将要提供的课程或科目，请填写认证变更表格和相关详细信息表。

Explanatory Notes

说明注解

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

本表格以及相关补充表格记录的数据将被用于管理变更信息（包括共享RYA中心审查员的数据）。这些数据将由RYA集中保存。这个程序十分必要，它旨在履行我们在RYA认证合同方面的义务，并且受RYA隐私政策 www.rya.org.uk/go/privacy 的约束。

Name of training centre 中心名称

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).

如果中心认证的其他方面有所变更，比如商业结构或所有权、联系信息、主教练或可提供的课程或项目，请填写认证变更表格和其他相关表格。

Details of new Principal 新任主席信息

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.

主席是 RTC 的主要代表并有责任保持标准。他们需要在组织内有足够的权利以保证达到RYA的标准和要求。主席可以是商业实体的所有者、高级经理或者委员会成员。如果您对谁应该成为 RTC 的主席有所疑问，请联系 RYA。

Handover of centre information 中心信息移交

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.

如果移交列表中任一项未被满意地移交，请告知我们情况，以便我们提供帮助。

Confirmation of outgoing Principal 离任主席确认

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.

在某些特定的情况下可能无法获得离任主席的签名，如果是这种情况，请如实告知我们他们离任的情况。

Principal's declaration 主席声明

The Principal is declaring that he has the authority to accept the conditions of recognition on behalf of the proposed centre and that the centre accepts the conditions of recognition.

主席声明他有权利代表中心接受认证条件并声明中心接受认证条件。