

RYA Recognition Guidance Notes

For all RYA Recognised Training Centres
Last updated: 21/06/2024

Please refer to **www.rya.org.uk/training-support**
for the latest Recognition Guidance Notes. PDFs and
eBooks will not automatically be updated when new
versions are released.

RYA

Summary of Contents

About RYA Recognition (RGN A)

- RGN A1** – [Conditions of Recognition](#)
- RGN A2** – [RYA Recognition](#)
- RGN A3** – [Principals and Chief Instructors](#)
- RGN A4** – [Applying for Recognition](#)
- RGN A5** – [Operating area](#)
- RGN A6** – [Inspections](#)
- RGN A7** – [Recognition fees](#)
- RGN A8** – [Changing your centre's recognition](#)
- RGN A9** – [Withdrawal or suspension of recognition](#)

Managing Your Centre (RGN B)

- RGN B1** – [Annual Inspections](#)
- RGN B2** – [RYA policies](#)
- RGN B3** – [Staff recruitment, training and briefing](#)
- RGN B4** – [Infrastructure](#)
- RGN B5** – [Insurance](#)
- RGN B6** – [Safety Management](#)
- RGN B7** – [Booking procedures](#)
- RGN B8** – [Course delivery and supervision](#)
- RGN B9** – [Purchasing](#)
- RGN B10** – [Publications and certificates](#)
- RGN B11** – [Organising exams](#)
- RGN B12** – [Organising instructor courses](#)
- RGN B13** – [Customer feedback and complaints](#)
- RGN B14** – [Marketing and branding](#)
- RGN B15** – [Data protection](#)

Summary of Contents (continued)

Practical Centres (RGN C)

RGN C1 - [Vessels used for training](#)

RGN C2 - [Safety afloat](#)

RGN C3 - [Clothing & equipment](#)

RGN C4 - [Recreational activity](#)

RGN C5 - [Dinghy, keelboat & multihull](#)

RGN C6 - [Inland Waterways](#)

RGN C7 - [Personal Watercraft](#)

RGN C8 - [Powerboat](#)

RGN C9 - [Windsurfing](#)

RGN C10 - [Yachtmaster](#)

RGN C11 - [ICC test centres](#)

RGN C12 - [Wingsurfing](#)

Shore-based Centres (RGN D)

RGN D1 - [Types of recognition](#)

RGN D2 - [Classroom courses](#)

RGN D3 - [RYA online courses](#)

RGN D4 - [Distance learning courses](#)

RGN D5 - [Navigation](#)

RGN D6 - [CEVNI](#)

RGN D7 - [Diesel Engine](#)

RGN D8 - [First Aid](#)

RGN D9 - [Marine Radio](#)

RGN D10 - [Professional Practices and Responsibilities](#)

RGN D11 - [Radar](#)

RGN D12 - [Safe & Fun](#)

RGN D13 - [Sea Survival & Offshore Personal Survival](#)

About RYA Recognition

RGN: A

RGN A1 – [Conditions of Recognition](#)

RGN A2 – [RYA Recognition](#)

RGN A3 – [Key Roles at a Training Centre](#)

A3.1 [Introduction](#)

A3.2 [Principal's undertaking](#)

A3.3 [The Chief Instructor](#)

A3.4 [Qualifications required](#)

A3.5 [Primary Contact](#)

A3.6 [Certificate Administrator](#)

A3.7 [Contact with the centre](#)

A3.8 [Access to training centre-related information](#)

RGN A4 – [Applying for Recognition](#)

A4.1 [Prior to application](#)

A4.2 [When recognition is granted](#)

RGN A5 – [Operating area](#)

A5.1 [Area of operation](#)

A5.2 [Local regulations](#)

A5.3 [Other governing bodies](#)

A5.4 [Additional waterbases under one recognition](#)

RGN A6 – [Inspections](#)

A6.1 [Requirement for inspection](#)

A6.2 [Prior to the inspection](#)

A6.3 [During the inspection](#)

A6.4 [Action plans](#)

A6.5 [After the inspection](#)

A6.6 [Additional inspections](#)

A6.7 [Spot inspections](#)

About RYA Recognition (continued)

RGN: A

RGN A7 – [Recognition fees](#)

A7.1 [Inspectors' costs](#)

A7.2 [Affiliated clubs](#)

RGN A8 – [Changing your centre's recognition](#)

A8.1 [Change of Principal or Chief Instructor](#)

A8.2 [Adding courses](#)

A8.3 [Removing courses](#)

RGN A9 – [Withdrawal or suspension of recognition](#)

A9.1 [Grant or refusal of recognition](#)

A9.2 [Breach of Conditions of Recognition](#)

A9.3 [Suspension of Recognition](#)

A9.4 [Withdrawal of Recognition](#)

A9.5 [Withdrawal of Recognition for RYA online courses](#)

A9.6 [Principal/Chief Instructor](#)

About RYA Recognition

Conditions of Recognition

RGN A1

RYA Recognised Training Centres (RTCs) must operate in compliance with the RYA's conditions of recognition, which incorporate the following forms and publications:

- **Recognition Guidance Notes (RGN)** are the primary source of information for gaining and maintaining RYA recognition. Throughout this website the RGNs are divided into four major sections:
 - Section A: About RYA recognition – requirements for all RTCs
 - Section B: Managing your centre – requirements for all RTCs
 - Section C: Practical centres – additional requirements for practical recognition
 - Section D: Shorebased centres – additional requirements for shorebased recognition

Throughout this site all content which forms part of the RGN has a blue bar, as this paragraph does, and also has a reference number made up of the section letter followed by a paragraph number, eg B1.1. Centre inspection report forms and other checklists refer back to the RGN using these reference numbers.

- **Training Notices (TN)** notifying changes to RGN and other RYA Training systems, processes or requirements.
- **Training Guidance (TG)** which advise and provide further detail relating to RGN, TN and other RYA published material.
- **Inspection Report Form** which refers to RGN and must be completed by the centre principal and the inspector for each inspection. Completed forms are submitted to the RYA by centre inspectors on completion of each inspection. If any items need attention following an inspection an Action Plan will be provided to the RTC by the inspector, a copy of which will be enclosed with the Inspection Report Form sent to the RYA.
- **Training Checklists** which act as an aide memoire for centre principals and inspectors, and refer to RGN. Not all items on these lists are compulsory. For non-compulsory items, the checklists draw the attention of principals and inspectors to relevant considerations to encourage careful analysis of whether or not certain items are needed at the centre and in that training context.
- **Logbooks and handbooks** relevant to the RYA training schemes offered at the RTC. The latest editions must be available at the centre and will be supplemented by Training Notices and Training Guidance when changes are required, until those changes can be incorporated into later editions.

By signing the Application for Recognition and paying the annual recognition or affiliation fee, the Principal confirms on their own behalf and on behalf of the centre, acceptance of the conditions laid out in the above documents for the standards of equipment, safety, tuition and management that are required.

By signing an Inspection Report Form the Principal or Chief Instructor confirms on their own behalf and on behalf of the centre, continued acceptance of the RYA's requirements and agreement to complete any action plan set in the required time scales to maintain recognition.

The requirements laid out in the forms and publications above supersede exemptions previously granted on conditions of recognition, whether in writing or otherwise.

Throughout the forms and publications named above, the terms 'must', 'should' and 'may' are used as follows:

Must	Mandatory for all.
Should	Mandatory for all, in principle, but consideration may be given to alternative arrangements, any alternative arrangements that are agreed must be confirmed in writing by RYA Training and will be subject to review if circumstances change.
May	An optional action taken after suitable consideration or risk assessment.

When referring to staff throughout these RGNs, it includes any individual engaged by the RTC to deliver or supervise an activity, including volunteers, temporary and permanent members of staff.

If there is a conflict between the information contained in any RYA guidance, document or publication, the latest version or higher standard shall take precedence. In the event of such a conflict, the opinion of RYA Training shall be final.

About RYA Recognition

RYA Recognition

RGN A2

RYA training schemes are split into two categories:

- **Practical courses** These are courses delivered on the water. The requirements for recognition are covered in the Practical Centres section.
- **Shorebased courses** There are theory or specialist courses delivered either in a classroom or via distance learning. The requirements for recognition are covered in the Shorebased Centres section.

Within the two categories of practical and shorebased recognition are training schemes and courses for specific disciplines. Recognised Training Centres (RTCs) must hold recognition specifically for the schemes and courses they wish to offer. Each requires a suitably qualified Chief Instructor responsible for the standards of safety and tuition.

Recognition is granted to the entity responsible for the running of the centre. This could be, for example, a company, partnership, local authority, charitable trust, unincorporated association (eg. members' club) or sole trader. Recognition is linked to the entity's operating base and its Principal. The Principal is the RYA's main point of contact for all matters relating to the RTC's operation.

RYA recognition means that all RYA courses must be run by RTCs using suitably qualified staff following the relevant syllabi, using appropriate well-maintained equipment and with suitable safety support, as defined by the RYA in these Recognition Guidance Notes (RGNs), the logbooks and instructor handbooks.

An RTC is expected to comply with the requirements at all times when conducting training in the disciplines for which the centre is recognised, regardless of whether RYA certificated courses are being run at the time.

If an RTC conducts activities outside the remit of its RYA recognition, it must exercise all reasonable care to conduct such activities in accordance with good practice and/or established national guidelines for the activity.

The centre must not do or omit to do anything which could damage the image and reputation of the RYA, RYA training or RYA qualifications or which may otherwise bring the RYA into disrepute.

The success of the RYA training scheme is dependent on uniformly high standards across the RYA training network and the resulting public and professional confidence in the scheme. This confidence will be eroded if customers do not receive the training they expect, delivered to an appropriate standard. To prevent confusion for the customer, and to ensure that RYA standards are adhered to, the entity that operates the training centre must not deliver, endorse, promote or offer training from alternative training schemes which conflict with any RYA products, services, schemes or programmes without the prior written approval of the RYA Director of Training and Qualifications. In practice, this normally means that a recognised training centre will only be permitted to offer alternative schemes on behalf of other national governing bodies or national authorities as these often have statutory recognition within the country in question.

Principals and Chief instructors should not use their position within a recognised training centre to promote or endorse alternative training schemes.

All RYA training must be delivered in English unless the centre has been approved by RYA Training and holds specific RYA recognition to deliver courses in another language. Translators are not permitted for any language. Contact RYA Training for further information about delivering in another language.

The RYA does not 'approve' centres, it recognises them and, when recognised, licenses them to use the RYA training scheme.

An annual recognition fee is payable to the RYA in April each year except for the calendar year in which recognition is granted. The recognition year runs from 1st April to 31st March.

Some forms of recognition require an inspection prior to approval and subsequent periodic inspections for continued recognition.

Training excludes casual instruction by affiliated club members to friends etc.

About RYA Recognition

Key Roles at a Training Centre

RGN A3

A3.1 Introduction

The Principal, Chief Instructor and Primary Contact must fully understand their responsibilities to comply with these Recognition Guidance Notes (RGNs).

Before applying for RYA recognition a Principal and Chief Instructor must be in place. The same person may fulfil both roles.

A3.2 Principal's undertaking

The Principal of a Recognised Training Centre (RTC) must be aged 18 or over and have sufficient authority within the organisation to manage the activities.

The Principal does not need to be a qualified instructor, but in such situations a Chief Instructor must be appointed for each discipline. One Chief Instructor can cover multiple disciplines if appropriately qualified.

By submitting a signed Application for Recognition, the Principal undertakes to maintain standards of RYA recognition. In particular the following should be noted that the Principal:

- is required to give a personal undertaking to ensure compliance by the RTC with the RGNs and the relevant vessel checklists, training scheme logbooks and handbooks.
- holds overall responsibility for compliance with these RGNs.
- along with the organisation they represent, must be fully aware of their responsibilities under any statutory or common law duty of care owed to trainees.
- has sought professional advice to assure themselves that they hold adequate insurance cover and comply with the RYA's public liability insurance requirements.
- is expected to ensure all activities at the centre are conducted within the spirit of recognition using suitably qualified or experienced staff.
- confirms continued compliance by signing the annual inspection report.

A3.3 The Chief Instructor

Chief Instructor of an RTC should be aged 18 or over and have sufficient authority within the centre to manage the disciplines for which they are appointed.

The Chief Instructor undertakes to maintain standards of RYA recognition. In particular the Chief Instructor:

- has day-to-day responsibility for the standards of training, equipment maintenance and wellbeing of the students and instructors.

- has responsibility for staff training, selection, mentoring and compliance with the Code of Conduct.
- must ensure that instructors are suitably experienced and competent for the particular role they are being asked to fulfil.
- should be on hand to deal with any training or issues arising from instructors and students.
- can only hold this position at one RTC.

It is expected that the Chief Instructors will reside in reasonable proximity of the centre.

A3.4 Qualifications required

The Chief Instructor must be qualified as shown below.

Some courses have specific requirements for instructor endorsements beyond what is required of the Chief Instructor. Details are shown under the relevant courses in the Practical Centres and Shorebased Centres sections.

Training scheme/ discipline	RYA minimum qualification to be held by the Chief Instructor	Recognition required
Youth Sailing Scheme and Sailing Scheme	Senior Instructor who is also a Dinghy, Keelboat or Multihull Instructor depending on the discipline being offered	Practical
Youth Windsurfing Scheme and Windsurfing Scheme	Senior Instructor who is also a Windsurfing Instructor	Practical
Wingsurfing Scheme	Supervised by an appropriately qualified Senior Instructor (Dinghy or Windsurfing) who also holds a Wingsurfing Instructor certificate. For Wingfoiling courses a Wingfoiling Instructor is required	Practical
Powerboat Scheme	Powerboat Instructor (if offering only Level 1, Level 2 or Safety Boat courses). Advanced Powerboat Instructor (if offering Intermediate, Advanced or Tender Operator courses)	Practical
Personal Watercraft	Personal Watercraft Instructor	Practical
Inland Waterways	Inland Waterways Instructor	Practical
Yachtmaster (Sail)	Yachtmaster Instructor Sail	Practical
Yachtmaster (Motor)	Yachtmaster Instructor Motor	Practical

Training scheme/ discipline	RYA minimum qualification to be held by the Chief Instructor	Recognition required
Navigation	Shorebased Instructor, Yachtmaster Instructor or Powerboat Trainer (if offering only Essential Navigation and Seamanship courses) Shorebased Instructor or Yachtmaster Instructor (if offering Day Skipper or Coastal Skipper/ Yachtmaster Offshore courses) Shorebased Instructor or Yachtmaster Instructor who also holds the RYA Ocean Certificate of Competence (if offering Yachtmaster Ocean courses)	Shorebased
Basic Sea Survival	Sea Survival Instructor	Shorebased
CEVNI	Shorebased or Practical Instructor who is familiar with the CEVNI rules	Shorebased
Diesel Engine	Diesel Engine Instructor	Shorebased
First Aid	First Aid Instructor	Shorebased
Marine Radio	SRC Assessor	Shorebased
Offshore Safety	Sea Survival Instructor	Shorebased
Professional Practices and Responsibilities	Yachtmaster Instructor or Advanced Powerboat Instructor who holds the PPR certificate	Shorebased
Radar	Radar Instructor	Shorebased
Safe and Fun	Practical Instructor who holds the Safe and Fun certificate and has experience of instructing RYA courses for children	Shorebased

A3.5 Primary Contact

A Principal may nominate a Primary Contact for business communication with the RYA. The Primary Contact must have sufficient understanding of the RYA and recognition to ensure communication is dealt with appropriately. The Principal remains accountable for the overall compliance with the conditions of recognition and therefore must remain informed and be fully aware of the recognition requirements and processes.

A3.6 Certificate Administrator

A Principal may nominate a Certificate Administrator for the purposes of registering any certificates that are required to be registered online via the RYA website.

A3.7 Contact with the centre

In general, the RYA will make contact with the Principal, Chief Instructor and/or Primary Contact using the contact details provided on the Application for Recognition Form (AR1).

In exceptional circumstances, such as in relation to a serious incident, the RYA may use any other details available, including personal addresses, email addresses or phone numbers in order to make contact.

A3.8 Access to training centre-related information

The Principal, Chief Instructor, Primary Contact and Certificate Administrator have access to all pages and documents on the Training Support Site which are restricted to training centres.

The Principal, Primary Contact and Certificate Administrator have access to the Certificate Registration Hub.

About RYA Recognition

Applying for Recognition

RGN A4

A4.1 Prior to application

The first step in the recognition process is to submit an 'Expression of Interest' form. If you have not already done so, go to 'Thinking of running a centre'.

The Principal of an organisation may apply for RYA recognition once they are satisfied that they or the Chief Instructor hold the appropriate qualifications, that suitable equipment and qualified instructors are in place for each course to be offered and the organisation's operating procedures comply with these Recognition Guidance Notes (RGNs).

On the Application for Recognition, the Principal must specify the training schemes/courses for which recognition is being sought.

The application fee, which includes the cost of any initial inspection that may be required, must accompany the Application for Recognition. Centres requiring an RYA credit account should also submit a Credit Account Application form. A credit account is a requirement for centres applying to offer RYA online courses.

Following receipt of a completed Application for Recognition and the fee, the centre will be contacted by the RYA. Where necessary, an RYA centre inspector will be appointed and will contact the centre to arrange a date for the inspection.

If applying for recognition to run distance learning courses, there is a staged application and approval process, which is covered in detail in the Shorebased Centres section.

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.

RYA courses must not be advertised or delivered until RYA recognition has been granted.

A4.2 When recognition is granted

Recognition is granted by the RYA when the standards and conditions laid down in these RGNs are met.

Recognition is held by the legal entity that operates the RTC (e.g. a limited company, a partnership or sole trading business) and is subject to the continued engagement by that RTC of the named Principal and Chief Instructor(s).

About RYA Recognition

Operating area

RGN A5

A5.1 Area of operation

Recognition will not be granted to an organisation that intends operating in an area which the RYA deems unsuitable. Suitable areas are generally those where a safe environment exists where the whole syllabus can be successfully delivered.

For example, considerations for practical centres include:

- Any hazards can be suitably mitigated by appropriate operating procedures.
- Suitability of any departure, launching and recovery areas for the courses being taught, the types and numbers of craft being used, the prevailing weather pattern and any local tidal effects.
- Accessibility of emergency services.
- Where an element of cruising is required by the course syllabus, suitable ports or sheltered anchorages exist within the area.
- Where night navigation is required, suitable lit navigational aids exist within the operating area.

With the exception of recognition for the Yachtmaster Scheme and Powerboat Advanced, Intermediate and Tender Operator courses, a Recognised Training Centre's (RTC) operating area should extend no more than three miles from the centre's launching/departure point. The three miles is measured as three navigable miles, not a straight line.

It is recognised that in certain locations it will be necessary for centres to operate beyond this limit. For example, powerboats needing to enter an area without speed restriction to carry out planing speed manoeuvres, or where the waterways up to three miles from launch are too restrictive to sail performance boats.

Where a centre considers it necessary to operate beyond the three mile limit the Principal or Chief Instructor should submit further information to RYA Training for consideration for an extended operating area for those particular courses. RYA Training may require some additional measures in order to accept the extended area. However, the granting of any extension is at the discretion of RYA Training.

Centres remain responsible for compliance with local regulations for licensing.

Submitting an application

Before submitting an application to extend an operating area, please have the following information available:

- Latitude and longitude of the RTC's launch site

- Whether the proposed operating area is in categorised waters, see: www.gov.uk/guidance/inland-waterways-and-categorisation-of-waters
- Emergency Action Plan
- Locations of emergency access points
- A photo or digital copy of a chart or map of the area
- Any additional operational requirements in place for the extension
- The information should be submitted via this online form:
- <https://www.cognitoforms.com/RYA2/ApplicationForOperatingAreaExtension>

The approximate timescale for submissions being considered is three working weeks.

Access to training vessels, including any launching and recovery areas, jetties, pontoons or mooring must be suitable for the courses being taught, the types and numbers of craft being used, the prevailing weather pattern and any local tidal effects.

A5.2 Local regulations

All Recognised Training Centres (RTCs) must comply with the national and local laws and regulations of the area in which they are based. Where such laws and regulations conflict with these Recognition Guidance Notes (RGNs), the RTC must notify RYA Training. Any agreed alternative arrangements resulting from such conflicts will be issued in writing by RYA Training and will be valid for that centre only.

A5.3 Other governing bodies

In countries where there is no history of RYA training, evidence of the national governing body/ member state's governing body having no objection to the establishment of an RTC may be required. This is particularly important for organisations applying for recognition for dinghy sailing or windsurfing courses, or the World Sailing Offshore Safety Course.

In addition, the RYA must be satisfied that there is sound reasoning and benefits to establishing an RYA training centre in that country.

A5.4 Additional waterbases under one recognition

Each additional base will typically require a separate recognition with the full recognition fee payable. If a centre's operating base has operational limitations due to legal, geographical or topographical reasons, secondary or tertiary bases may, at the discretion of RYA Training, be attached to the primary recognised base. These additional waterbases are granted to mitigate any limitations imposed on a centre's activity and not as an additional operating base in lieu of applying for an additional RTC.

The following conditions apply to additional waterbases:

1. A maximum of three waterbases are permitted under one recognition. Only the primary site will be publicised by the RYA.
2. Each additional waterbase must be inspected and an additional fee is payable for each additional waterbase to cover this additional inspection. The fees are set annually and can be seen in the 'Recognition fees' in related articles and links.

3. All waterbases must be in the immediate vicinity of the primary operational base. Immediate vicinity is taken to mean that all waterbases are located such that they can realistically be inspected by one inspector during one visit.
4. Each waterbase must have a designated, appropriately qualified Chief Instructor. Where no concurrent activity takes place at multiple bases the same Chief Instructor may be designated for each base. If concurrent activity takes place, each base must have its own designated Chief Instructor.
5. All activity carried out at additional waterbases must be covered by the centre's own insurance and be incorporated in its operating procedures.
6. The Principal remains accountable for activities

Examples of secondary bases include:

1. Certain weather/tidal conditions prevent safe operation at the primary base. A nearby location provides suitable shelter and can be used during adverse conditions, although it is less suitable than the primary site during fair weather. Secondary waterbase granted to enable activity in adverse weather.
2. The primary base has a locally enforced restriction on the use of Personal Watercraft (PW). A nearby launch site is outside this restricted area and is suitable for delivering PW training. Secondary waterbase granted to enable the addition of PW courses to the centre's recognition.

Examples of situations not warranting secondary base status:

1. A centre based inland wishes to operate at a coastal location a few hour's drive away to enable the issuing of coastal certificates. The courses offered at the secondary base match those delivered at the primary base. The coastal location will operate in parallel with primary base. This dual operation falls under two separate centres, each looking to attract different customers. This is more of a business expansion than mitigating a limitation on a centre's operation.
2. A powerboat centre wishes to use the facilities and equipment of a nearby RYA recognised dinghy centre to deliver dinghy training courses to their own customers, using their own instructors. The training will be delivered under the other RTC's operating procedures.

A secondary waterbase must be covered by the primary centre's operating procedures and insurance and be inspected. Unless there is an operational restriction on the powerboats centre's primary base preventing the delivery of dinghy sailing then a secondary waterbase is not appropriate here.

This type of situation blurs the lines of accountability and causes confusion as to which centre holds overall responsibility. In this scenario a business relationship between the two centres is a more suitable solution. The powerboat centre would be able to refer students to the dinghy centre whilst still using their own instructors (assuming they hold the appropriate qualifications), although they would be working under the other centre's operating procedures. The contract for training would be between the student and dinghy centre so it is clear which centre is accountable. There is no reason why the whole booking process and customer management can't be carried out by the powerboat centre acting as an agent for the dinghy centre allowing them to develop their customer relations.

About RYA Recognition

Inspections

RGN A6

A6.1 Requirement for inspection

Centres applying for practical recognition, or shorebased recognition to deliver the Marine Radio or Sea Survival courses, must be inspected by the RYA prior to recognition being granted.

A6.2 Prior to the inspection

Once a centre has been allocated an inspector, the inspector will be able to offer advice prior to their visit. Inspectors are familiar with the constraints of running Recognised Training Centre (RTC). The points are raised on the Centre Inspection Report and during the inspection visit are designed to help prevent centres getting into problems and, if problems do arise, ensure there is a system in place to deal with them.

The Principal and Chief Instructor must make every effort to facilitate the inspection.

The Principal or Chief Instructor must fill out the shaded sections of the Centre Inspection Report and the relevant Training Checklist, and have them ready for the inspector.

A6.3 During the inspection

The Principal and Chief Instructor(s) should be present during an inspection. In some circumstances it may be impractical for the Principal and all Chief Instructors to be present. However, as a minimum, the Principal or a Chief Instructor must be present during the inspection.

The person(s) representing the centre must have sufficient understanding of the centre's recognition and operating practices to be able to facilitate the inspection and address any questions that arise.

Where a Principal is not present for the inspection it is important that an Inspection Report Form is completed and signed by the Principal in advance and made available to the relevant Chief Instructor(s) facilitating the inspection. The Chief Instructor must have authority from the Principal to sign acceptance of any action plan set by the inspector.

The vessel or appropriate training equipment for each discipline/course for which recognition is sought must be available.

The inspector will go through each point on the Centre Inspection Report. Proof of conformity may be required.

With the exception of centres offering the Yachtmaster scheme and Marine Radio course, the inspector will expect to observe tuition during the visit. The inspector will expect to see evidence that tuition is safe, informative and enjoyable.

The inspector will ensure the Principal clearly understands the requirements of the RYA as to the proper running of an RYA RTC.

The inspector may make recommendations about the vessels, equipment or courses that require attention to bring them in line with RYA requirements. These will be noted on an Action Plan form.

A6.4 Action plans

An action plan will be completed if any items require attention. The action plan will be forwarded to the RYA and a copy left with the centre for action.

New centres and centres wishing to extend their recognition to other courses or schemes must complete all action points before recognition is granted or extended.

Existing centres must complete all action points within the timescale set on the form. Failure to complete action points within the timescale may result in suspension of recognition pending completion of the action plan.

There are three categories of action points:

- Requiring immediate attention. Training related to the action point must not take place until action is complete. In some cases this may mean temporary suspension.
- Action must be completed within three months.
- Action must be completed before next annual inspection.

The centre must confirm when all actions have been completed.

Subject to the nature of the action points, a second inspection may be required to verify compliance. This will be discussed between the inspector and Principal at the time of issuing the action plan. An additional inspection fee and costs will be charged if a subsequent inspection is required.

A6.5 After the inspection

For new centres, following the inspection and completion of any action plan, the RYA will grant recognition. This will be confirmed in writing along with the issue of an RYA training centre recognition certificate and account number.

For new centres, following the inspection and completion of any action plan, the RYA will grant recognition. This will be confirmed in writing along with the issue of an RYA training centre recognition certificate and account number. See RGN BI for more information about annual inspections.

For existing centres, continuance of recognition is dependent upon any action points being addressed within the agreed timescale.

A6.6 Additional inspections

Applications for recognition from organisations without a proven track record will be subject to an initial inspection, which may be followed up after 4 to 6 months with a further full inspection. Both will be at the expense of the applicant.

A6.7 Spot inspections

The RYA may at its discretion carry out spot inspections of any centre.

About RYA Recognition

Recognition fees

RGN A7

Application fees are payable at the time of submitting an application for recognition. Recognition for the 2021/22 season will run from 1 February 2021 to 31 March 2022. Thereafter the recognition year will run from 1 April to 31 March each year. Pro forma invoices for the annual fees will be sent in February with VAT invoices to be sent at the beginning of April.

A7.1 Inspectors' costs

Recognised Training Centres (RTCs) that are subject to the non-UK recognition fee will, in addition to the annual recognition fee, provide or cover the cost of the inspector's international travel, accommodation and subsistence required for the centre's inspection.

Where extensive travel is required, additional payment to cover travel days may be charged by prior agreement.

Where an area has multiple RTCs, the inspector will make every effort to co-ordinate inspections to enable the costs to be shared between the RTCs concerned. Any RTC that cannot be inspected as part of a co-ordinated visit of multiple centres must cover the cost of their own inspection as above.

A7.2 Affiliated clubs

RYA affiliated clubs operating from one site in the UK pay a fee for the initial centre application/inspection, but thereafter the annual recognition fee is discounted 100% for practical or shorebased courses, provided that RYA training is restricted to their members or members of other RYA affiliated clubs. This exemption is in place to assist clubs in attracting and keeping members.

An annual inspection fee will be payable by RYA affiliated clubs wishing to operate from more than one site, or outside the UK.

Annual fees for online and distance learning courses, and inspection fees for marine radio courses still apply.

Should the club cease to pay the annual RYA affiliation fee or wish to offer training to non-members, the club will inform RYA Training and become subject to the annual recognition fee.

About RYA Recognition

Changing your centre's recognition

RGN A8

A8.1 Change of Principal or Chief Instructor

The RYA must be informed of any change of Principal or Chief Instructor(s). The Principal should do this by submitting a Change of Principal form (form reference CP) with the details of the new staff. Where changes have a significant impact on the continuity of the senior management team of the Recognised Training Centre (RTC), recognition may be suspended until the centre has been inspected. An additional inspection fee will be charged if this is separate to the annual inspection.

If a Chief Instructor position is vacant, recognition for the relevant scheme will be suspended pending a suitable Chief Instructor being appointed. A suitably qualified Principal may also act as Chief Instructor. A Change of Recognition form (form reference CR1) must be submitted to inform RYA Training of the new Chief Instructor.

An RTC may be required to complete a full application process where there are significant changes to the management or ownership of the centre.

A8.2 Adding courses

RTCs wishing to extend their recognition to additional courses or training schemes must submit a change of Recognition form (form reference CR1) and the relevant Recognition Details form(s) for the additional courses being applied for.

If the extra courses fall under a scheme covered by inspection, and the equipment and/or operating area requirements differ to those inspected under the centre's existing recognition, an inspection will be required before recognition is extended. Wherever possible this will be done during the annual inspection and centres should make every effort to submit the application in a timely manner to enable appropriate inspectors to be allocated. If an extra inspection is required an inspection fee will be payable.

Example: A centre currently offering the Powerboat scheme up to Level 2 would need an extra inspection to assess the suitability of the training vessel and the operating area before becoming recognised to offer the Powerboat Advanced course.

A8.3 Removing courses

The Principal should complete a Change of Recognition form (form reference CR1) to inform RYA Training of any courses no longer offered in order to ensure accuracy information held and promoted to the public.

About RYA Recognition

Withdrawal or suspension of recognition

RGN A

A9.1 Grant or refusal of recognition

RYA recognition is founded on a contract between a centre and the RYA. The RYA has absolute discretion as to whether or not to enter into such a contract. The RYA's discretion to grant or refuse recognition is correspondingly absolute.

The RYA is not under any obligation to give its reasons for refusing recognition to an applicant, although the RYA may choose to draw to an applicant's attention particular deficiencies in its application.

A9.2 Breach of Conditions of Recognition

A breach of the Conditions of Recognition, including but not limited to these Recognition Guidance Notes, by a centre amounts to a breach of the contract between that centre and the RYA.

Should a centre breach the Conditions of Recognition then the RYA may, in its absolute discretion, suspend or withdraw its recognition of that centre.

Should the RYA suspend or withdraw its recognition of a centre, the centre will not be entitled to receive a refund of any proportion of the recognition or inspection fees paid by the centre to the RYA.

A9.3 Suspension of Recognition

Should a centre commit a minor breach of the Conditions of Recognition then the RYA may, in its absolute discretion, suspend part or all of its recognition of that centre pending rectification of the breach.

Suspension of recognition of a centre by the RYA will be time-limited. The RYA may determine an action plan associated with the suspension that the centre must complete within a specified timeframe if recognition is to be reinstated.

Should a centre become aware that it is or will become unable to comply with the Conditions of Recognition for a limited period of time then the centre may, with the agreement of the RYA, voluntarily suspend recognition itself until it is able to comply.

By way of example, if a centre's Chief Instructor in a particular discipline were due to leave or had left the centre then the centre might wish to suspend its own recognition in the relevant discipline until a replacement Chief Instructor had been appointed.

Suspension of recognition, whether by the RYA or voluntarily at the request of a centre, will not normally be permitted to last for longer than a period of one year. During the period of suspension a centre must not advertise, promote or sell courses within the suspended discipline(s), by any means, and must not deliver RYA training within the suspended discipline(s).

A9.4 Withdrawal of Recognition

The RYA may, in its absolute discretion, withdraw its recognition of a centre in the following circumstances:

- a centre commits what the RYA considers to be a material breach of the Conditions of Recognition;
- a centre commits multiple or repeated minor breaches of the Conditions of Recognition;
- recognition of a centre has been suspended by the RYA and that centre fails, within the specified timeframe, either to complete any associated action plan determined by the RYA or otherwise to rectify its breach of the Conditions of Recognition;
- recognition of a centre has been suspended voluntarily at the request of the centre and that centre fails, within the specified timeframe, to comply with the Conditions of Recognition;
- in its reasonable opinion, the RYA does not have confidence in a centre's management or its ability to maintain the standards specified in the Conditions of Recognition.
- Examples of what the RYA considers to be a material breach of the Conditions of Recognition by a centre include, but are not limited to, the following:
 - operating unlawfully;
 - operating unsafely;
 - operating without the required insurance;
 - operating outside the centre's specified area of operation;
 - purporting to deliver RYA training in disciplines for which the centre is not recognised;
 - delivering RYA training through instructors who are not qualified in the relevant disciplines;
 - failing to register certificates that are required to be registered online; and
 - failing to pay to the RYA such sums as may be due to it from the centre, as and when they become due.

Any delay by the RYA in taking action in response to a breach of the Conditions of Recognition by a centre does not amount to a waiver of the RYA's right to take such action.

Should the RYA withdraw its recognition of a centre, the centre must not thereafter advertise or claim in any way that it is or has previously been recognised by the RYA. The RYA may publicise through such media channels as it sees fit the fact that it has withdrawn its recognition of a centre.

A9.5 Withdrawal of Recognition for RYA online courses

Should the RYA withdraw its recognition of a centre while that centre is delivering online courses, where appropriate the RYA will continue to allow access to the RYA Interactive website to existing students for a period equivalent to their maximum course completion period.

A9.6 Principal/Chief Instructor

Should the RYA suspend or withdraw its recognition of a centre as a consequence of the centre having breached the Conditions of Recognition, any alleged personal misconduct on the part of the Principal and/or Chief Instructor of the centre may be referred to the RYA Tribunal, RYA MCA Yachtmaster Qualification Panel or RYA Training Committee, as appropriate.

Managing Your Centre

RGN: B

RGN B1 – [Annual Inspections](#)

B1.1 [Annual Inspections](#)

B1.2 [Action plans](#)

B1.3 [Re-inspections](#)

RGN B2 – [RYA Policies](#)

RGN B3 – [Staff recruitment, training and briefing](#)

B3.1 [Staffing](#)

B3.2 [Recruitment](#)

B3.3 [Staff training and briefing](#)

B3.4 [Assistant Instructors](#)

RGN B4 – [Infrastructure](#)

B4.1 [Introduction](#)

B4.2 [Changing and toilet facilities](#)

B4.3 [Disabilities and special needs](#)

B4.4 [Dry teaching areas](#)

B4.5 [Equipment storage](#)

B4.6 [Fuel storage and workshops](#)

B4.7 [On-site first aid](#)

RGN B5 – [Insurance](#)

B5.1 [Introduction](#)

B5.2 [Public liability insurance](#)

B5.3 [Other insurances](#)

RGN B6 – [Safety Management](#)

B6.1 [Introduction](#)

Managing Your Centre (continued)

RGN: B

B6.2 [Health and safety policy](#)

B6.3 [Operating procedures](#)

B6.4 [Safeguarding](#)

B6.5 [Accidents and incident reporting](#)

RGN B7 – [Booking Procedures](#)

B7.1 [Bookings forms](#)

B7.2 [Fitness to take part and health declaration](#)

B7.3 [Monitoring bookings](#)

B7.4 [Joining instructions](#)

B7.5 [Cancellations](#)

B7.6 [Retention of records](#)

B7.7 [Selling through third parties](#)

RGN B8 – [Course delivery and supervision](#)

B8.1 [Introduction](#)

B8.2 [Dinghy, Keelboat and Multihull](#)

B8.3 [Inland Waterways](#)

B8.4 [Personal Watercraft](#)

B8.5 [Powerboat](#)

B8.6 [Windsurfing](#)

B8.7 [Yachtmaster](#)

B8.8 [Navigation](#)

B8.9 [Basic Sea Survival](#)

B8.10 [Diesel Engine](#)

B8.11 [First Aid](#)

Managing Your Centre (continued)

RGN: B

B8.12 [Marine Radio](#)

B8.13 [Offshore Safety](#)

B8.14 [Radar](#)

RGN B9 – [Purchasing](#)

B9.1 [Introduction](#)

RGN B10 – [Publications and certificates](#)

B10.1 [Publications](#)

B10.2 [Classroom teaching materials](#)

B10.3 [Certificates](#)

B10.4 [Record Keeping](#)

B10.5 [Registering certificates with the RYA](#)

RGN B11 – [Organising exams.](#)

B11.1 [Marine Radio exams](#)

B11.2 [Certificates of Competence exams](#)

B11.3 [Payment of exam fee](#)

RGN B12 – [Organising instructor courses](#)

B12.1 [Introduction](#)

B12.2 [Dinghy, Keelboat and Multihull](#)

B12.3 [Windsurfing](#)

B12.4 [Powerboat](#)

B12.5 [Personal Watercraft](#)

B12.6 [Inland Waterways](#)

B12.7 [Yachtmaster](#)

B12.8 [Shorebased](#)

Managing Your Centre (continued)

RGN: B

RGN B13 – [Customer feedback and complaints](#)

B13.1 [Feedback from students](#)

B13.2 [Complaints Procedure](#)

RGN B14 – [RYA Brand guidelines](#)

B14.1 [Marketing materials](#)

B14.2 [Use of RYA logos](#)

B14.3 [License to use the Logos](#)

B14.4 [Branding guidelines](#)

B14.5 [Obtaining the logos](#)

B14.6 [Selling through third parties](#)

RGN B15 – [Data protection](#)

Managing Your Centre

Annual inspections

RGN B1

B1.1 Annual inspection

Annual inspections can take place any time during the year and not necessarily on the anniversary of the previous inspection.

A centre should be inspected every year for practical courses and every five years for Marine Radio and Sea Survival courses.

Prior to an inspection, the inspector will contact the Principal to arrange a suitable time and the Principal/Chief Instructor should complete the shaded section of the Centre Inspection Report.

The Principal must make effort to facilitate the inspection and the Chief Instructor(s) must be present. If the Principal/Chief Instructor does not facilitate the inspection, the centre may be suspended until an inspection has taken place.

During the inspection, equipment and/or vessels must be available for each discipline for which recognition is held. Teaching aids and lesson plans must be available and the inspector may require to see a course in action.

B1.2 Action plans

An action plan will be complete if any items require attention. The action plan will be forwarded to the RYA and a copy left with the centre for action.

Centres must complete all action points within the timescale set on the form. Failure to complete action points within the timescale may result in suspension of recognition pending completion of the action plan.

There are three categories of action points:

- **A:** Requiring immediate attention. Training related to the action point must not take place until action is complete. In some cases this may mean temporary suspension.
- **B:** Action must be completed within three months
- **C:** Action must be completed before next annual inspection.

The centre must confirm when all actions have been completed.

Subject to the nature of the action points, a second inspection may be required to verify compliance. This will be discussed between the inspector and Principal at the time of issuing the action plan. An additional inspection fee and costs will be charged if a subsequent inspection is required.

If an inspection shows that an RTC is seriously below standard, recognition may be suspended. In these the matter will be dealt with by RYA Training. If recognition is withdrawn an appeal may be made to the RYA Training Committee.

Apart from the obvious requirement for ensuring that the teaching, equipment and safety are satisfactory, the inspector can help identify ways of improving the RTC's courses by in-service training and help with coaching in a number of areas, depending on their specific expertise.

The inspector will not carry out a full safety audit. They will inspect a sample of activities and systems until they have confidence in the centre's safety management. Full safety audits remain the responsibility of the Principal.

Any RTC may be visited at any time, with or without prior notice, including spot-checks afloat.

B1.3 Re-inspections

RTCs that do not fulfil the requirements for recognition, or those that require additional support or monitoring may be subject to additional inspection(s). An inspection fee will be charged along with all the inspector's costs and travel. Costs will vary depending on the location and time spent travelling by the inspector.

Managing Your Centre

RYA Policies

RGN B2

The RYA has numerous policies that reflect its values and standards. As a Recognised Training Centre, your own policies should reflect these values. The main policies you should be aware of are:

- **Code of Conduct Safety Management**
- **Safeguarding Children and Adults at risk**
- **Equality, Diversity & Inclusion**
- **Anti-bribery**

Managing Your Centre

Staff recruitment, training and briefing

RGN B3

B3.1 Staffing

Recognition is dependent upon the continuing appointment of a Principal and appropriately qualified Chief Instructor(s). Where necessary, a Primary Contact may be designated to manage routine communications with RYA Training. This person must be nominated to the RYA by the Principal and must be sufficiently knowledgeable about the training centre and its recognition to ensure that communications are dealt with by the correct person. They may or may not also be the centre's Chief Instructor.

The responsibilities of the Principals and Chief Instructor(s) do not change with the appointment of a Primary Contact.

In the absence of a Primary Contact the Principal is the first point of contact for all communications from RYA Training.

In addition to following RYA requirements for levels of instructor qualifications for the conduct of courses, there should always be adequate qualified or experienced people available to supervise and ensure the safety of students not involved in training. This may involve assisting with tasks such as rigging or launching of boats, or other activities where it would be unreasonable to expect students to manage any risk.

All instructors and staff working on RYA courses are expected to comply with the RYA Code of Conduct.

B3.2 Recruitment

Centres should have a system for maintaining an accurate record of staff qualifications, which includes qualifications expiry dates and dates of any supporting certificates such as first aid, medical fitness or criminal records checks. This may be in the form of a spreadsheet or other document. Copies of certificates do not need to be held by the training centre.

Any declarations required such as acceptance of contracts or confirmation that staff have read and understood the centre's operating procedures should also be held.

Instructors requiring commercial endorsements must hold a current medical fitness certificate which must be checked for any restrictions.

When qualified, all RYA instructors receive a letter of appointment or certificate which they should be able to produce to verify their suitability. If you are in any doubt about the suitability of someone's qualification to instruct a course, please contact RYA Training who will be able to check this for you. The Recognised Training Centre (RTC) should make clear to all staff the terms under which they are engaged.

B3.3 Staff training and briefing

Regular in-house training, briefing and reviewing is of vital importance in maintaining high standards of tuition, which should include induction training for new staff.

There should also be a procedure in place for site-specific training, which includes training on the specific operating procedures and equipment used at the centre. Any training provided should assist staff in carrying out their duties safely and be documented.

If an instructor is new to an RTC or vessel, the Principal/Chief Instructor should ensure they are inducted into the operation of the centre by a suitably experienced person.

The Principal must ensure staff are suitably qualified and experienced and have received any additional training to ensure they are able to carry out the tasks required of them. To ensure continuity a checklist or staff training manual will act as a helpful reminder of the relevant points and should be used.

The Principal must ensure instructors have read and understood the operating procedures of the centre, and have a method to document this, such as a 'sign sheet'.

Instructors and staff responsible for the distribution of equipment should be trained and competent with its fitting and operation (including any rigging). All users should be briefed on any safety systems required.

No unqualified staff may be used as part of the stated instructor to student ratios, however it is recognised that additional unqualified staff may be used to assist with duties such as boat launching. Any unqualified helpers should be encouraged on to the RYA instructor pathway.

B3.4 Assistant Instructors

In the dinghy and windsurfing schemes it may be appropriate to train or assess experienced helpers as Assistant Instructors with a short training programme covering basic teaching principles, centre procedures and specific training in any unfamiliar equipment. See Assistant Instructor training information in the G14 Sailing Scheme Instructor Handbook or W33 Windsurfing Instructor Manual.

The training and assessment can be conducted by an appropriately trained Senior Instructor who has been nominated by the Principal or Chief Instructor. The Principal/Chief Instructor remains responsible for authorising and signing the certificate, even if training has been carried out by another nominated Senior Instructor.

Managing Your Centre

Infrastructure

RGN B4

B4.1 Introduction

In addition to training vessels and/or equipment, Recognised Training Centres (RTCs) should have a sound infrastructure supporting the delivery of training.

B4.2 Changing and toilet facilities

For cruising and inland waterways centres it is recognised that changing and toilet facilities are provided on board. Where shore side facilities are provided, and for all other practical or classroom courses, the conditions below apply.

Toilets with hand-washing facilities should be located within a reasonable walking distance. Course members should not be expected to pay for the use of a public facility.

Separate male and female changing rooms should be provided, with sufficient accommodation for the average number of course members. All facilities provided must be hygienic, tidy and well maintained.

For courses where students or instructors are likely to enter the water, showers should be provided.

Note: Showers may be required due to climate, cleanliness or health (such as areas subject to blue/green algae, Weil's disease or other waterborne diseases).

B4.3 Disabilities and special needs

The RYA ethos is that everyone should have access to boating to the best of their ability. Every centre should be able to deliver training to students with disabilities or special needs. The nature of the requirements that the centre can cater for depends on the facilities they have available. See the document 'Guidance on the application of the RYA Equality Policy to RYA training schemes for candidates with disabilities' for how centres can make reasonable adjustments to training. Contact RYA Training for any further advice.

B4.4 Dry teaching areas

Adequate dry areas ashore should be provided to give shelter in bad/adverse weather and to enable a comfortable environment for shorebased teaching. These areas should be appropriately furnished and equipped for this purpose. For cruising and inland waterways courses, theory teaching will usually be carried out on board.

B4.5 Equipment storage

Consideration should be given as to how to move equipment such as boats, boards, rigs, engines and trailers/trolleys as safely as possible ashore.

Equipment should be stored in a secure and safe manner and should be easily accessible for instructors and students. Instructors should be trained to lift and carry equipment and students should be supervised as necessary.

B4.6 Fuel storage and workshops

The centre should store its fuel with regard to the safety of instructors, students and the general public. Instructors who handle fuel should be trained in controlling the risk of fire.

Workshop areas should be clean and tidy with no unnecessary hazards.

The centre should ensure that relevant personnel are trained in the use of any hazardous substances that are in the workshop area and that these substances are stored safely.

B4.7 On-site first aid

First aid kits should be located in an easily accessible and clearly marked location.

Designated first aiders must be suitably trained for the nature of the operation and a list of first aiders should be displayed in a prominent position.

Safety boats, powerboats and cruising vessels have specific requirements for carrying first aid kits. Please refer to the relevant Training Checklists.

It is essential that there is easy access at all times to contacting the emergency services, either by telephone or VHF radio depending on the location of the RTC/vessel.

Managing Your Centre

Insurance

RGN B5

B5.1 Introduction

The Principal is responsible for ensuring that adequate insurance covering all of its training activities is in place while the centre is recognised by the RYA. The Principal should ensure they are fully aware of the centre's legal liabilities and responsibilities arising from its RYA activities both ashore and afloat. All the centre's activities should be covered by appropriate insurance so it is important to disclose all business and tuition/training activities to the insurer.

Please note that where a Recognised Training Centre (RTC) charters a vessel for training purposes, the Principal must ensure that adequate insurance is in place to cover RYA activities on board that vessel, including insurance for third-party liabilities.

B5.2 Public liability insurance

As a minimum, the RTC should hold public liability cover of at least £3 million for its activities both afloat and ashore. In countries where this level of cover is not possible, the matter must be referred to the RYA for consideration. The purpose of public liability insurance is to indemnify the RTC and its instructors where a third party (which could be a student, customer or a member of the public) suffers personal injury or damage to their property as a result of the RTC's or instructor's negligent acts or omissions, and the RTC and/or its instructors is/are required to defend and/or pay damages to the injured party. The RTC must therefore ensure that any instructors employed or engaged directly by the RTC are covered by the RTC's public liability insurance policy.

The RTC's public liability insurance must extend to indemnify the RTC and its instructors where negligent advice or instruction given by the RTC or its instructors causes personal injury or other damage or loss and the RTC and/or its instructors is/are required to defend the claim and/or pay damages.

Please note that instructors who are genuinely self-employed may be able to obtain personal insurance but an instructor's own policy is not a substitute for the RTC including the instructor on the RTC's insurance and the centre must not rely upon personal indemnity insurance to protect its interests, its instructors or its customers. The RTC must therefore ensure that any instructors employed or engaged directly by the RTC are covered by this aspect of the RTC's public liability insurance policy.

B5.3 Other insurances

Centres and clubs may be required to hold other insurance such as employers liability insurance, even if they do not directly employ staff. Seek advice from your insurance broker. It is important from the outset to ensure that:

- You insure through a broker that understands marine insurance and that cover is arranged under a policy that takes into account your marine activities.
- You disclose all of your business activities to the insurer and particularly specify that tuition is provided.
- If you teach children ensure you check that no restrictions are imposed by your insurance policies.

Managing Your Centre

Safety Management

RGN B6

B6.1 Introduction

Sound administration is important for the safe and efficient running of a centre. The administration required by the RYA is in place to protect the centre, its staff and its users. Documentation should be succinct, robust, fit for purpose, reflective of how the centre operates and how training is delivered, ensuring that all activity is both safe and enjoyable.

Each Recognised Training Centre (RTC) must have a health and safety policy and detailed operating procedures, including a mechanism for reporting and reviewing incidents to help improve procedures and therefore safety, which is understood and applied by all staff.

The centre's documentation should record what happens in practice. While it is important to have records of centre procedures, the emphasis should be on what is done to make instructors and students as safe as possible, not on recording every detail.

It is essential that everyone understands their role in the safe management of their centre. There should be an effective system for ensuring all staff have read and understood safety management systems including operational procedures and health and safety procedures, including periodic amendments and reviews

The Guide to Writing Operating Procedure may help collate and record all relevant information required, and can be found in the document "Guidance for writing operating procedures as part of a safety management system".

B6.2 Health and safety policy

A documented health and safety policy is required, which should be applied and understood by all the staff. To ensure that the staff have read and understood the policy, they should sign and date to say they have read it. Changes and updates to the health and safety policy will require the staff to re-sign the document.

B6.3 Operating procedures

After identifying the risks and documenting them in a risk assessment, the Principal should produce a written operating procedures document which is robust, fit for purpose, reflective of how the centre operates and training is delivered. It should inform instructors of how the centre works. The document should cover basic operations including lines of authority and responsibility. It should also include the steps to be taken in the event of a major incident/serious accident at the centre. See 'Guidance on major incident procedures and crisis communications' in related documents.

Operating areas for practical activity afloat should be clearly described; the boundaries should be easily recognised and be free from unacceptable hazards. Instructors should be aware of designated operating areas and should observe them. The centre's documents should include a chart or map detailing the operating area(s). See 'Operating areas' in related articles.

The operating procedures document should take into account and detail any activities outside of RYA recognition or any that take place outside of the normal training areas. These activities must use suitably qualified or experienced staff. If an extension of operating area is required, it must be approved by RYA Training

Staff should be made aware of local hazards and the likelihood of other water users being present. There must also be a system in operation to ensure a robust safety briefing checklist is used and delivered by staff, to students, prior to going afloat, defining local hazards, briefing on how to use any unfamiliar equipment, or their competence checked.

Operating procedures should include a clear and concise emergency action plan, that all staff are trained in and know how to implement. It is suggested that the use of visual representations of the actions required, such as flow charts, will aid understanding and use.

B6.4 Safeguarding

All centres must have a safeguarding policy and suitable procedures in place for protecting children under 18 and vulnerable adults. If a centre does not intend to teach any students under the age of 18 then the policy may simply be that they don't deliver training to anybody under 18.

The recruitment process is a key element of safeguarding good practice. It is essential that suitable references are obtained for all personnel working with children. See the RYA Safeguarding and Child Protection Guidelines in related articles for templates and guidance on how to write your own policy and procedures.

The responsibility for implementing effective safeguarding procedures and practices rests locally with the management of each RTC. At RTCs where children are taught, the insurance cover must be checked for any restrictions imposed.

Although some RYA training disciplines (e.g. the Sailing Scheme) have a junior qualification the majority do not. Careful consideration should be given to mixing children and adults on training courses. Much of the success of teaching mixed groups of children and adults is dependent on the maturity of the children. What might be fine in a tailor-made course for a family may not be appropriate on a course where a parent is bringing their boisterous child into a mainly adult group.

B6.5 Accidents and incident reporting

Any good safety management system must have a mechanism for recording accidents and near misses.

An accident book must be used. It should be reviewed regularly, and action taken to prevent repetition of injuries. In the case of a major serious incident the Principal should contact the RYA, who can provide advice and assistance, as well as disseminate any lessons learned.

A record of near misses should be kept. These are events that could have caused an accident or injury. The record should be similar in content to an accident book entry. Such incidents should be reviewed regularly and the lessons learned recorded along with the actions taken to avoid reoccurrence.

When reviewing near misses, the severity of the missed outcome must be considered. Where this is of a serious nature the RYA should be informed. The RYA maintain an incident log which is reviewed regularly by senior management to identify trends or areas where improvement may be needed. A series of incidents across all RTCs may be an indicator of a more serious issue which requires addressing. It is therefore important that RTCs play their part in reporting accidents and incidents. See related article 'Accident and incident reporting' for further details.

Managing Your Centre

Booking Procedures

RGN B7

B7.1 Booking forms

It is essential that the booking process enables students to have realistic expectations about the content of the course including any pre-requisites to enable them to make an informed decision on their suitability to attend the course. It should also ensure the centre has sufficient information about the student to ascertain whether the course they choose is suitable and whether they have any special requirements.

Recognised Training Centres (RTCs) must make reasonable efforts to verify that students are enrolled on the right course for their skills, experience and aspirations, and that the centre is capable of meeting their requirements.

The bookings process must cover the following items:

- The student's confirmation of their suitability for taking part in the course, including pre- course certification or experience required.
- Students must have the opportunity to inform you of any special requirements they may have. This may range from dietary requirements if catering is provided or the need for reasonable adjustments under the Equality Act. See RGN B7.2.
- Name and relationship of the student's emergency contact for the duration for this course. These need not be collected at the point of booking, but a mechanism must be in place to ensure the centre has this information, together with any relevant medical information, for the duration of the course.
- Any form or mechanism, including digital forms, used to capture student data for the purpose of delivering RYA training must include either a purpose statement detailing the purpose for collecting that data or a reference to your centre's privacy policy, explaining how that data will be used, how it will be stored and who it will be shared with. See RGN B7.6.
- RTCs using agents to collect and process data on their behalf must ensure a data sharing statement is included in their agent's booking process. See RGN B7.7.

B7.2 Fitness to take part and health declaration

To enable a student to judge their fitness to take part in any particular course, you will need to give a clear picture of what is involved in the course. This will be specific to the nature of your operation, the craft you use and the area that you operate in.

Students should be advised to seek medical advice if they are in any doubt of their ability to participate.

The centre needs only record what is necessary for them to ensure the appropriate adjustments or measures are in place.

The process is two-fold:

1. At the time of booking, ask if there is any medical or other reason why the student believes they may require some special consideration. Examples can be given such as a disability or a medical condition, but it is not necessary to include tick lists of medical conditions or disabilities.
2. At the time of the course, a mechanism should be provided for all students to bring to the course accurate and relevant medical information, which is then reviewed and stored only for the duration of the course. This reduces the risk of holding medical information for longer than necessary and ensures that it is current at the time of the course.

When collecting medical information, consideration should be given to designing forms to allow medical information to be separated and stored (or disposed of) separately from other information, as medical details must be stored securely, and for no longer than is necessary.

When collecting medical information explicit consent must be gained for the use of that information.

B7.3 Monitoring bookings

To enable the RTC to ensure that students are enrolled on a suitable course, there should be a procedure for verifying that students have not been allocated to a course for which they do not have the experience or skill to undertake safely.

A process must be in place to ensure instructors have been informed of any medical fitness or special requirements of their students prior to start of the course.

B7.4 Joining instructions

Joining instructions must be sent to all students. The joining instructions must include the time and place of meeting, contact details for late arrivals and provide information on the main items to bring, such as warm clothing, protective clothing, hats, gloves, sunblock, pencil/paper etc.

B7.5 Cancellations

Cancellation arrangements should be fair, reasonable and transparent to both the RTC and students. Students should sign to say they have read and understand the contract they are entering into and agree to the cancellation arrangements. A digital form may be suitable as evidence of a student's agreement to the cancellation terms in some cases.

B7.6 Retention of records

The centre will keep records of students and a copy of the relevant booking terms and conditions in place at the time, for a minimum of 12 months or until the next RYA inspection of the centre, whichever is the longer period.

Thereafter, contact details and records of correspondence need not be retained unless it is likely that they will be needed in relation to any incident or issues that may require them to be kept. The retention period should be shown in the centre's privacy policy.

See RGN B10.4 Publications and Certificates and RGN D9.9 Marine Radio Exams for details of the required data protection statements.

B7.7 Selling through third parties

RTCs may advertise and sell courses using a third party agent. If doing so, a formal agreement must be drawn up including specific requirements with regard to the booking, including technical knowledge and customer support prior to booking, the booking process, terms and conditions and the cancellation policy. This agreement should be available for the RYA Inspector to view at the RTC's annual inspection. This agreement should also meet the requirements of the GDPR in respect of sharing users' personal data.

Full details can be found in TG 20-16 Agents acting for RYA Recognised Training Centres.

Managing Your Centre

Course delivery and supervision

RGN B8

B8.1 Introduction

The combination of supervision standards and ratios is geared towards ensuring that tuition is safe, educational and fun. A summary of the required instructor qualifications and ratios is given below, and further scheme specific information can be found in the Practical Centres and Shorebased Centres sections.

The instructional and safety ratios in these Recognition Guidance Notes are given as a minimum requirement. The nature or complexity of a centre's operation must be taken into account when determining a centre's specific staffing. A higher level of staffing may be required by the RYA.

Course programmes should be available and show that the entire syllabus (as detailed in the relevant RYA publication) for every level for which recognition is granted is adequately covered.

The instructional time stated in the relevant logbook and instructor handbook should be considered the minimum time required.

Visual aids appropriate to the level of courses being offered should be provided. At the most basic level, a white board or similar should be available. Relevant course notes/logbooks must be supplied to students and a range of backup materials such as handbooks and DVDs should be available as reference material.

A system for monitoring and communicating with the students regarding progress through the course must be in place.

It is essential that students are updated with their progress throughout their course so they can help manage their learning. In small centres this is relatively simple with good communication between instructor and student. In larger centres, particularly those offering longer programmes of tuition, it may be necessary to have a formal system in place to enable continuity and communication between multiple instructors and the students.

Centres offering online or distance learning courses, although not communicating face to face with students, there must be a system in place for regular communication and support.

Training aids:

Good quality training and visual aids appropriate to the courses being offered should be available, examples of aids include reference handbooks (both eBook and print), videos animations and dummy equipment such as blank flares or EPIRBs. Instructors may also provide their own additional training aids.

B8.2 Dinghy, Keelboat and Multihull

- Crewed dinghies: 3:1 for beginners with instructor on board. Maximum 9:1 but not more than six boats per instructor (e.g. three Wayfarers with three students in each, or four Picos with two students in each)
- Single handed dinghies: 6:1 (applies only whilst the boats are used as single handers)
- Keelboats: 4:1 (instructor on board). One instructor must be responsible for no more than nine students (e.g. three boats with three students in each)
- Assistant instructors: An assistant instructor counts as qualified in the ratios up to Level 2, but must work under the direction and direct supervision of an instructor or Senior Instructor.
- Unqualified helpers: Instructors may be assisted by unqualified helpers who are competent and experienced. They should be supervised by an instructor or Senior Instructor and be deployed in roles appropriate to their skills and awareness, but will not count towards the teaching ratios.

B8.3 Inland Waterways

3:1

B8.4 Personal Watercraft

One instructor can be responsible for up to three machines and six students, with no more than two students per machine. For stand-up machines, one instructor can be responsible for up to three machines with one rider on each.

B8.5 Powerboat

- Level 1 and 2, Intermediate, Advanced and Tender Operator: 3:1
- Safety Boat: 6:1 in two boats

B8.6 Windsurfing

6:1

- Assistant instructors: An assistant instructor counts as qualified in the ratios, but must work under the direction and direct supervision of an instructor or Senior Instructor.
- Unqualified helpers: Instructors may be assisted by unqualified helpers who are competent and experienced. They should be supervised by an instructor or Senior Instructor and be deployed in roles appropriate to their skills and awareness, but will not count towards the teaching ratios.

B8.7 Yachtmaster

- Advanced Pilotage: 3:1
- All other RYA cruising courses: maximum 5:1

Some vessels can only comfortably accommodate fewer students, and the design of the yacht will be taken into consideration when granting recognition.

B8.8 Navigation

- Classroom courses: No more than 12 students per class.

B8.9 Basic Sea Survival

Maximum 16:1. The maximum number of students must not exceed twice the liferaft capacity.

B8.10 Diesel Engine

No more than 12 students on a course. No more than six students per engine.

B8.11 First Aid

Maximum 12 students per course. The recommended ratio of resuscitation manikins to students is 1:4.

B8.12 Marine Radio

Classroom courses: No more than 12 students per class.

B8.13 Offshore Safety

Maximum 16:1. The maximum number of students must not exceed twice the liferaft capacity.

B8.14 Radar

Maximum 12 students per course. A maximum of three students to one computer at any time is permitted.

Managing Your Centre

Purchasing

RGN B9

B9.1 Introduction

A Recognised Training Centre (RTC) will have an RYA customer account for the purpose of paying annual recognition fees and purchasing course materials and other publications at a discounted price.

The account is opened the day that recognition is granted. RTCs can place orders via the RYA order line (023 8060 4132) or by emailing orders@rya.org.uk. The RYA will aim to dispatch orders within 36 hours (Monday to Friday) and will be subject to postage charges as shown in the Account Holders Order Form. If RTCs don't hold an RYA credit account, orders must be paid for at the time of ordering.

Principals may apply for their centre to hold an RYA credit account allowing them to purchase on account. Centres with a UK bank account applying for a credit account must pay by Direct Debit to clear their balance each month and therefore must complete the Direct Debit section. Full terms are available on the Credit Account and Direct Debit application form. Please note that Direct Debit can only be set up with a UK Bank or Building Society account. Centres without a UK bank account must clear their balance each month. Persistent non or late payment may affect a centre's recognition. The Principal holds the RYA account number for the RTC and decides who that number can be shared with for the purposes of ordering goods.

For RTCs offering RYA online courses, a credit account is required for the purposes of the RYA invoicing the centre for course enrolments.

An RTC's customer account will be blocked if an invoice is not paid within its credit terms, if the credit limit is exceeded or if RYA recognition is suspended or withdrawn.

Some items such as course packs and certificates are restricted items available only to RTCs recognised to offer the relevant course. Such items must only be bought direct from the RYA, and not exchanged between centres.

Managing Your Centre

Publications and certificates

RGN B10

B10.1 Publications

Relevant logbooks, handbooks or students' packs must be supplied, where stipulated, or be available for students to buy.

Other RYA publications relevant to the course should be available.

Where stated for specific courses in the Practical Centres and Shorebased Centres sections, the relevant handbook or logbook should be signed by the Principal/Chief Instructor to confirm completion of the course syllabus.

B10.2 Classroom teaching materials

Centres may project pages, video clips and animations from RYA e-book in classroom sessions as teaching aids. Please note, however, that centres should not photocopy or email classroom handouts from RYA publications or otherwise copy and distribute RYA copyright material.

See also the section on distance learning courses regarding permitted use of RYA intellectual property by RYA distance learning centres.

B10.3 Certificates

RYA certificates are available for training centres to purchase directly from the RYA. RTCs may only purchase and issue certificates for courses for which it holds recognition.

RTCs must not buy, sell or exchange certificates with any other parties, including other RTCs.

Should an RTC cease to hold RYA Recognition all unused certificates and course packs must be returned to the RYA.

The appropriate RYA course completion certificate, signed by the Principal or Chief Instructor, must be awarded as soon as possible to each student upon successful completion of an RYA course. The course instructor must be satisfied that the student has met the completion criteria for the course, and where appropriate sign the relevant sections of the scheme logbook or handbook to verify this.

Certificates must be securely stored and only be issued upon successful completion of RYA courses which meet all the conditions attached to those courses.

B10.4 Record keeping

Where RYA training leads to a certificate that must be registered online:

For certificates that are required to be registered online there is no requirement to keep a local record. You may keep records for your own business purposes but, if you decide to do so, you should make this clear to students in your privacy policy or notice.

The following statement, or similar, must be included at the time you collect the students' data and/or in your privacy policy:

"On successful completion of your [insert course you deliver in this category] course your name, contact details, date of birth, certificate number and date of issue will be shared with the RYA through a secure web portal or www.rya.org.uk. The data will be stored on the RYA's central database. This information allows the RYA to record your qualification, to update any records they may hold for you, and to verify or replace your certificate if required. For further information on how the RYA will deal with your data, please see the RYA's privacy policy.

Where an RYA certificate is issued which is not required to be registered online:

The RTC will keep records of certificates issued and a copy of the relevant booking terms and conditions. A record of certificates issued should be held for verification of lost certificates. It is recommended that records be kept for a period of up to seven years. Students should be made aware the fact that their certificate details will be retained at the centre, and for how long. If a candidate does not wish their details to be stored then you should honour their request. However the candidate should be made aware that neither your centre nor the RYA will be able to replace or verify their certificate in the future.

The following statement, or similar, must be included at the time you collect the students' data and/or in your privacy policy:

"On successful completion of your [insert course you deliver in this category] course name, certificate number and date of issue will be stored for up to [insert number of years]. This information allows us to verify or replace your certificate if required."

B10.5 Registering certificates with the RYA

Where stated for specific courses in the Practical Centres section, certificates must be registered online. Registration of these certificates is a central part of the RYA's anti-fraud measures and verification of a certificate's validity.

Every effort must be made to ensure that students' personal data entered in the registration system is accurate and up to date.

Until a certificate has been registered online, the holder's details completed in full on the certificate, the photo applied, and laminate sealed, the certificate is not valid.

Only certificates purchased by the issuing RTC can be registered.

Certificates can only be registered online by a person holding the relationship with their training centre of Principal, Primary Contact or Certificate Administrator. The relevant person must use their personal web login to access the Certificate Registration Hub.

Managing Your Centre

Organising exams

RGN B11

B11.1 Marine Radio exams

The Marine Radio SRC Certificate of Competence and Authority to Operate is assessed by an RYA SRC Assessor. It is a statutory qualification for operating marine VHF radios and is also a pre-requisite for other RYA qualifications.

Exams must be carried out at a Recognised Training Centre (RTC) recognised to offer the Marine Radio SRC Course.

Any centre taking a booking for a SRC course is responsible for organising the SRC exam. It is expected that the final exam will take place with the centre that has provided the training. If the exam is to take place at another RTC, this must be pre-arranged, clear to the student at the time of booking and be included in the terms and conditions of that booking. The RTC providing the course is responsible for ensuring the Exam Eligibility Form is passed to the RTC running the exam and the two RTCs must liaise to ensure this happens prior to the exam.

SRC exams must be preceded by the SRC training course, either classroom based or online. RTCs must ensure that the classroom course Assessor signs the Exam Eligibility Form confirming completion, or that online students bring a copy of their completion certificate to the exam so the details can be entered on the Exam Eligibility Form.

Candidates must be 16 years or older on the day of the exam.

Holders of the current RYC/MCA VHF certificate, or a UK aviation radio licence may apply for direct examination at a RTC, but will require the standard student pack. The RYA/MCA VHF certificate number or a photocopy of the aviation radio licence must be submitted with the application.

RTCs must ensure that at least two training radio sets are available for each practical exam and that no candidates share a set. RTCs should be familiar with the guidelines issued in TG02-14 SRC Practical Assessment: Guidance for SRC Assessors.

Training and examination of a student must not be run by the same SRC Assessor. Classroom based training will therefore require two Assessors – one to run the training course and one to run the exam.

Online students must be allowed time to familiarise themselves with the centre's training radios prior to the exam. The examiner should be present for this period to ensure students understand the day's structure and that students have had sufficient familiarisation time.

Completed examination papers must be held by the centre for five years, or until its next SRC centre inspection, whichever is shorter. Centres should include a statement to this effect within their privacy policy.

Only original SRC Exam Eligibility Forms may be used and affixed to the application form. Completed exam application forms with the Exam Eligibility Form affixed should be sent by the Assessor to the RYA. If a centre handles the Exam Eligibility Form on behalf of the Assessor, they must do so in a way that is compliant with data protection law.

B11.2 Certificates of Competence exams

Exams for Certificates of Competence must be carried out by the following Examiners:

- Yachtmaster Coastal and Offshore conducted by an RYA Yachtmaster Examiner
- Yachtmaster Ocean conducted by an RYA Yachtmaster Ocean Examiner
- Advanced Powerboat conducted by an RYA Advanced Powerboat Examiner.

Certificates of Competence for Advanced Powerboat, Yachtmaster Coastal and Yachtmaster Offshore are practical exams taken on board a vessel at sea. They are closely linked to the commercial operation of small vessels.

The Certificate of Competence for Yachtmaster Ocean is gained by oral exam and is the highest qualification in the RYA Yachtmaster scheme.

Candidates typically arrange exams through an RYA Recognised Training Centre (RTC) recognised for the appropriate discipline, i.e. Advanced Powerboat, Sail or Motor Cruising. In the UK only, exam candidates may arrange 'own boat exams' direct through the RYA online at www.rya.org.uk

The exam location must be approved by the RYA.

RTCs can request a list of Examiners from RYA Training and must use a pool of examiners rather than relying on one or two for their exams.

Examiners must not examine candidates who they have trained and must not examine at RTCs in which they are engaged as full-time employees.

The Principal or Chief Instructor of a centre must not examine students of that centre.

Centres providing students with exam application forms must ensure that the current version is provided. The current version is available in 'Related documents' and in the Document Finder.

More information about organising exams is available in the RYA Yachtmaster Scheme Syllabus and Logbook (G158).

B11.3 Payment of exam fee

The exam fee is payable to the RYA. Examiners must ensure that the exam report is accompanied by the appropriate payment.

Examiners may not accept any payment from candidates for expenses incurred in connection with an exam. For exams outside the UK, where it is agreed prior to the exam, an Examiner may have travel expenses reimbursed by an RTC.

Organising instructor courses

RGN B12

B12.1 Introduction

Instructor training courses are organised either by Recognised Training Centres (RTCs) or the RYA, depending on the type of course. For those organised by RTCs, some will require authorisation from RYA Training or the relevant Regional Development Officer (RDO).

Instructor courses should only be run at RTCs. Written approval from RYA Training must be obtained prior to offering RYA instructor training at a venue that is not an RTC.

The RTC is responsible for ordering materials and publications for instructor courses. The RTC and the Coach/Trainer must liaise to verify those materials and publications are in place before the course starts.

B12.2 Dinghy, keelboat and multihull

Courses that can be run by RTC	<ul style="list-style-type: none">- Assistant Instructor- Pre-entry assessment- Instructor- Advanced endorsement- Racing endorsement- Sailfoiling endorsement- Senior Instructor
Course and staffing details	See the current edition of the G14 National Sailing Scheme Instructor Handbook
Authorisation	UK based Senior Instructor courses: authorisation from RDO required. Non-UK Instructor and Senior Instructor courses: authorisation from RYA Training required. All other courses: no authorisation required but UK centres are advised to inform their RDO, especially when wanting to publicise the course.
Advertising	RTCs wanting to advertise their instructor training dates should email course details to training@rya.org.uk
Course materials	Compulsory: <ul style="list-style-type: none">- G14 National Sailing Scheme Instructor Handbook Recommended: <ul style="list-style-type: none">- G4 National Sailing Scheme Syllabus and Logbook- G11 Youth Sailing Scheme Logbook- G12 / E-G12 Advanced Sailing (for Advanced endorsement courses only)

B12.3 Windsurfing

Courses that can be run by RTC	<ul style="list-style-type: none">- Assistant Instructor- Start Windsurfing Instructor- Intermediate Windsurfing Instructor- Advanced Instructor- Racing Instructor- Windfoiling endorsement- Senior Instructor
Course and staffing details	See the current edition of the W33 Windsurfing Instructor Manual
Authorisation	<p>UK based Instructor and Senior Instructor courses: authorisation from RDO required.</p> <p>Non-UK courses for Start, Intermediate, Advanced and Senior Instructor courses: authorisation from RYA Training required.</p> <p>All other courses: no authorisation required</p>
Advertising	RTCs wanting to advertise their instructor training dates should email course details to training@rya.org.uk
Course materials	<p>Compulsory:</p> <ul style="list-style-type: none">- W33 / E-W33 Windsurfing Instructor Manual <p>Recommended:</p> <ul style="list-style-type: none">- W1 Youth Windsurfing Scheme Syllabus and Logbook- G47 Windsurfing Scheme Syllabus and Logbook- G49 / E-G49 Start Windsurfing- G51 / E-G51 Intermediate Windsurfing- G52 / E-G52 Advanced Windsurfing

B12.4 Powerboat

Courses that can be run by RTC	<ul style="list-style-type: none">- Instructor skills assessment- Powerboat Instructor- Advanced Powerboat Instructor
Course and staffing details	See G19 Power Schemes Instructor Handbook
Authorisation	<p>UK based Instructor and Advanced Instructor courses: authorisation from RDO required.</p> <p>Non-UK Instructor and Advanced Instructor courses: authorisation from RYA Training required.</p>
Advertising	RTCs wanting to advertise that they run instructor courses should email training@rya.org.uk

Course materials	<p>Compulsory:</p> <ul style="list-style-type: none"> - G19 / E-G19 Power Schemes Instructor Handbook - G20 Powerboat Schemes Syllabus and Logbook - G48 / E-G48 Start Powerboating - G108 / E-G108 Advanced Powerboat Handbook (Advanced endorsement courses only) <p>Recommended:</p> <ul style="list-style-type: none"> - G13 / E-G13 Powerboat Handbook - G16 / E-G16 Safety Boat Handbook - ZW13 Wet Notes
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B12.5 Personal Watercraft

Courses that can be run by RTC	<ul style="list-style-type: none"> - Personal Watercraft Instructor - Conversion from Powerboat Instructor to Personal Watercraft Instructor
Course and staffing details	See G19 Power Schemes Instructor Handbook
Authorisation	<p>UK based Instructor courses: authorisation from RDO required.</p> <p>Non-UK Instructor courses: authorisation from RYA Training required.</p> <p>Conversion courses: no authorisation required</p>
Advertising	RTCs wanting to advertise that they run instructor courses should email training@rya.org.uk
Course materials	<p>Compulsory:</p> <ul style="list-style-type: none"> - W33 / E-W33 Windsurfing Instructor Manual <p>Recommended:</p> <ul style="list-style-type: none"> - W1 Youth Windsurfing Scheme Syllabus and Logbook - G47 Windsurfing Scheme Syllabus and Logbook - G49 / E-G49 Start Windsurfing - G51 / E-G51 Intermediate Windsurfing - G52 / E-G52 Advanced Windsurfing

B12.6 Inland Waterways

Courses that can be run by RTC	Inland Waterways Instructor courses can be run at RTCs as 'own boat' courses but must be organised through RYA Training. The host RTC must have a minimum of three candidates wanting to attend the course.
Course and staffing details	See G19 Power Schemes Instructor Handbook
Authorisation	Authorisation from RYA Training required
Course materials	<p>Compulsory:</p> <ul style="list-style-type: none"> - G19 / E-G19 Power Schemes Instructor Handbook - G102 / E-G102 Inland Waterways Handbook <p>Recommended:</p> <ul style="list-style-type: none"> - ZW13 Wet Notes

B12.7 Yachtmaster

Courses that can be run by RTC	<ul style="list-style-type: none"> - Cruising Instructor (sail) - Cruising Instructor (power)
Course and staffing details	See G27 Yachtmaster Scheme Instructor Handbook
Authorisation	<p>Authorisation from RYA Training required</p> <p>Details to be submitted online. See 'Running a Cruising Instructor course' in related documents.</p>
Advertising	When authorisation is given for an instructor course, the details will be added to the online calendar
Course materials	<p>Compulsory:</p> <ul style="list-style-type: none"> - G27 / E-G27 Yachtmaster Scheme Instructor Handbook - G158 Yachtmaster Scheme Syllabus and Logbook

We are no longer offering Yachtmaster Instructor courses or Cruising Instructor/Yachtmaster Instructor revalidation or reassessment as 'own boat' courses at the candidates' own RTC. This may be reviewed in the future.

B12.8 Shorebased

Training for shorebased navigation instructors and special short course instructors is organised by RYA Training. RTCs can apply to host a course if there are a minimum of three candidates wanting to attend. Email instructor.courses@rya.org.uk for further details.

Course	Course materials
Navigation Instructor	<p>Compulsory:</p> <ul style="list-style-type: none"> - BNS Pack and Instructor Pack (includes ESN and Charts 3 and 4, ENS1) - DASP or SDSAP Pack and Instructor Pack (includes DSN, Charts 3 and 4 or 5 and 6, DS1, DSENR*) - YMAP or SYMAP Pack and Instructor Pack (includes YSN, Charts 3 and 4 or 5 and 6, YM1, YM7, YMENR*) - G158 Yachtmaster Scheme Syllabus and Logbook - G27 / E-G27 Yachtmaster Scheme Instructor Handbook - G20 Powerboat Schemes Syllabus and Logbook - Training Almanac <p>Recommended:</p> <p>For teaching Essential Navigation and Seamanship:</p> <ul style="list-style-type: none"> - G77 / E-G77 An Introduction to Navigation - G6 / E-G6 Navigation Handbook <p>For teaching Day Skipper and Coastal Skipper/Yachtmaster Offshore:</p> <ul style="list-style-type: none"> - G133 / E-G133 Weather Handbook - G6 / E-G6 Navigation Handbook - G7 Navigation Exercises - G2 / E-G2 International Regulations for Preventing Collisions at Sea G69 / E-G69 Passage Planning - NP5011 Symbols and Abbreviations

Course	Course materials
Navigation Instructor	For teaching Yachtmaster Ocean: <ul style="list-style-type: none"> - G158 Yachtmaster Scheme Syllabus and Logbook - G78 / E-G78 Astro Navigation Handbook - G133 / E-G133 Weather Handbook
SRC	Compulsory: <ul style="list-style-type: none"> - SRCP or E-SRCP Pack (includes VHF Handbook)
Radar	Compulsory: <ul style="list-style-type: none"> - RC98 Pack (includes G38) Recommended: <ul style="list-style-type: none"> - G34 / E-G34 Introduction to Radar
Diesel	Compulsory: <ul style="list-style-type: none"> - DC96 Pack (includes DC96 workbook) - G25 / E-G25 Diesel Engine Handbook
First Aid	Compulsory: <ul style="list-style-type: none"> - FAC or E-FAC pack (includes FAB First Aid book)
Sea Survival	Compulsory: <ul style="list-style-type: none"> - G43 Sea Survival Handbook Recommended: <ul style="list-style-type: none"> - E-G103 Boat Safety Handbook - G133 / E-G133 Weather Handbook
Offshore Safety	Recommended: <ul style="list-style-type: none"> - G43 Sea Survival Handbook - G133 / E-G133 Weather Handbook

Managing Your Centre

Customer feedback and complaints

RGN B13

B13.1 Feedback from students

If used correctly, feedback from students can avoid unnecessary problems and help improve course delivery.

Centres must have a system for receiving and acting on feedback from students during and after courses. Copies must be kept and available for the centre inspector to view.

Feedback forms need to enable the respondent to remain anonymous if they wish and should include an appropriate data protection statement.

B13.2 Complaints Procedure

If a complaint arises, every effort should be made by the Principal/Chief Instructor to resolve any issues promptly.

In the case that the complaint is received by the RYA, the Principal will be notified and asked to comment on the points raised.

In order to investigate the complaint, the RYA may need to contact instructors and students related to the complaint. Your privacy policy must include a statement to the effect that the RYA may contact students when this is necessary for quality assurance of RYA training, for example in the investigation of a complaint or incident. In these instances, the information is used solely for that purpose.

An unreasonably large number of complaints, or a very serious complaint, may result in suspension of a centre's recognition pending further action.

Training Centres should ask students to complete the relevant RYA course satisfaction survey at the end of their course. Students can access those surveys here:

<https://www.rya.org.uk/training/course-feedback>

In the event of a complaint, 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.

Any investigation usually requires the instructor, other students on the course and any other independent witnesses to be canvassed to get a balanced view.

The Principal should instigate an investigation quickly and respond objectively to the complainant with conclusions and any corrective action that has or will be taken.

Experience has shown that dealing with a complaint in a timely fashion and showing a willingness to listen to the customer's concerns objectively goes a long way towards resolving matters quickly and amicably.

Marketing and branding

RGN B14

B14.1 Marketing Materials

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 instructors or level of RYA recognition differ from those implicit in the recognition already granted.

All advertising must be in the exact name of the Recognised Training Centre (RTC), as shown on the Certificate of Recognition.

The word Yachtmaster™ and RYA Yachtmaster™ are registered trademarks of the RYA. Use of these marks is permitted by RTCs to advertise relevant RYA courses, but not otherwise. Please contact the RYA if you require further information.

If a course price is listed on any marketing material the complete price, including any compulsory course material and course completion certificates, must be listed. Optional publications or material may be listed as additional costs. Where additional exam fees exist, marketing material should be clear whether the course fee includes the exam fee or not.

From 1 January 2020, the following will apply and will be checked at the RTC's subsequent annual inspection.

Training centre websites must include the following details for each RYA course they publicise:

- RTC name under which recognition is held
- Classroom and/or operating base location (for which recognition is held)
- Minimum duration of the course plus any additional time for exams
- Maximum student:instructor ratio
- What course material is provided as part of the course
- Centres in non-English speaking countries must state that pre-learning, exams and courses are delivered in English. If RYA Training has approved recognition for delivery in a foreign language, the language in which each course is delivered must be stated. Any course information presented in a language other than English must also be available in English.

The cost of compulsory course material and course completion certificates must be included in any advertised course price. Optional publications or material may be listed as additional costs.

Where additional exam fees exist, marketing materials should be clear whether the course fee includes the exam fee or not.

B14.2 Use of RYA logos

The Master Logo

The distinctive blue logo of the RYA (the 'Master Logo') is a valuable asset of the RYA.

The Master Logo is protected by trademark registrations in the UK, Europe and key strategic territories worldwide.

Use of the Master Logo is tightly controlled. In general terms the Master Logo is reserved for publications, products and communications issued directly from head office or for events directly organised by the RYA.

Third parties, including: RYA volunteers, instructors holding RYA qualifications, RYA training centres, RYA affiliated clubs, venues hosting RYA events, and commercial/strategic partners are NOT entitled to use the Master Logo unless they have been given specific permission to use it.



The Master logo*

*Requests for a license to use the Master Logo should be made to the RYA Legal Department.

The RYA Training Centre and Instructor Logos

RYA RTCs are entitled to use the RYA Training Centre and RYA Instructor logos (together 'the Logos'), which are derivatives of the Master Logo, but not the Master Logo itself. Such use is subject to the license terms and guidelines outlined in this document. Training centres in Australia that are also recognised by Australian Sailing should use both the RYA Training Centre logo and equivalent Australian Sailing Training Centre logo.



The Logos

B14.3 License to use the Logos

The RYA permits use of the RYA Training Centre and RYA Instructor Logos by its Recognised Training Centres (each a 'Licensee')

- (i) who have applied for and been recognised as a training centre
- (iii) who have paid and continue to pay their recognition fees.

The RYA grants to the Licensee a non-exclusive licence to use the Logos. This Licence shall expire on cessation of RYA recognition.

The RYA also shall be entitled to terminate this Licence in the event that recognition fees are outstanding.

This Licence may not be assigned nor may the Licensee grant any sub-licences of the rights licensed to it under these Licence Terms. For example, if working with another organisation such as a holiday agent, the Licensee may not allow the holiday agent to use the Logos other than within a boxed advertisement for the Licensee.

The following conditions apply, and are in addition to any instructions or procedures relating to the use of the Logos that 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 Logos, the Licensee agrees to be bound by the following conditions of use:

- The Logos shall be displayed in accordance with the brand guidelines set out below or as updated from time to time and obtainable from the RYA.
- The RYA Training Centre logo may only be used by RTCs 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.
- The RYA Instructor logo may only be used in relation to specific qualified staff members, for example on training centre staff uniform or when introducing staff on the centre's website. It must be used in conjunction with an RYA recognised training centre's own branding. It may NOT be used by individual instructors to promote their work, either on a freelance or employed basis.

- The materials and websites on which the Logos or the RYA name are 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, its products or services or any other RYA training centre; and (iii) must not include statements which cannot be substantiated, for example: 'The leading RYA training centre' or 'Guaranteed exam pass' etc.
- The Logos shall not be displayed on any materials that infringe any RYA intellectual property or other rights, or violate any intellectual property law of any jurisdiction.
- The Logos must not be used by RYA Instructors acting in a personal capacity, for example on an instructor's personal business card.
- 'RYA' or the Master Logo may not be included in the trade or business name, domain name, email address, product or service name, logo, trade dress, design, slogan, or other trademarks of the RTC.

If permission to use the Logos is withdrawn as a result of breach of these terms and conditions it shall take effect immediately and forthwith the Logos shall be removed from any website and stocks of materials bearing the Logos shall be withdrawn from circulation at the Licensee's expense.

This Licence shall be governed by the law of England and Wales.

B14.4 Branding guidelines

See Related Documents for examples of correct use.

The following branding guidelines apply to the use of the RYA Training Centre and RYA Instructor logos (together 'the Logos'). The RYA reserves the right to amend or update them from time to time, at its discretion.

The colours within the logo should conform to the following:

Training/Instructor logos	Instructor logo only	Training Centre logo only
R3 G32 B61 HEX 03203d C100 M40 Y0 K90 PMS 2965	R176 G12 B15 HEX b00c0f C21 M100 Y100 K14 PMS 200	R242 G62 B65 HEX f23e41 C0 M80 Y64 K9 PMS 1787

The RYA Training Centre Logo must not appear more than once on a single sheet or web page as duplication can dilute the strength and impact.

The Licensee's training centre name, trademark, or logo must appear in any materials where the Logos are used. The Logos may not appear larger and/or more prominent than the Licensee's name, trademark, or logo.

Except for size, the Logos shall not be altered in any manner, including proportions, colours, elements, etc, or animated, morphed, or otherwise distorted in its perspective or two-dimensional appearance.

The Logos must wherever possible be on a plain background, and not on a patterned or graduated one. In some circumstances, a plain box may be the only way of displaying the logo correctly.

The Logos must never be used as a substitute for the letters 'RYA' in a sentence or phrase.

The Logos must stand alone and be given a reasonable amount (ordinarily 125% as illustrated below) of clear space separating them from any other object, such as type, photography, borders, edges, and so on.

The RYA Training Centre logo may be used by recognised training centres in their social media profile. While the space available varies according to the platform, generally the logo can be used in the small profile photo with the centre's own logo and images appearing in the larger cover/ header image. If the RYA Training Centre Logo and the centre's own logo area to be combined in the profile image, all the usual rules of clear space, acceptable colours and backgrounds will apply.

The RYA Instructor logo may NOT be used in the social media profile of either a recognised training centre or an individual instructor.

B14.5 Obtaining the logos

RTC's may download the logos from the Document Finder.

B14.6 Selling through third parties

RTCs may advertise and sell courses using a third party agent. If doing so, there are specific requirements with regard to marketing and advertising. The RTC is responsible for all advertising regardless of whether the advertisement has been placed by the RTC or the agent. Full details of using agents can be found in TG20-16 'Agents acting for RTCs' (see Related documents).

Related documents:

- Examples of correct use
- TG 20-16 Agents acting for RTCs

Managing Your Centre

Data protection

RGN B15

When dealing with personal data at your centre you should consider the six principles of data protection law in all aspects of your operation:

1. Lawfully, fairly and transparently
Lawful: You must have a lawful basis to collect the data, as defined by the GDPR. Further information can be found on the website of the Information Commissioner's Office (ICO). For most student-training centre relationships the appropriate basis will most likely be 'Contract' or 'Legitimate interest', although 'Consent' may be applicable in some circumstances, such as opt-in marketing.
Transparency: You must tell the student what you will do with their data. You should do this at the time you collect the data.
Fair: You must only do what you tell the student you will do with their data. You cannot collect data for one purpose and use it for another.
2. Purpose limitations
You can only use data for the purpose for which it was collected, and for no other reason.
3. Data minimisation
Data must be 'adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed'. In other words, only collect the data you actually need.
4. Accuracy
Data must be 'accurate and, where necessary, kept up to date'. You should have systems to update and correct data.
5. Storage limitations
Only keep data for as long as you need it.
6. Integrity and confidentiality
Data must be kept appropriately to ensure security.

In addition:

- If you have to share data with another organisation you must make it clear who that is and why and how it is shared.
- Data must be kept accurate and up to date, and only held for as long as necessary for fulfilment of the purpose for which it was collected.
- Your students have the right to request removal of their data from your records.
- Some personal data such as financial or medical information have additional requirements and any breaches are treated more seriously than more general personal data.

- A Privacy Policy or Notice should be used to explain how data is handled at your training centre. It should be referred to wherever personal data is collected so students can reference what will happen to the information they provide.

Further advice on the General Data Protection Regulations is available on the Information Commissioner's Office website.

Data shared between the RYA and RTCs

Recognised Training Centres (RTCs) are required to share certain data with the RYA and the RYA to share certain data with the RTC. In the case of such shared data, both the RTC and the RYA will be Data Controllers.

Data should only be shared in line with the requirements in these RGNs. Particular attention is drawn to the items in Related Pages. The data will be retained by the RYA in line with the RYA's Privacy Notice.

Data shared by the RYA with RTCs will only be used for the stated purpose, for example lists of instructors available for work should not be retained for longer than is needed to engage an instructor for that job.

Both the RYA and RTC will individually be data controllers for the data they hold on students of an RTC and will be independently responsible for:

- The robustness of their data systems;
- Their own data breaches and informing the other party about data breaches;
- Respecting the rights of the data subject.

Practical Centres

RGN: C

RGN C1 – [Vessels used for training](#)

[C1.1 Introduction](#)

[C1.2 Own boat tuition](#)

RGN C2 – [Safety afloat](#)

[C2.1 Monitoring Activities](#)

[C2.2 Safety craft](#)

RGN C3 – [Clothing and equipment](#)

[C3.1 Introduction](#)

[C3.2 Buoyancy aids](#)

[C3.3 Lifejackets](#)

[C3.4 Protective clothing](#)

[C3.5 Killcords](#)

RGN C4 – [Recreational activity](#)

[C4.1 Recreational sailing and windsurfing](#)

[C4.2 Other recreational activities](#)

RGN C5 – [Dinghy, keelboat and multihull](#)

[C5.1 Introduction](#)

[C5.2 Certification available](#)

[C5.3 Minimum course duration](#)

[C5.4 Award criteria](#)

[C5.5 Course supervision](#)

[C5.6 Minimum instructor qualifications](#)

Practical Centres (continued)

RGN: C

[C5.7 Student:instructor ratios](#)

[C5.8 Short introductory sessions](#)

[C5.9 Course materials](#)

[C5.10 Training vessels](#)

[C5.11 Equipment](#)

[C5.12 Adventure Activity Licencing](#)

RGN C6 – [Inland Waterways](#)

[C6.1 Certification available](#)

[C6.2 Minimum course duration](#)

[C6.3 Award criteria](#)

[C6.4 Minimum instructor qualifications](#)

[C6.5 Student:instructor ratios](#)

[C6.6 Course materials](#)

[C6.7 Training vessels](#)

[C6.8 Operating area](#)

[C6.9 Equipment](#)

RGN C7 – [Personal Watercraft](#)

[C7.1 Certification available](#)

[C7.2 Minimum course duration](#)

[C7.3 Award criteria](#)

[C7.4 Minimum Instructor qualifications](#)

[C7.5 Student:instructor ratios](#)

[C7.6 Course materials](#)

[C7.7 Equipment](#)

Practical Centres (continued)

RGN: C

[C7.8 Additional requirements for Introduction to PW Safety Courses](#)

RGN C8 – [Powerboat](#)

[C8.1 Certification available](#)

[C8.2 Minimum course duration](#)

[C8.3 Award criteria](#)

[C8.4 Minimum instructor qualification](#)

[C8.5 Student:instructor ratios](#)

[C8.6 Course materials](#)

[C8.7 Training vessels](#)

[C8.8 Equipment](#)

[C8.9 Advanced Powerboat Exams](#)

RGN C9 – [Windsurfing](#)

[C9.1 Introduction](#)

[C9.2 Certification available](#)

[C9.3 Minimum course duration](#)

[C9.4 Award criteria](#)

[C9.5 Course supervision](#)

[C9.6 Minimum instructor qualifications](#)

[C9.7 Student:instructor ratios](#)

[C9.8 Short introductory sessions](#)

[C9.9 Course materials](#)

[C9.10 Equipment](#)

[C9.11 WindSUPs](#)

[C9.12 T15 clubs](#)

Practical Centres (continued)

RGN: C

[C9.13 Adventure Activity Licencing](#)

RGN C10 – [Yachtmaster™](#)

[C10.1 Certification available](#)

[C10.2 Minimum course duration](#)

[C10.3 Combining courses](#)

[C10.4 Award criteria](#)

[C10.5 Minimum instructor qualifications](#)

[C10.6 Student:instructor ratios](#)

[C10.7 Course materials](#)

[C10.8 Temporary detachment](#)

[C10.9 Student briefings](#)

[C10.10 Equipment](#)

[C10.11 Yachtmaster Exams](#)

RGN C11 – [ICC Test Centres](#)

[C11.1 Introduction](#)

RGN C12 – [Wingsurfing](#)

[C12.1 Introduction](#)

[C12.2 Certification available](#)

[C12.3 Minimum course duration](#)

[C12.4 Award criteria](#)

[C12.5 Course supervision](#)

[C12.6 Minimum instructor qualifications](#)

[C12.7 Course materials](#)

[C12.8 Equipment](#)

[C12.9 Adventure Activity Licencing](#)

Practical Centres

Vessels used for training

RGN C1

C1.1 Introduction

All practical training centres must have a training vessel or fleet appropriate to the recognition held.

For each vessel not owned by the Recognised Training Centre (RTC) there must be a contract between the centre and the owner/managing agent, stating that the owner gives permission for the vessel to be used for training by the centre. The centre must take full responsibility for the vessels' safe operation.

RTCs must ensure that all craft used for training will in all respects be well found, regularly inspected and maintained, suitable for instruction and equipped to the standards set out in the relevant RYA documentation. First impressions count, for example: varnish should not be flaking off, silicone sealants should not be mouldy, excessive corrosion should not be evident, RIBs must have fully inflated tubes and any seats must be secure, all instruments should be working.

All vessels are required to comply with local regulations in addition to complying with these RGNs. Centres must verify whether their vessel operation comes under their location's commercial vessel regulations.

In the UK, RYA recognition is an alternative to Category 6 of the Code of Practice for Small Commercial Vessels for dinghy, keelboat, multihull, powerboat and personal watercraft centres where training is delivered up to three miles out to sea in daylight hours only. RTCs offering the Yachtmaster scheme, Advanced Powerboat or Tender Operator courses should have commercially certified vessels. RTCs offering the Powerboat Intermediate course may also require commercially certified vessels.

If an RTC's training vessel is sold, or is temporarily out of regulatory compliance because of a major refit etc., the recognition of that RTC may be temporarily suspended. Alternatively, and at the RYA's discretion, the RTC may be allowed to continue to advertise courses, but not run any courses, including any own boat tuition, until the vessel comes back into compliance and is satisfactorily inspected.

C1.2 Own boat tuition

Own boat tuition should normally take place at the RTC's recognised site to ensure the facilities, operating area and safety cover are suitable. Centres may only promote or advertise own boat tuition at their recognised site.

Recognition will not be granted to centres running purely own boat tuition.

In all cases, a full assessment of the area and vessel to be used must take place to ensure their suitability.

Own boat courses at another location:

Due to the extra experience and autonomy needed when working away from the centres own base:

Own boat powerboat courses up to Level 2 may, with approval from RYA Training, take place at another location. The instructor in these cases must be a Powerboat Advanced Instructor.

Own boat tuition for all courses in the Yachtmaster scheme may also take place in another location, with approval from RYA Training. In these cases the instructor must be a Yachtmaster Instructor Sail or Power, as appropriate.

Note: The approval of own boat tuition away from your recognised site is intended to facilitate existing students being able to obtain own boat tuition from a centre or instructor they have built a relationship with. It intended to compliment normal RYA tuition on centre-own and operated vessels. It is not intended to form a major part of a centre's business. No centre may use own boat tuition as its core means of course delivery.

Practical Centres

Safety afloat

RGN C2

C2.1 Monitoring Activities

The centre should have a system in place that enables them to monitor the number of craft and users that are on the water during training. It should also include operating location and names of students and instructors.

C2.2 Safety craft

Any tuition at a Recognised Training Centre should comply with the following minimum safety boat requirements:

Activity	Safety boats
Windsurfing	Up to 12 boards:1 safety boat
Dinghies, multihulls and keelboats* (without engines)	Up to 6 craft:1 safety boat 7 to 15 craft:2 safety boats More than 15 craft:3 or more safety boats *The safety boat must be capable of carrying the full crew of one keelboat and be capable of towing the fleet it is providing cover for.
Keelboats unable to recover from swamping	A dedicated safety boat must be provided which is capable of carrying the entire crew of the keelboat
Personal watercraft	Up to 3 PWs: 1 safety craft A PW should not go afloat alone. Another PW or safety boat must be available in case of problems.

Safety craft must be suitable for all types of activity undertaken in the operating areas and prevailing conditions at the centre. The distance from the operating area to the shore base should also be taken into account. Safety craft must be properly equipped according to the training vessel checklist.

All safety craft will be manned by properly trained crews capable of rendering first aid.

Sufficient and appropriate safety boats must be available to provide separate cover for all sailing, windsurfing and personal watercraft courses in progress at any one time. They should be afloat and ready for immediate use during activities and be driven by trained drivers.

Instructors supervising basic skills courses from a safety boat should not normally provide safety cover for other groups.

The mechanical failure of a safety boat should not compromise the safety of the overall operation.

Except in the case of heavy displacement craft, safety boats must be fitted with killcords which are of the appropriate length, fully functional and used at all times when underway. A spare killcord should be carried for emergency use.

The use of VHF radios, if available, should be by trained operators. Where the operating area is out of sight of the shore base, VHF radios should be provided. Dealing with radio failure should also be taken into account in the operating procedures document.

Practical Centres

Clothing and equipment

RGN C3

C3.1 Introduction

The policy for the supply and use of clothing and equipment is detailed below. For technical details and compliance criteria, please see the relevant Training Checklists.

Good personal equipment can make all the difference to the quality and safety of the experience. There should be a system to ensure clothing and equipment is maintained in good condition and that faulty equipment is removed from use or identified as 'out of service' until effective repairs have been completed.

Centres must have a clear policy on the wearing and use of equipment such as lifejackets, buoyancy aids and protective clothing.

All students will be in possession of personal safety equipment appropriate to the type of craft in which they are receiving instruction and will be required to wear this equipment on occasions when prevailing conditions make its use necessary.

RTC's must provide students with personal floatation devices. Students may choose to wear their own, in which case the centre must ensure they are compliant and appropriate for the course and conditions.

C3.2 Buoyancy aids

Buoyancy aids used should comply with EN 393/ISO 12402-5 (50 Newton/Level 50) or USCG Type III PFD standards. If these standards do not apply in the RTC's country, the RTC must discuss alternatives with RYA Training.

Crotch straps should be used if fitted.

All buoyancy aids should be regularly inspected and be part of a standard maintenance schedule. There is no requirement from the RYA for flotation testing, but guidance on this should be available from the manufacturer if desired. If there is doubt as to effectiveness, they should be tested or discarded.

There should be a system for rinsing equipment in fresh water after use, particularly in salt water or unclean environments.

Organisations running members-only courses may require students to supply their own.

On dinghy, personal watercraft and safety boat courses, and on keelboats without guardrails, all participants and instructors must wear a buoyancy aid.

For windsurfing courses, buoyancy aids must be worn when afloat under instruction during Start Windsurfing courses and by all children under 17 years old. Their use should be strongly recommended to all course members on other windsurfing courses. The instructor may insist on their use, but on Windsurfing Intermediate courses and above a harness may be used instead at the instructor's discretion.

On Powerboat Level 1, 2 and Intermediate courses, and on keelboats with guardrails, students must wear either a buoyancy aid or a lifejacket (see section on lifejackets).

C3.3 Lifejackets

It is strongly recommended that no more than two different types of lifejacket be permitted on any vessel, to limit any confusion in use. Where national or local regulations require solid foam lifejackets to be carried on board, gas inflated lifejackets will also be carried to encourage their frequent use.

Lifejackets should be MCA or MED approved ("Wheelmarked") or comply with BS EN 396, BS EN 399 standards or their successors ISO 12402-2, 3 or 6. In countries where these standards are not available centre Principals must demonstrate that the lifejackets used are to an equivalent standard to ISO 12402.

Adult lifejackets should be a minimum of 150N and be fitted with a crotch-strap, whistle, retro-reflective materials. A light must be fitted if used for the Powerboat Tender Operator course or Advanced Powerboat course and exam.

Centres recognised for Intermediate or Advanced Powerboat courses must have compressed gas inflatable-type lifejackets.

There must be sufficient inflatable life jackets available for all crew plus 2 or 10%, whichever is the greater. Where small children are on board suitable, good fitting children's lifejackets must be provided.

Lifejackets and harnesses should be integrated and safety lines provided for each harness. Buoyancy aids comply with EN393/ISO12402-5 (50 Newton/Level 50)

All inflatable lifejackets should be serviced annually in line with the manufacturer's recommendations, at a service station accredited by the manufacturer. A full service history must be available for inspection by the RYA. As far as is reasonable and practicable, visual examinations should be carried out weekly to determine whether they are safe to use.

To promote good practice and ease of wearing, centres recognised for Intermediate or Advanced Powerboat courses must have compressed gas inflatable-type lifejackets.

All centres carrying lifejackets must have a clear policy on the use of lifejackets. Centres are reminded of the mantra "Useless unless worn". In general where a requirement for lifejackets is included in a training vessel checklist, they should be worn whilst on deck of a vessel under way, unless it has been assessed by the instructor to be safe not to do so. Reinforcing the wearing of lifejackets is particularly important during activities with increased risk such as stepping ashore during coming alongside manoeuvres or operating locks. Where lifejackets are worn as an alternative to buoyancy aids on powerboats or keelboats, they must be worn at all times whilst afloat.

C3.4 Protective clothing

RTCs should make it clear in the booking process what protective clothing (waterproofs, drysuits, wetsuits etc.) is provided and whether there is an additional charge for it.

All protective clothing provided must be clean and suitable for the elements and time of year, with a system in place for cleansing and drying after use. At a basic level this may simply be rinsing and hanging to drip dry.

Sufficient numbers in a range of sizes should be available.

Students providing their own clothing must be advised regarding what is suitable for the prevailing weather, sea and air temperature.

Drysuits should be considered for Powerboat Advanced courses, particularly during winter months.

Wetsuits should be available for students on dinghy and windsurfing courses to provide warmth and protection from abrasion, unless the environment means they are not required.

Wetsuits or neoprene shorts should be available for students on PW courses to provide protection against internal injury from falling off at speed or into an active jet.

Students should be advised on suitable footwear during the booking process.

Organisations running members-only training may require students to supply their own protective clothing.

C3.5 Killcords

Except in the case of heavy displacement craft, safety boats, powerboats and PWs must be fitted with killcords which are of the appropriate length, fully functional and used at all times when underway. A spare killcord must be carried for emergency use.

In powerboats, killcords should be attached round the leg. On PWs, killcords should be attached to the rider's buoyancy aid.

Practical Centres

Recreational activity

RGN C4

C4.1 Recreational sailing and windsurfing

If a centre is providing recreational dinghy sailing or windsurfing which does not include any tuition, but which is part of a structured learning programme, each safety boat should provide cover for a maximum of 12 dinghies or windsurfers.

Where conditions permit, centres may be allowed to increase this cover to a maximum of 15 dinghies or windsurfers with permission from the RYA.

All afloat activity at non-UK centres must be supervised by an appropriately qualified RYA Senior Instructor in line with these Recognition Guidance Notes, taking into account prevailing weather conditions, tides and any other factors that may dictate less than 15 craft per safety boat.

C4.2 Other recreational activities

If the centre conducts any other activities afloat, which fall outside the remit of RYA recognition, the centre will exercise all reasonable care and skill and conduct such activities in accordance with good practice and/or established national guidelines.

Practical Centres

Dinghy, Keelboat and Multihull

RGN C5

C5.1 Introduction

There are two training schemes within these disciplines: The RYA Youth Sailing Scheme and the RYA Sailing Scheme. Each scheme can be offered in dinghies, keelboats or multihulls. Centres must apply for recognition for the specific discipline(s) to be offered and will be subject to inspection for each discipline applied for.

C5.2 Certification available

Youth Sailing Scheme

- Youth Taster
- Stage 1
- Stage 2
- Stage 3
- Stage 4

Sailing Scheme

- Adult Taster
- Level 1 Start Sailing Level 2 Basic Skills
- Level 3 Better Sailing

Advanced modules for youth and adults

- Seamanship Skills Day Sailing
- Sailing with Spinnakers
- Start Racing, Club Racing and Regional Racing
- Performance Sailing
- First Flights
- Sustained Flights
- Performance Flights

C5.3 Minimum course duration

Instructor : Student ratio	Minimum course duration
Single handers, Ratio of 1:1 and small group tuition only (max ratio 1:3)	8 hours which must include at least 6 hours on the water practical tuition *See additional notes below.
All double handed and keelboat tuition, and single-handed, ratio 1:4 and above	Approximately 16 hours course, either spread over a series of sessions or two full days.

*Additional notes:

For 2021 RYA Training have introduced 'reduced on water practical' tuition for 1:1 and small group tuition, single handers only. If a centre wishes to adopt this approach the minimum on-water tuition time must include the following considerations:

- Only whilst single-hander boats are used by individuals, not for double-handed tuition
- The above on-water times are a 'minimum' guide, students may require additional time to reach the required level, for example when courses are delivered over a series of sessions.
- The hours specified above are required 'on-water' tuition hours. Further consideration must be taken for the full 'course duration', including allowances for arrival, changing and breaks.

To enable the gathering of information on the effectiveness of this approach, and to consider permanent inclusion we would be grateful if all participating centres/clubs would provide intermittent feedback through the form 'On Water Tuition Hours Survey':

<https://www.surveymonkey.com/r/8RBWHBS>

C5.4 Award criteria

Continual assessment during the course with direct assessment available.

C5.5 Course supervision

All training activities should be supervised by an appropriately qualified RYA Senior Instructor (SI).

Dinghy:

- Dinghy Senior Instructor, or
- Keelboat Senior Instructor who also holds a Dinghy Instructor certificate, or
- Windsurfing Senior Instructor who also holds a Dinghy Instructor certificate

Multihull:

- Dinghy Senior Instructor who also holds a Multihull endorsement

Keelboat:

- Keelboat Senior Instructor, or
- Dinghy Senior Instructor who also holds a Keelboat Instructor certificate, or
- Dinghy Senior Instructor who also holds a Day Skipper Sail practical certificate, or
- Windsurfing Senior Instructor who also holds a Keelboat Instructor certificate

The centre must take into account suitable cover for lunchtimes, sick days and days off for senior staff.

See 'Principals and Chief Instructors' for a list of suitable qualifications.

UK centres only: Provided the Chief Instructor is completely confident that standards of safety and tuition will be maintained on the day, they may occasionally delegate a single group to a suitably trained and experienced instructor. This instructor must have been trained in the procedures at the site, and be competent to run the session. However a Senior Instructor should be on site when a centre is running more than one sailing and/or windsurfing group simultaneously.

C5.6 Minimum instructor qualifications

The following table details the minimum instructor qualifications required for each level of course, working with supervision as shown above and subject to recognition being held for the course and type of craft:

Course	Minimum instructor qualification
Youth Sailing Scheme Stages 1 to 4 Sailing Scheme Levels 1 to 3 Seamanship Skills Day Sailing	Dinghy/Multihull/Keelboat instructor as appropriate for the type of craft
Sailing with Spinnakers	Advanced Instructor, or Dinghy/Multihull/Keelboat instructor as appropriate for the type of craft who is suitably experienced and approved by the Principal or Chief Instructor
Start Racing	Racing Instructor who is also a Dinghy/Multihull/Keelboat instructor as appropriate for the type of craft
Club Racing	Racing Coach Level 2, or Racing Instructor who is also a Dinghy/Multihull/Keelboat instructor as appropriate for the type of craft and who is suitably experienced and approved by the Principal or Chief Instructor

Course	Minimum instructor qualification
Regional Racing	Racing Coach Level 3, or Racing Instructor/ Racing Coach Level 2 who is also a Dinghy/ Multihull/Keelboat instructor as appropriate for the type of craft and who is suitably experienced and approved by the Principal or Chief Instructor
Performance Sailing	Advanced Instructor who is also a Dinghy/ Multihull/Keelboat instructor as appropriate for the type of craft
Foiling	Foiling Instructor. For Sustained Flight courses and above, the Foiling Instructor must be suitably experienced and approved by Principal or Chief Instructor.

C5.7 Student:instructor ratios

For basic skills courses:

Craft	Ratio
Crewed dinghies	3:1 for beginners with instructor on board. Maximum 9:1 but not more than 6 boats per instructor (eg. three Wayfarers)
Single handed dinghies	6:1 (applies only whilst the boats are used as single handers)
Keelboats	4:1 (instructor on board). One instructor must be responsible for no more than nine students (eg. three boats with three students in each)

Assistant instructors: An RYA Assistant Instructor counts as qualified in the ratios for courses up to and including Level 2 and Stage 3, but must work under the direction and direct supervision of an instructor or SI.

Unqualified helpers: Instructors may be assisted by unqualified helpers who are competent and experienced. They should be supervised by an instructor or Senior Instructor and be deployed in roles appropriate to their skills and awareness, but will not count towards the teaching ratios.

Refer to 'Safety Afloat' for safety boat ratios.

C5.8 Short introductory sessions

Training centres recognised for the Sailing and Windsurfing Schemes that offer short introductory sessions designed to provide a first experience or to introduce the basic skills of sailing or windsurfing, (e.g. taster sessions as part of multi-activity courses) should ensure that the safety boat ratios for such sessions are observed, as laid down in these Recognition Guidance Notes.

Where conditions allow, and for such sessions only, it may be appropriate for the Senior Instructor to permit the centre to operate at a student to instructor ratio greater than that specified above, providing the boats are not overloaded and taking into account the type of boat, the conditions, the sailing area and the safety cover. The exact ratio is at the discretion of the Principal, with due consideration to RYA guidelines. The Principal should be aware that increasing ratios for all such sessions might not be appropriate.

If boards or boats are shared between two students, any students not directly involved in the activity should be supervised ashore.

C5.9 Course materials

When a student takes their first course within the RYA Sailing scheme, their RTC must provide them with the G4 Sailing Scheme Logbook or G11 Youth Sailing Scheme Logbook as appropriate. The logbook should remain with them throughout further courses, with their progress and completion of each course recorded in it by their instructor.

On successful completion of a course the RTC must issue the student with the appropriate certificate, record the certificate in the logbook and keep a record at the centre.

Course	Compulsory	Recommended
Youth Sailing Stages 1 to 4	G11 RYA Youth Sailing Scheme Logbook Y1, Y2, Y3 or Y4 Youth Sailing Stage 1, 2, 3 or 4 certificate as appropriate	G3 Start Sailing – Beginners Handbook G32 Go Sailing!
All Sailing Scheme courses	G4 RYA Sailing Scheme Logbook	
Sailing Scheme Levels 1 and 2	D11 Start Sailing Level 1 or D12 Basic Skills Level 2 certificate as appropriate	G3 Start Sailing – Beginners Handbook
Sailing Scheme Level 3	D18 Better Sailing Level 3 certificate	G12 Advanced Sailing Handbook
Seamanship Skills Day Sailing Sailing with Spinnakers Performance Sailing	D13, D14, D15 or D17 Seamanship Skills, Day Sailing, Sailing with Spinnakers or Performance Sailing certificate as appropriate	G12 Advanced Sailing Handbook
Start Racing	D16 Start Racing certificate	G12 Advanced Sailing Handbook G66 Start to Race

Many of the publications and packs above are also available as eBooks. See the Recognised Training Centre Price List for details.

C5.10 Training vessels

The centre should have access to sufficient craft in order to teach all courses for which it is recognised. See the student: instructor ratios above for acceptable numbers of students per boat.

These boats should be equipped so that it is possible to teach the entire relevant syllabus according to the conditions, e.g. boats for seamanship courses should be capable of being reefed afloat. In the case of high-performance boats there should be a rigging guide for different wind strengths.

For centres offering foiling courses, the courses for which the centre is recognised will be determined by the type of foiling craft available and the experience of the instructor.

For the delivery of courses in keelboats, boats with a length waterline of 7 metres or less will be considered. For the approval of traditional/local design boats above this length, or when considering the use of vessels for operation without safety boat provision, supplementary information evidencing self-sufficiency will be required.

Areas of consideration by RYA Training may include recovery from knockdown, swamp test results, ballast ratio and stability information, as well as operational compliance with any local regulations such as additional instructor qualifications or boat coding/licensing requirements.

Centres must consider whether a significant risk of entrapment under dinghies, keelboats or multihulls exists and train instructors to deal with it as necessary. Centres must consider using masthead flotation for training to reduce/eliminate inversions in deep water. Students must be aware of the risks associated with inversions.

C5.11 Equipment

See Training Checklist.

C5.12 Adventure Activity Licencing

If your centre operates in Great Britain and provides training to under 18s, you may require an Adventure Activity Licence. RYA Recognition provides an exemption from Adventure Activity Licencing for activities delivered under RYA Recognition only. See 'Guidance on adventure activities licensing'.

Practical Centres

Inland Waterways

RGN C6

C6.1 Certification available

- Inland Waterways Crew
- Inland Waterways Helmsman*
- *Certificates must be registered online

C6.2 Minimum course duration

- Inland Waterways Crew: One day as a stand-alone course, or two days if accompanying another course
- Inland Waterways Helmsman: Two days

C6.3 Award criteria

- Continual assessment during course
- Inland Waterways Helmsman may also be awarded following direct assessment

C6.4 Minimum instructor qualifications

Activities should be supervised at all times by an RYA Inland Waterways Helmsman Instructor. The centre must take into account suitable cover for lunchtimes, sick days and days off for senior staff.

C6.5 Student:instructor ratios

3:1

C6.6 Course materials

On successful completion of a course the RTC must issue the student with the appropriate certificate and keep a record of the certificate either at the centre or online as appropriate (see section above on Certificates).

Course	Compulsory	Recommended
Inland Waterways Crew Course	IWCC Inland Waterways Crew certificate	G54 RYA Go Inland! (for children)
Inland Waterways Helmsmans Course	IWCP or E-IWCP Inland Waterways Pack (incorporates the certificate and RYA Inland Waterways Handbook)	G17 European Waterways Regulations G81 ICC Handbook G106 Handy Guide to CEVNI

Many of the publications and packs above are also available as eBooks. See the Recognised Training Centre Price List for details.

Training aids:

Visual aids appropriate to the courses being offered should be provided along with materials such as handbooks, videos, animations and eBooks. Instructors should also provide their own additional training aids.

C6.7 Training vessels

All boats must have an acceptable amount of deck space for teaching. Traditional stern boats should generally not be used for training purposes.

Centres should consider and document in the operating procedures an appropriate method of man overboard recovery. This will vary depending on the vessel type and nature of the waterway.

Centres should ensure all emergency access points are marked on a map in the operating procedures document, with details of their location, which may be a bridge number, lock or parallel road, as part of the Emergency Action Plan.

C6.8 Operating area

The operating area should have at least one lock.

C6.9 Equipment

See Training Checklist.

Practical Centres

Personal Watercraft

RGN C7

C7.1 Certification available

Personal Watercraft Proficiency (offered only by land-based Recognised Training Centres (RTCs)). This type of certificate must be registered online.

Introduction to Personal Watercraft Safety (offered mostly by superyacht RTCs). This certificate is valid for one year for superyacht crew, six months for regular guests and the duration of the charter for other guests.

C7.2 Minimum course duration

Personal Watercraft Proficiency: one day

Introduction to Personal Watercraft Safety: one hour

C7.3 Award criteria

Continual assessment during course

C7.4 Minimum Instructor qualifications

Activities should be supervised at all times by an RYA Personal Watercraft Instructor. The centre must take into account suitable cover for lunchtimes, sick days and days off for senior staff.

C7.5 Student:instructor ratios

One instructor can be responsible for up to three machines and six students, with no more than two students per machine. For stand-up machines, one instructor can be responsible for up to three machines with one rider on each.

C7.6 Course materials

On successful completion of a course the RTC must issue the student with the appropriate certificate and keep a record the certificate either at the centre or online as appropriate (see section above on Certificates).

Course	Compulsory
Personal Watercraft Proficiency	PWCP or E-PWCP Personal Watercraft Pack (incorporates the certificate and Personal Watercraft Handbook)
Introduction to Personal Watercraft Safety	PWSY Personal Watercraft Safety certificate

Many of the publications and packs above are also available as eBooks. See the Recognised Training Centre Price List for details.

Training aids:

Visual aids appropriate to the courses being offered should be provided along with materials such as handbooks, videos, animations and eBooks. Instructors should also provide their own additional training aids.

C7.7 Equipment

PWs should be equipped as per the Training Vessel. However, PWs accompanied by a safety boat equipped as per the Powerboat Training Vessel Checklist are required only to carry those items in the PW checklist which do not feature on the powerboat checklist.

Consideration should be given to the use of impact vest buoyancy aids, to provide both personal buoyancy and protection of the torso. Wetsuits or neoprene shorts should be available for students on PW courses to provide protection against internal injury from falling off at speed or into an active jet.

See Training Checklist.

C7.8 Additional requirements for Introduction to PW Safety Courses

The operating procedures for RYA PW training on board should be incorporated into the vessel's safety management system.

Training centres delivering this course will, by the nature of their normal business, move to different locations throughout the year. This means that each time RYA training is delivered a risk assessment of the operating area is required.

Before training, the instructor in charge of the session should clearly identify the training area to be used. This should be agreed with the centre Principal. Where practically possible, the agreed area should be free from hazards. Any hazards remaining should be clearly identified, recorded and all students made aware of them. The training area should be within sight of the training centre.

Instructors working afloat should have an effective means of communication with the mother ship.

Holders of the Introduction to Personal Watercraft Safety Certificate must be supervised at all times when afloat. Supervision will be either from a safety boat/tender or from a suitable vantage point overlooking the area of operation. A safety boat or tender should be launched and available during supervised sessions.

Once training is complete, subsequent supervision may be by crew holding the RYA PW Instructor qualification or by crew who hold at least the RYA Introduction to PW Safety qualification, are trained in the operations of the centre and hold the RYA Powerboat Level 2 Certificate to drive the safety boat.

Should the PWs leave sight of the mother vessel, they should be accompanied by a safety boat appropriately equipped to communicate effectively.

Practical Centres

Powerboat

RGN C8

C8.1 Certification available

- Level 1 Start Powerboating course completion certificate Level 2
- Powerboat Handling course completion certificate *
+ Safety Boat course completion certificate
- Tender Operator course completion certificate *
- Intermediate course completion certificate
- Advanced course completion certificate *
- Advanced Powerboat certificate of competence +

* Certificates must be registered online

+ Certificates can be commercially endorsed

C8.2 Minimum course duration

Level 1: One day

All other courses: Two days

C8.3 Award criteria

- Course completion certificates: continual assessment during course Level 2 may also be awarded following direct assessment
- Advanced Powerboat Certificate of Competence: obtained by independent examination

C8.4 Minimum instructor qualifications

All training activities should be supervised by a person holding an appropriate and valid minimum RYA qualification. The centre must take into account suitable cover for lunchtimes, sick days and days off for senior staff. Activities should be supervised at all times as follows:

Course	Compulsory
Level 1 and Level 2	Powerboat Instructor
Tender Operator, Intermediate and Advanced	Advanced Powerboat Instructor (commercial endorsement needed for teaching Tender Operator and Advanced courses)
Safety Boat	Powerboat Instructor who holds the Safety Boat certificate

C8.5 Student:instructor ratios

Level 1 and 2, Intermediate, Advanced and Tender Operator: 3:1

Safety Boat: 6:1 in two boats

Refer to 'Safety Afloat' for safety boat ratios.

C8.6 Course materials

On successful completion of a course the Recognised Training Centre (RTC) must issue the student with the appropriate certificate, record the certificate in the logbook and keep a record either at the centre or online (see section above on Certification).

Course	Compulsory	Recommended
All courses		G20 RYA Powerboat Logbook
Level 1	P1 Powerboat Level 1 certificate	
Level 2	PBPP or E-PBPP Powerboat Level 2 pack (incorporates the Level 2 certificate and RYA Start Powerboating book)	
Intermediate	PIC Powerboat Intermediate certificate	G13 RYA Powerboat Handbook G77 An Introduction to Navigation DSN Day Skipper Shorebased Notes
Advanced	PA Powerboat Advanced certificate	G108 Advanced Powerboat Handbook G13 RYA Powerboat Handbook YSN Yachtmaster Shorebased Notes G6 Navigation Handbook G7 Navigation Exercises G1 Weather Handbook (northern hemisphere) G33 Weather Handbook (southern hemisphere) G2 International Regulations for Preventing Collisions at Sea

Course	Compulsory	Recommended
Safety Boat	PS Safety Boat certificate	G16 RYA Safety Boat Handbook
Tender Operator	PTO Tender Operator Certificate	G13 Powerboat Handbook G108 Advanced Powerboat Handbook

Many of the publications and packs above are also available as eBooks. See the Recognised Training Centre Price List for details.

Training aids:

Visual aids appropriate to the courses being offered should be provided along with materials such as handbooks, videos, animations and eBooks. Instructors should also provide their own additional training aids.

C8.7 Training vessels

Level 1 and 2 courses can be delivered on planing and/or displacement craft, and the certificates endorsed accordingly.

Vessels for Powerboat Level 1, Level 2 and Safety Boat may be tiller or console steering, with or without dedicated seating for each student and the instructor.

Vessels for Tender Operator, Intermediate and Advanced tuition are likely to be a minimum of 6m LOA, and must have four dedicated seats aft the console. The seats must allow all participants to maintain an all-round look out and to participate fully in the learning. Seating must be forward facing, have adequate handholds and have individual backrests.

C8.8 Equipment

Vessels used for Advanced courses must comply with the local regulations. In the UK, vessels would normally be expected to be certified under the MCA small commercial vessel code to category 5 + 3(R) for RIBs (category 3 for other vessels). UK centres operating exclusively in categorised waters should contact RYA Training for specific guidance. Vessels operating under other flag states must comply with the appropriate standard under their national regulations. Records of vessel compliance must be kept by the RTC.

See Training Vessel Checklist.

RYA Training may allow variation to these requirements for individual centres operating exclusively on inland waters, subject to the nature of their operating area. These items are marked on the Powerboat Training Vessel Checklist. Whether these items are carried must be adequately address in the centre operation manual.

C8.9 Advanced Powerboat Exams

Refer to RGN B11.2 for full details of organising exams.

Practical Centres

Windsurfing

RGN C9

C9.1 Introduction

There are two training schemes for windsurfing: The RYA Youth Windsurfing Scheme and the RYA Windsurfing Scheme.

C9.2 Certification available

Youth Windsurfing Scheme

- Youth Taster
- Stage 1
- Stage 2
- Stage 3
- Stage 4

Windsurfing Scheme

- Adult Taster
- Start Windsurfing Intermediate Windsurfing Advanced Windsurfing
- First Flights
- Sustained Flights
- Performance Flights

Racing for youths and adults

- Start Racing
- Intermediate Racing
- Advanced Racing

C9.3 Minimum course duration

Start Windsurfing:

Instructor : Student ratio	Minimum hours (on-water tuition)
Up to 1:3	6 hours
1:4 and above	8 hours

Note:

- The maximum instructor:student ratio is 1:6.
- The above on-water times are a minimum guide. Students may require additional time to reach the required level, for example when courses are delivered over a series of sessions.
- The hours specified above are required 'on-water' tuition hours. Further consideration must be taken for the timings required for arrival, changing and breaks.

Intermediate:

Two days or an equivalent number of sessions

C9.4 Award criteria

Continual assessment during course. Direct assessment also available.

C9.5 Course supervision

All training activities should be supervised by an appropriately qualified RYA Senior Instructor (SI). If the SI qualification is not for windsurfing, that SI must also hold a Windsurfing Instructor certificate.

The centre must take into account suitable cover for lunchtimes, sick days and days off for senior staff.

See 'Principals and Chief Instructors' for a list of suitable qualifications.

UK centres only: Provided the Chief Instructor is completely confident that standards of safety and tuition will be maintained on the day, they may occasionally delegate a single group to a suitably trained and experienced instructor. This instructor must have been trained in the procedures at the site, and be competent to run the session. However an SI should be on site when a centre is running more than one sailing and/or windsurfing group simultaneously.

C9.6 Minimum instructor qualifications

The following table details of the minimum instructor qualifications required for each level of course, working with supervision as shown above:

Course	Qualification
Youth Windsurfing Stage 1 and 2; Start Windsurfing	Start Windsurfing Instructor
Youth Windsurfing Stage 3; Intermediate non-planing	Intermediate non-planing instructor The beach starting, harnessing and tacking elements only may be delivered by a Start Windsurfing Instructor who is suitably experienced and approved by the Principal or Chief Windsurfing Instructor

Course	Qualification
Youth Windsurfing Stage 4; Intermediate planing	Intermediate planing instructor The beach starting, harnessing and tacking elements only may be delivered by a Start Windsurfing Instructor who is suitably experienced and approved by the Principal or Chief Windsurfing Instructor
Advanced	Advanced Windsurfing Instructor
Start Racing	Racing Instructor (windsurfing)
Intermediate Racing	Racing Coach Level 2 or Racing Instructor who is also suitably experienced and approved by the Principal or Chief Instructor.
Advanced Racing	Racing Coach Level 3, or a Racing Instructor/Racing Coach Level 2 who is suitably experienced and approved by the Principal or Chief Instructor
Foiling	Foiling Instructor. For Sustained Flight courses and above, the Foiling Instructor must be suitably experienced and approved by Principal or Chief Instructor.

C9.7 Student:instructor ratios

6:1

Assistant instructors: An assistant instructor counts as qualified in the ratios for Start Windsurfing courses and up to and including Stage 2, but must work under the direction and direct supervision of an instructor or SI.

Unqualified helpers: Instructors may be assisted by unqualified helpers who are competent and experienced. They should be supervised by an instructor or SI and be deployed in roles appropriate to their skills and awareness, but will not count towards the teaching ratios.

Refer to 'Safety Afloat' for safety boat ratios.

C9.8 Short introductory sessions

Training centres recognised for the Sailing and Windsurfing Schemes that offer short introductory sessions designed to provide a first experience or to introduce the basic skills of sailing or windsurfing, (e.g. taster sessions as part of multi-activity courses) should ensure that the safety boat ratios for such sessions are observed, as laid down in these Recognition Guidance Notes.

Where conditions allow and for such sessions only. It may be appropriate for the SI to permit the centre to operate at a student to instructor ratio greater than that specified above, providing the boats are not overloaded and taking into account the type of boat, the conditions, the sailing area and the safety cover. The exact ratio is at the discretion of the Principal, with due consideration to RYA guidelines. The Principal should be aware that increasing ratios for all such sessions might not be appropriate.

If boards or boats are shared between two students, any students not directly involved in the activity should be supervised ashore.

C9.9 Course materials

When a student takes their first course within the RYA Windsurfing scheme, their RTC must provide them with the G47 Windsurfing Scheme Logbook or W1 Youth Windsurfing Scheme Logbook as appropriate. The logbook should remain with them throughout further courses, with their progress and completion of each course recorded in it by their instructor.

On successful completion of a course the RTC must issue the student with the appropriate certificate, record the certificate in the logbook and keep a record at the centre.

Course	Compulsory	Recommended
All Youth Windsurfing courses	W1 RYA Youth Windsurfing Scheme Syllabus and Logbook	
Youth Windsurfing Scheme Stages 1 and 2	WY1 or WY2 Youth Windsurfing Stage 1 or 2 certificate as appropriate	G49 Start Windsurfing G76 Go Windsurfing!
Youth Windsurfing Scheme Stages 3 and 4	WY3 or WY4 Youth Windsurfing Stage 3 or 4 certificate as appropriate	G51 Intermediate Windsurfing G76 Go Windsurfing!
All Adult Windsurfing courses	G47 RYA Windsurfing Scheme Logbook	
Start Windsurfing	WA1 Start Windsurfing Certificate	G29 Start Windsurfing
Intermediate	WA2 Intermediate Windsurfing Certificate	G51 Intermediate Windsurfing
Advanced	WA5 Advanced Windsurfing Certificate	G52 Advanced Windsurfing
Start Racing	WR1 Start Racing Certificate	

Many of the publications and packs above are also available as eBooks. See the Recognised Training Centre Price List for details.

Training aids:

Visual aids appropriate to the courses being offered should be provided along with materials such as handbooks, videos, animations and eBooks. Instructors should also provide their own additional training aids.

C9.10 Equipment

The centre must have access to sufficient equipment in order to teach all courses for which it is recognised, equipped for the entire relevant syllabus according to the conditions.

For centres offering foiling courses, the courses for which the centre is recognised will be determined by the type of foiling craft available and the experience of the instructor.

See Training Checklist.

C9.11 WindSUPs

The use of WindSUPs for the delivery of RYA training must be specifically approved by the RYA. WindSUPs may only be used for introductory taster sessions, Stage 1, Stage 2 and Start Windsurfing courses. No more than 50% of boards on a course may be WindSUPs. Both inflatable and hard construction will be considered.

C9.12 T15 clubs

T15 clubs can only operate at RTCs under the supervision of a SI. Sessions should be led by a Windsurfing Racing Instructor. Where a Racing Instructor is not available, a qualified RYA Windsurfing Instructor may deputise in their absence. Safety boat ratios must be the same as for other RYA windsurfing courses.

C9.13 Adventure Activity Licencing

If your centre operates in Great Britain and provides training to under 18s, you may require an Adventure Activity Licence. RYA recognition provides an exemption from Adventure Activity Licencing for activities delivered under RYA recognition only. See 'Guidance

Practical Centres

Yachtmaster™

RGN C10

C10.1 Certification available

Sail:

- Start Yachting Level
- 1 Start Sailing
- Competent Crew
- Level 2 Basic Skills
- Day Skipper * +
- Coastal Skipper *
- Yachtmaster Coastal Certificate of Competence +
- Yachtmaster Offshore Certificate of Competence +
- Yachtmaster Ocean Certificate of Competence +

Motor:

- Start Motor Cruising
- Helmsman
- Day Skipper * +
- Advanced Pilotage Coastal Skipper *
- Yachtmaster Coastal Certificate of Competence +
- Yachtmaster Offshore Certificate of Competence +
- Yachtmaster Ocean Certificate of Competence +

* Certificates must be registered online

+ Certificates can be commercially endorsed

C10.2 Minimum course duration

Sail:

- Start Yachting – two days
- Level 1 Start Sailing – two days or multiple shorter sessions Level 2 Basic Skills – two days or multiple shorter sessions
- Competent Crew – five days. Often run over three weekends or three days plus a weekend. For students who have done the Start Yachting course, this course can be completed in three or four days.
- Day Skipper – five days, three weekends or three days plus two days Coastal Skipper – five days

Motor:

- Start Motor Cruising – one day as a stand-alone course, two days if accompanying another course Helmsman – two days
- Day Skipper – four days (can be run as two days plus two days) Advanced Pilotage – two days including one evening
- Coastal Skipper – five days

C10.3 Combining courses

- The following details how courses may be combined. Yachtmaster exams must not be combined with any tuition.

Sail:

Course	Can be combined with
Yachtmaster exam preparation	May be combined with Competent Crew provided the full five days of tuition takes place
Start Sailing	Do not combine with other courses
Basic Skills	Do not combine with other courses
Start Yachting	Competent Crew, Day Skipper
Competent Crew	All RYA certified courses
Day Skipper Coastal Skipper	Competent Crew

Motor:

Course	Can be combined with
Start Motor Cruising	All RYA certified courses
Helmsman	Start Motor Cruising or Day Skipper
Day Skipper	Start Motor Cruising or Helmsman
Advanced Pilotage	Start Motor Cruising. Student to instructor ratio 3:1 (max) on Advanced, 2:1 on Start Motor Cruising
Coastal Skipper	Start Motor Cruising
Yachtmaster Coastal/ Offshore prep	Start Motor Cruising provided the full number of tuition hours takes place

C10.4 Award criteria

Course completion certificates: continual assessment during course. Certificates of Competence: obtained by independent examination.

C10.5 Minimum instructor qualifications

All training activities should be supervised by a person holding an appropriate and valid minimum RYA qualification. The centre must take into account suitable cover for lunchtimes, sick days and days off for senior staff. Activities should be supervised at all times as follows:

Course	Qualification
Sail: Start Yachting Level 1 Start Sailing Competent Crew Level 2 Basic Skills Day Skipper	Cruising Instructor Sail
Motor: Start Motor Cruising Helmsman Day Skipper	Cruising Instructor Motor
Advanced Pilotage (motor only) Coastal Skipper Yachtmaster Coastal and Yachtmaster Offshore preparation courses	Yachtmaster Instructor Sail or Motor as appropriate

C10.6 Student:instructor ratios

For the Advanced Pilotage course the student:instructor ratio is 3:1. For all other RYA cruising courses the maximum student to instructor ratio is 5:1.

Some vessels can only comfortably accommodate fewer students, and the design of yacht will be taken into consideration when granting recognition.

C10.7 Course materials

When a student takes their first course within the RYA Yachtmaster scheme, their Recognised Training Centre (RTC) should provide them with the G158 Yachtmaster Scheme Syllabus and Logbook.

On successful completion of a course the RTC must issue the student with the appropriate certificate, record the certificate in the logbook and keep a record either at the centre or online (see section above on Certification).

Course	Compulsory	Recommended
All courses	G158 Yachtmaster Scheme Syllabus and Logbook must be available for reference on board the boat	Centres should encourage students to purchase a logbook to help map their progress, and should hold stock for this purpose.
Competent Crew, Start Yachting, Level 1 Start Sailing and Level 2 Basic Skills	CCPC Competent Crew, SYC Start Yachting, D11 Level 1 or D12 Level 2 certificate as appropriate	CCPCN Competent Crew Skills G94 Yacht Sailing Techniques G60 Pocket Guide to Boating Knots
Start Motor Cruising	MCPC Start Motor Cruising Certificate	CCPCN Competent Crew Skills G42 Go Cruising! (for children) G60 Pocket Guide to Boating Knots
Helmsman	HPC Helmsman's Practical Certificate	CCPCN Competent Crew Skills G77 An Introduction to Navigation G68 Boat Handling for Sail and Power
Day Skipper	DSSP Day Skipper Sail or DSMP Day Skipper Motor Certificate as appropriate	DSPCN Day Skipper Practical Course Notes G71 Day Skipper Handbook Sail or G97 Day Skipper Handbook Motor G6 Navigation Handbook

Course	Compulsory	Recommended
Advanced Pilotage	APPC Advanced Pilotage Certificate	G69 Passage Planning G6 Navigation Handbook YSN Yachtmaster Shorebased Notes G68 Boat Handling for Sail and Power
Coastal Skipper	CSSP Coastal Skipper Sail or CSMP Coastal Skipper Motor Certificate	G69 Passage Planning G6 Navigation Handbook YSN Yachtmaster Shorebased Notes G68 Boat Handling for Sail and Power G2 Int Regs for Preventing Collisions at Sea G1 Weather Handbook – northern hemisphere or G33 Weather Handbook – southern hemisphere

Many of the publications and packs above are also available as eBooks. See the Recognised Training Centre Price List for details.

Training aids:

Visual aids appropriate to the courses being offered should be provided along with materials such as handbooks, videos, animations and eBooks. Instructors should also provide their own additional training aids.

C10.8 Temporary detachment

Given that the overall aim of the Yachtmaster scheme is to train and develop successful offshore skippers and crew, it is likely that centres delivering the Yachtmaster Scheme will plan extended voyages outside of their usually cruising grounds. During this time they may wish to deliver RYA training and to allow for this, RTC vessels may be viewed as on temporary detachment for up to six months in any year, i.e. temporarily detached from its regular home port and cruising area. The detached vessel must be available for inspection at the RTC's registered base for at least six months each year.

The operation of the detached vessel must continue to comply with the conditions of recognition. Principals must ensure that any additional safety, logistical and legal requirements arising from the planned extended cruises are considered and implemented as appropriate.

When on temporary detachment all RYA instruction must be delivered by a RYA Yachtmaster Instructor.

The RYA must be notified of the intention for a vessel to be on temporary detachment in sufficient time for the proposal to be considered for approval. An overview of the planned cruise, detailing crew changeover ports, must be included in the notification. Contact details for the detached vessel must be provided to the RYA.

Temporary detachment is not intended to be an alternative to holding recognition for multiple centres, although a centre may request temporary detachment to run a once-only trial programme in another location in order to assess the viability of operating a separate centre at that location. The RYA may not approve a detachment if, in its opinion, a second recognised centre would be more appropriate.

Examples:

1. A centre has two yachts which operate out of a UK south coast port. It regularly plans an annual round Britain, round Ireland or North Brittany cruise with multiple changeover ports for one of these yachts. The cruises offer mile building where longer legs are planned, and where a leg has little more than 100 miles between start and end port formal RYA Training is programmed. The detached boat is usually away for three to five months.

This fits nicely into the ethos of temporary detachment. It provides a varied programme and has considered the limitations of formal training on long legs of a voyage. This would be approved.

2. A centre has a fleet of 10 yachts and locates two boats to another country to match the tourist season in that area. The yachts are typically delivered to a port and then operate for a number of months in that port, before returning to the home port. They are out of their usual area for just under six months.

This would only be permitted once to enable the centre to establish whether operating a centre in that location is viable. Subsequent operations in that area would require full recognition as a second site with its own Chief Instructor.

C10.9 Student briefings

There should be a routine for ensuring that all students joining the vessel are briefed at the earliest opportunity on the fire precautions and fire-fighting arrangements on board.

Before proceeding to sea, all students should be briefed on the personal and boat safety equipment. At the earliest opportunity after going to sea, a man overboard recovery exercise should be carried out.

A safety-briefing checklist will act as a prompt card to ensure all aspects of the safety brief are complete. A minimum pre-course briefing is given in the Yachtmaster Scheme Instructor Handbook.

C10.10 Equipment

See Training Checklist.

C10.11 Yachtmaster Exams

Refer to RGN B11.2 for full details of organising exams.

Practical Centres

ICC test centres

RGN C11

C11.1 Introduction

RYA Recognised Training Centres (RTCs) are authorised to conduct assessments for the International Certificate of Competence (ICC). This authority is based on compliance with the ICC Test Centre Guidance.

RTCs may only carry out assessments for the disciplines for which they hold recognition and must use suitably qualified instructors.

See the ICC Test Centre Guidance for more information.

Practical Centres

Wingsurfing

RGN C12

C12.1 Introduction

There is one training scheme for Wingsurfing, covering the disciplines of Wingsurfing and Wingfoiling. Throughout 2021 the RYA Wingsurfing scheme will be run as a pilot scheme, reviewing and investigating integration throughout this time.

C12.2 Certification available

Wingsurfing scheme:

- Learn to Wingsurf (taster session)
- Improve your Wingsurfing
- Wingfoiling First Flights
- Wingfoiling Sustained Flights

C12.3 Minimum course duration

Wingsurfing: Learn to Wingsurf and Improve Your Wingsurfing

Instructor : Student ratio	Minimum hours (on-water tuition)
Up to 1:4	2-4 hours

Wingfoiling: First Flights and Sustained Flights

Instructor : Student ratio	Minimum hours (on-water tuition)
Up to 1:4	8hours

Note:

- The maximum instructor:student ratio is 1:4.
- The above on-water times are a minimum guide. Students may require additional time to reach the required level, for example when courses are delivered over a series of sessions.
- The hours specified above are required 'on-water' tuition hours. Further consideration must be taken for the timings required for arrival, changing and breaks.

C12.4 Award criteria

Continual assessment during course. Direct assessment also available.

C12.5 Course supervision

All training activities should be supervised by an appropriately qualified RYA Senior Instructor (SI), Windsurfing or Dinghy sailing, who must also hold an RYA Windsurfing Instructor certificate.

Note: For the duration of the pilot, the supervising RYA Senior Instructor is not required to hold the RYA Windsurfing Instructor certificate. However, all courses must be run by a suitably qualified RYA Windsurfing/foiling instructor.

The centre must take into account suitable cover for lunchtimes, sick days and days off for senior staff.

See 'Principals and Chief Instructors' in related articles and links for a list of suitable qualifications.

UK centres only: Provided the Chief Instructor is completely confident that standards of safety and tuition will be maintained on the day, they may occasionally delegate a single group to a suitably trained and experienced instructor. This instructor must have been trained in the procedures at the site, and be competent to run the session. However an SI should be on site when a centre is running more than one sailing and/or windsurfing group simultaneously.

C12.6 Minimum instructor qualifications

The following table details of the minimum instructor qualifications required for each level of course, working with supervision as shown above:

Course	Qualification
Learn to Wingsurf and Improve Your Windsurfing	Windsurfing Instructor
First Flights and Sustained Flights	Wingfoiling Instructor *For the delivery of Sustained Flight courses, the Wingfoiling Instructor must be suitably experienced, with a personal ability at a skilled and competent sustained flights level, approved by the Principal or Chief Instructor

C12.7 Course materials

During 2021 whilst the RYA Windsurfing Scheme is in the pilot phase, there is no Scheme Logbook. On successful completion of a course the RTC must issue the student with the appropriate certificate.

Training aids:

Visual aids appropriate to the courses being offered should be provided along with materials such as handbooks, videos, animations and eBooks. Instructors should also provide their own additional training aids.

C12.8 Equipment

The centre must have access to sufficient equipment in order to teach all courses for which it is recognised, equipped for the entire relevant syllabus according to the conditions.

For centres offering foiling courses, the courses for which the centre is recognised will be determined by the type of foiling equipment available and the experience of the instructor. See 'Training Checklist'.

The use of SUPs for the delivery of the RYA Windsurfing scheme is permitted for Windsurf training only.

C12.9 Adventure Activity Licencing

If your centre operates in Great Britain and provides training to under 18s, you may require an Adventure Activity Licence. RYA recognition provides an exemption from Adventure Activity Licencing for activities delivered under RYA recognition only. See 'Guidance on adventure activities licensing'.

Shorebased Centres

RGN: D

RGN D1 – [Types of recognition](#)

[D1.1 Introduction](#)

RGN D2 – [Classroom courses](#)

[D2.1 Introduction](#)

RGN D3 – [RYA online courses](#)

[D3.1 Management of courses and tests](#)

[D3.2 Conditions of using the RYA Interactive site](#)

[D3.3 Data sharing for RYA online courses](#)

RGN D4 – [Distance learning courses](#)

[D4.1 Introduction](#)

[D4.2 Course content](#)

[D4.3 Use of RYA intellectual property](#)

[D4.4 Application process](#)

[D4.5 Re-inspection](#)

RGN D5 – [Navigation](#)

[D5.1 Certification available](#)

[D5.2 Minimum course duration](#)

[D5.3 Award criteria](#)

[D5.4 Instructor qualifications](#)

[D5.5 Student:instructor ratio](#)

[D5.6 Course materials](#)

[D5.7 Equipment](#)

[D5.8 Online courses](#)

RGN D6 – [CEVNI](#)

[D6.1 Certification available](#)

[D6.2 Award criteria](#)

[D6.3 Instructor qualification](#)

[D6.4 Test materials](#)

[D6.5 Recommended reading](#)

[D6.6 Online tests](#)

RGN D7 – [Diesel Engine](#)

[D7.1 Certification available](#)

[D7.2 Minimum course duration](#)

[D7.3 Award criteria](#)

[D7.4 Instructor qualification](#)

[D7.5 Student:instructor ratio](#)

[D7.6 Course materials](#)

[D7.7 Equipment](#)

RGN D8 – [First Aid](#)

[D8.1 Certification available](#)

[D8.2 Minimum course duration](#)

[D8.3 Award criteria](#)

[D8.4 Instructor qualification](#)

[D8.5 Student:instructor ratio](#)

[D8.6 Course materials](#)

[D8.7 Equipment](#)

RGN D9 – [Marine Radio](#)

[D9.1 Certification available](#)

[D9.2 Minimum course duration](#)

[D9.3 Award criteria](#)

[D9.4 Instructor qualification](#)

[D9.5 Student:instructor ratio](#)

[D9.6 Course materials](#)

[D9.7 Pre-course study](#)

[D9.8 Online courses](#)

[D9.9 Exams](#)

[D9.10 Equipment](#)

[D9.11 Centre inspection](#)

RGN D10 – [Professional Practices and Responsibilities](#)

[D10.1 Certification available](#)

[D10.2 Minimum course duration](#)

[D10.3 Award criteria](#)

[D10.4 Instructor qualification](#)

[D10.5 Instructional support](#)

[D10.6 Course materials](#)

RGN D11 – [Radar](#)

[D11.1 Certification available](#)

[D11.2 Minimum course duration](#)

[D11.3 Award criteria](#)

[D11.4 Instructor qualification](#)

[D11.5 Student:instructor ratio](#)

[D11.6 Course materials](#)

[D11.7 Equipment](#)

RGN D12 – [Safe and Fun](#)

[D12.1 Certification available](#)

[D12.2 Minimum course duration](#)

[D12.3 Award criteria](#)

[D12.4 Instructor qualification](#)

[Sea Survival and Offshore Personal Survival](#)

RGN D13 – [RYA/MCA Small Craft Basic Sea Survival](#)

[D13.1 Certification available](#)

[D13.2 Minimum course duration](#)

[D13.3 Award criteria](#)

[D13.4 Instructor qualification](#)

[D13.5 Student:instructor ratio](#)

[D13.6 Course materials](#)

[D13.7 Equipment](#)

[D13.8 Practical session](#)

[D13.9 Centre inspection](#)

RGN D14 – [RYA/World Sailing Offshore Personal Survival](#)

[D14.1 Introduction](#)

[D14.2 Certification available](#)

[D14.3 Minimum course duration](#)

[D14.4 Award criteria](#)

[D14.5 Instructor qualification](#)

[D14.6 Student:instructor ratio](#)

[D14.7 Course materials](#)

[D14.8 Equipment](#)

Shorebased Centres

Types of recognition

Depending on the specific course, RYA shorebased training may be offered in the classroom, as an RYA online course or as a distance learning course created by an Recognised Training Centre (RTC).

RGN D1

D1.1 Introduction

Where a course is available in more than one format through an RTC, students must be offered a clear choice of how they may take the course. The online or distance learning format does not suit all students and not everyone will have access to a compatible device for their course.

The RYA does not grant recognition for an RTC to deliver solely distance learning or RYA online courses.

It is not normally the policy of the RYA to grant recognition to training centres for just one specialist subject e.g. Diesel Engine only.

Shorebased Centres

Classroom courses

RGN D2

D2.1 Introduction

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

The instructional time stated in the RYA Yachtmaster Scheme Instructor Handbook (G27) should be considered the minimum time required.

Shorebased Centres

RYA online courses

RYA online courses are run through the RYA Interactive website. Centres offering this form of training must first hold recognition as an RYA Recognised Training Centre (RTC) for practical or classroom-based shorebased courses, depending on the online courses to be offered.

The RYA does not grant recognition for an RTC to deliver solely RYA online courses.

RGN D3

D3.1 Management of courses and tests

The amount of correctly qualified instructional help available to students must be scalable to cope with the maximum student numbers that can be accepted by the centre. The centre is responsible for informing the RYA if they have reached capacity and can accept no further students. The centre is also responsible for advising when student enrolments can recommence.

There must be a nominated, appropriately qualified Chief Instructor for each course offered through RYA Interactive. The role of Chief Instructor may not be held by the same person at more than one RYA Interactive training centre, although they may act as Chief Instructor for multiple disciplines in any one centre. Chief Instructors are responsible for the level and quality of tutorial support provided by the centre. The Principal remains accountable for the overall management and delivery of RYA Interactive courses.

Clearly defined avenues of communication must be available between the student and the centre. A system should be in place to ensure requests for support are directed to an appropriate person for either administrative or tutorial support. Due to the nature of online training, students will continue to require support regardless of the operational status of the centre, i.e. extended periods of absence by key staff must be covered by a suitably qualified instructor. It is expected that students will receive a response within eight business hours.

RTCs must have their own website and have technical support staff reasonably competent in the operation of web-based content on a variety of devices, and familiar with the administration of Interactive courses in order to offer basic technical support to their students. The advice available from the RYA to training centres should be referred to and the recommended solutions attempted before referring students to the RYA. This technical support may be provided by non-instructional staff.

Promotional and booking information must include:

- Trading terms and conditions including a cancellation policy, a provision as to the maximum course completion period and a complaints procedure. It is suggested that the maximum course-completion period is no longer than 18 months from the date of purchase.
- Suitable guidance to ensure that students are enrolled on a course or test suitable for their needs and current level of knowledge.
- Guidelines as to the pace of the course or test and the overall commitment including timings.

- Clear explanation on what materials and equipment are supplied with the course material and what the student is required to provide, with approximate costs.

D3.2 Conditions of using the RYA Interactive site

Centres recognised for RYA Interactive courses and that have paid the appropriate hosting and enrolment fees are granted a licence to have a unique area created for their centre within the RYA Interactive website and to allow students of the centre to enrol for and undertake RYA Interactive courses via this unique area. This licence shall expire on suspension, discontinuance or termination of such recognition (save as mentioned in the section on Withdrawal of Recognition). This licence is personal to the licensee that may neither assign it nor grant any sub-licences of the rights licensed to it.

The centre is responsible for informing RYA Training of any changes to instructional staff, links, images or contact details that need to be updated on the site.

Only RYA RTCs may publish links to the site. If the centre links to the site, it may only link to, but not replicate, the site, subject to the conditions set out below:

The link is neither misleading nor deceptive and must fairly indicate the site as the destination of the link.

The centre does not create a frame or any other browser or border environment around the site, or in any way conceal that visitors are leaving the site.

The centre does not misrepresent its relationship with the RYA nor present any other false or misleading information about the RYA.

The centre does not link from a website that it does not own.

The centre does not hold the RYA liable for any broken links produced on its site as a result of the RYA moving or deleting pages on the site.

Any website from which the centre links to the site does not contain any content that is distasteful, offensive or controversial, infringes any intellectual property rights or other rights of any other person or otherwise does not comply with all applicable laws and regulations.

Any materials that the centre posts on the site must relate to and enhance the course or test being offered and must not break the law, be abusive, pornographic, or sell the products or services of a third party.

If you are thinking about offering RYA online courses, please watch this introductory video:
<https://www.youtube.com/watch?v=yaZrV7utlkw>

D3.3 Data sharing for RYA online courses

RTCs offering courses through www.ryainteractive.org are required to include the following data sharing statement in their booking process or privacy policy, entering the RTC's instructional support period in the space provided:

To enable access to your online course we need to share some of your personal data with the RYA via your user profile in www.ryainteractive.org. This learning management website is hosted and maintained by a third party called Learning Pool, who will not use your personal information for any reason other than enabling your course. Your name and email address will be entered on www.ryainteractive.org in order to create your user account. On your first access to the site, you will be asked to enter your address and date of birth. You will have access to the site for one year in order to complete your online course. During this period, your personal information will be held on the website by Learning Pool and be available to this training centre and the RYA for the purpose of managing your course.

Instructional support will be provided by this training centre for a period of [***enter your support period here***] from the date of your course booking.

On completion of your course, your name, email, date of birth and address will be transferred to the RYA's central database for the purpose of recording details of the course and any certification you gain as a result of it. This information allows the RYA to record your certification, to update any records they may already hold about you or your qualifications and to verify your certificate if required.

After one year from the date of your enrolment on a course, your user account will be removed from www.ryainteractive.org

Full details of how the RYA will deal with your personal information will be displayed when you first access www.ryainteractive.org.

For the duration of your access to the site, your data will be held in accordance with the RYA Interactive Data Policy, Terms and Conditions <https://www.rya.org.uk/club-centre-support/training/shorebased/online/site-policy>

If you receive a digital certificate downloaded from the RYA Interactive site on completion of your course, your name, address, date of birth and certificate details will be transferred to the RYA database and held in accordance with the RYA's Privacy Policy <https://www.rya.org.uk/legal/privacy-security-and-data-protection>

Shorebased Centres

Distance learning

RGN D4

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

D4.1 Introduction

The RYA does not usually grant recognition for a Recognised Training Centre (RTC) to deliver solely distance learning courses.

No online Distance Learning courses developed by training centres may be hosted on RYA Interactive.

The RYA must be given permanent access to the live version of the course. For courses that are not run online, the RYA has the right to request a copy of the latest version of the course at any time, free of charge.

Clearly defined avenues of communication must be available between the student and the centre. A system should be in place to ensure requests for support are directed to an appropriate person for either administrative or tutorial support. Due to the nature of online training students will continue to require support regardless of the operational status of the centre, i.e. extended periods of absence by key staff must be covered by a suitably qualified instructor. It is expected that students will receive a response within eight business hours.

D4.2 Course content

Students should have a preview opportunity before purchase. Suitable guidance for students to enrol on the correct course must be given.

Guidelines as to the pace of the course, the overall commitment, including timings, must be available.

There must be a clear explanation on what materials and equipment are supplied as course material and what the student is required to provide themselves.

If the course is computer-based training, the hardware and operating system/version should be clearly stated.

The course content should follow the RYA syllabus and fit the time and depth of knowledge requirements as given in relevant logbook and shorebased papers.

The various elements of the course shall be presented in a logical order.

A system for monitoring and communicating the students' standard/progress for each element/module, including chart work 'plots', must be in place.

Clearly defined avenues of communication must be available between the student and the RTC. Supplementary exercises should be available for further practice.

The current RYA exercises and assessment papers must be used. A system for assessing and marking shall be in place.

A course updating system should be put in place.

Students must be provided with a way of submitting feedback about the course. Feedback must be available to the RYA or its inspector upon request.

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. Course completion certificates submitted for commercially endorsing a Day Skipper certificate or in lieu of a written exam during the Yachtmaster Ocean examination must also be invigilated.

Distance Learning centres should arrange for invigilated Day Skipper Shorebased, Yachtmaster/Coastal Skipper Shorebased and Yachtmaster Ocean Shorebased assessments to be conducted by an RYA Instructor or Examiner at an RYA RTC.

D4.3 Use of RYA intellectual property

Recognition for Distance Learning courses allows the training centre to use certain RYA intellectual property (IP) as set out in the table below for Distance Learning courses run through that centre only, with no onward licensing to third parties.

Licence to use RYA IP is only granted while the centre continues to be recognized as an RYA Distance Learning training centre. On de-recognition, permission to use RYA IP is automatically withdrawn, except for use in the continued support of existing students.

The permitted use of RYA IP is for running RYA recognized Distance Learning courses.

The use of RYA IP for other products that don't directly support the course is not permitted. For example, it is not acceptable to use RYA IP to produce a training manual or handbook.

RYA IP may only be used to enhance the centre's training package and add value to the teaching, rather than being simply a reproduction of RYA publications and training material.

RYA IP that may be used:

Publication	Permitted use
Training charts	No more than 30% of any training chart can be reproduced at any one time. Extracts taken from the training charts may be annotated but may not be modified. Complete reproduction of whole charts or harbour plans will not be acceptable. Centres wishing to use more than 30% of a training chart must give details and seek permission from the RYA.
Training Almanac	Only pages showing tidal curves and rates may be reproduced in full. Other pages may be reproduced as extracts only. For example, when displaying data from a tide table only the relevant date plus or minus one day should be viewed.
ROM2 teaching slides	Any slides may be used, provided they enhance and add value to the course.

Publication	Permitted use
Day Skipper Shorebased Notes (DSN 2007 edition Reprinted 2011, or later version)	As a guide, 5% of images from the book may be used in distance learning Day Skipper courses. Exact use will be assessed at the first stage of applying for recognition (see 'Application process').
RYA Yachtmaster Shorebased Notes (YSN 2005 edition reprinted 2011, or later version)	As a guide, 5% of images from the book may be used in distance learning Coastal Skipper/RYA Yachtmaster™ Offshore courses. Exact use will be assessed at the first stage of applying for recognition (see 'Application process').

It may be recognized that skills such as chart work and tidal calculations etc. must be understood as a concept rather than just being marked correct or incorrect based on the final answer.

Therefore, a system must be in place whereby centres can check students' workings. It is unlikely that a solely online form of assessment will be accepted.

D4.4 Application Process

Initial application

The centre submits an application for Distance Learning recognition and a skeleton plan of the course including mock-ups of the visuals, navigation through the course, RYA IP requested, details of the delivery method (i.e. online, CD-ROM etc.), assessment methods to be used and the business model.

Alpha check

The centre constructs the course to the point where the branding, navigation and at least one complete course module (or approximately 20% of the full course) is in place to a standard where its technical accuracy, functionality and assessment methods can be checked.

Beta check and recognition

The centre submits what they consider to be the final release for checking. Any issues raised during the alpha check must be addressed and the overall standard of the course will be checked prior to recognition being granted.

When the alpha and beta stages are reached, email recognition@rya.org.uk requesting the relevant check. At each stage the RYA must be given full access to the development including any URLs, logins and supporting course materials that are needed to allow the checks to take place.

If any extra checks are deemed necessary by the RYA, they will be charged to the training centre. See 'Recognition Fees'.

If producing a course(s) for both the southern and northern hemisphere, a separate application for recognition must be lodged for each hemisphere due to the increased requirement for RYA IP.

D4.5 Re-inspection

Any significant changes to a Distance Learning course following initial recognition, or between inspections, will be subject to a re-inspection at that time, at the centre's expense. Significant changes may include but are not restricted to: a change in assessment method, functionality, business model or IP being used. If a centre is in doubt about whether an intended change is classed as significant and therefore subject to re-inspection, they should contact the RYA before making the change.

Distance Learning training courses are subject to re-inspection every five years following initial recognition, at the centre's cost.

This re-inspection will include:

- Currency and accuracy of content compared to the latest syllabi and course material published by the RYA
- Agents and corresponding agency agreements
- Delivery mechanism and route to the end user
- Review of instructors engaged or employed to support courses
- Support mechanisms in place and the provision of technical support, tutorial support or facilitating invigilated assessments.

Shorebased Centres

Navigation

RGN D5

D5.1 Certification available

- Essential Navigation and Seamanship Day Skipper
- Coastal Skipper/Yachtmaster Offshore Yachtmaster Ocean

D5.2 Minimum course duration

Essential Navigation and Seamanship

Classroom courses: 16 hours' teaching. Can be taught as a two-day intensive course or a series of short sessions. If offered as shorter sessions, a total of 18-20 hours is usual.

RYA online courses: students' studies at own pace. The course usually takes a minimum of around six hours to complete.

Day Skipper

40 hours' teaching plus assessment papers and homework. Courses run over a series of short sessions must allow additional teaching time for recap and revision in each session.

Contact time with training plotter: minimum 2 hours

Intensive courses: may be run as a 5 day intensive course. May be reduced to 4 days if delivered back-to-back with a 5 day practical course.

Coastal Skipper/Yachtmaster

40 hours' teaching plus assessment papers and homework. Courses run over a series of short sessions must allow additional teaching time for recap and revision in each session.

Contact time with training plotter: minimum 3 hours.

Intensive courses: may be run as an intensive course over a minimum of 6 days.

Yachtmaster Ocean

40 hours' teaching plus assessment papers and homework. Courses run over a series of short sessions must allow additional teaching time for recap and revision in each session.

Intensive courses: may be run as a 5 day intensive course.

D5.3 Award criteria

Continual assessment during course plus completion of all questions in the Exercises and Course Information booklet and the assessment papers.

D5.4 Instructor qualifications

Course	Qualification
Essential Navigation and Seamanship	RYA Shorebased Instructor for Navigation RYA Yachtmaster Instructor qualified before 1 March 2019 RYA Powerboat Trainer appointed before 1 March 2019 If supporting the online course, the instructor must complete the online course themselves
Day Skipper and Coastal Skipper/Yachtmaster Offshore	RYA Shorebased Instructor for Navigation RYA Yachtmaster Instructor qualified before 1 March 2019
Yachtmaster Ocean	RYA Shorebased Instructor for Navigation who is also a holder of the Yachtmaster Ocean Certificate of Competence RYA Yachtmaster Instructor qualified before 1 March 2019 and is also a holder of the Yachtmaster Ocean Certificate of Competence

D5.5 Student:instructor ratio

Classroom courses: No more than 12 students per class, with a maximum of three students to a computer at any time is permitted.

D5.6 Course materials

Students in the same classroom must each use an 'Exercises and Course Information' booklet of the same edition i.e. from the same year of release.

The edition is indicated in the first part of the code found on the bottom right of the front cover (see image below). The numbers denote, in this order: edition (year current course material published) / year course material was updated / reprint run.

In addition, all students in the same classroom must use 'Assessment' papers from the same year for example 2017/18/x.

On successful completion of a course the Recognised Training Centre (RTC) must issue the student with the appropriate certificate, record the certificate in the logbook and keep a record at the centre.



Course	Compulsory	Recommended
Essential Navigation and Seamanship	<p>BNS student pack (incorporates certificate, course notes and exercises, handy plotter, practice charts, dividers).</p> <p>Each student must have access to:</p> <ul style="list-style-type: none"> TAN Training Almanac – northern hemisphere <p>The current course material is: 2011/20/x</p>	<p>G77 Introduction to Navigation</p> <p>G6 Navigation Handbook</p>
Day Skipper	<p>DSAP student pack – northern hemisphere, or SDSAP student pack – southern hemisphere</p> <p>(incorporates certificate, assessment papers, course notes and exercises, practice charts).</p> <p>Each student must have access to:</p> <ul style="list-style-type: none"> TAN Training Almanac – northern hemisphere TAS Training Almanac – southern hemisphere <p>The current course material is: 2015/20/x</p> <p>Assessments: 2015/20/x</p>	<p>G158 Yachtmaster Scheme Syllabus and Logbook</p> <p>G6 Navigation Handbook</p> <p>G7 Navigation Exercises</p> <p>G2 IRPCS</p> <p>NP5011 Symbols and Abbreviations</p> <p>G133 Weather Handbook</p> <p>G69 Passage Planning</p> <p>PCPD Portland course plotter and divider kit</p> <p>HP Handy plotter</p>
Coastal Skipper/ Yachtmaster Offshore	<p>YMAP student pack – northern hemisphere, or SYMAP student pack – southern hemisphere</p> <p>(incorporates certificate, assessment papers, course notes and exercises, practice charts, YM7 weather booklet).</p> <p>Each student must have access to:</p> <ul style="list-style-type: none"> TAN Training Almanac – northern hemisphere TAS Training Almanac – southern hemisphere <p>The current course material is: 2017/20/x</p> <p>Assessments: 2017/20/x</p>	<p>NP5011 Symbols and Abbreviations</p> <p>G158 Yachtmaster Scheme Syllabus and Logbook</p> <p>G6 Navigation Handbook</p> <p>G7 Navigation Exercises</p> <p>G2 IRPCS</p> <p>G69 Passage Planning</p> <p>G133 Weather Handbook</p> <p>PCPD Portland course plotter and divider kit</p> <p>HP Handy plotter</p>
Yachtmaster Ocean	<p>OYM student pack (incorporates certificate, assessment paper, course notes and exercises, Sight Reduction Tables, Nautical Almanac)</p> <p>The current course material is: 2019/20/x</p> <p>Assessments: 2019/20/x</p>	<p>G158 Yachtmaster Scheme Syllabus and Logbook</p> <p>G78 Astro Navigation Handbook</p> <p>G133 Weather Handbook</p>

Many of the publications and packs above are also available as eBooks. See the Recognised Training Centre Price List for details.

Training aids:

Visual aids appropriate to the courses being offered should be provided along with materials such as handbooks, videos, animations and eBooks. Instructors should also provide their own additional training aids.

RTCs offering the Essential Navigation and Seamanship course online via the RYA Interactive site may add supplementary information to their site area but must ensure that it follows the RYA syllabus.

D5.7 Equipment

Suitably equipped classroom allowing students to do chart work simultaneously.
Computer and/or audio visual facilities.

D5.8 Online courses

The Recognised Training Centre (RTC) must also hold recognition for other RYA courses.

Shorebased Centres

CEVNI

RGN D6

D6.1 Certification available

There is no RYA training course leading to the CEVNI test and it is not a qualification in its own right. Recognised Training Centres (RTCs) may offer training/coaching to support the CEVNI test, but this must not be treated or marketed as an RYA course, and must not be compulsory for CEVNI candidates. If such training is offered, it must be made clear to candidates that any associated costs are in addition to the CEVNI test fee, it is not compulsory and is not an RYA recognised course.

Successful completion of the test is used as evidence of knowledge of the CEVNI rules in order to apply for the inland endorsement of an International Certificate of Competence (ICC).

If completing the test on paper, the tester and centre principal should sign the relevant section of the ICC application form as proof of competence.

For online tests there is a downloadable certificate for submission with the ICC application form.

D6.2 Award criteria

If completing the test on paper, the pass mark is 22 correct answers out of 30.

Online, the test is split into two sections of 15 questions each. The pass mark for each section is 11 correct answers out of 15.

D6.3 Instructor qualification

RYA practical or shorebased instructor who is familiar with the CEVNI rules.

If the RTC offers the test online, the instructor must have taken the online test themselves.

D6.4 Test materials

Two test papers (available from the RYA) which should be used in rotation, or access to the online test via RYA Interactive.

RTCs offering the test online must ensure that any supplementary information added to their online CEVNI area is accurate and enhances the test.

D6.5 Recommended reading

There is no compulsory publication for this test but it is recommended that candidates study the G17 RYA European Waterways Regulations (the CEVNI rules explained).

D6.6 Online tests

If a centre wishes to offer online CEVNI testing it must be an ICC test centre

Shorebased Centres

Diesel Engine

RGN D7

D7.1 Certification available

RYA Diesel Engine Certificate

D7.2 Minimum course duration

Six hours

D7.3 Award criteria

Continual assessment during course

D7.4 Instructor qualification

RYA Diesel Engine Instructor

D7.5 Student:instructor ratio

No more than 12 students on a course. No more than six students per engine.

D7.6 Course materials

On successful completion of a course the Recognised Training Centre (RTC) must issue the student with the appropriate certificate and keep a record of the certificate at the centre.

Compulsory	Recommended
DC96 Diesel Engine Pack (incorporates the certificate and course book)	G25 Diesel Engine Handbook G104 Boat Maintenance Handbook E-G67 Electrics Handbook

Many of the publications and packs above are also available as eBooks. See the Recognised Training Centre Price List for details.

Training aids:

Visual aids appropriate to the course should be provided along with materials such as handbooks, videos, animations and eBooks. Instructors should also provide their own additional training aids.

D7.7 Equipment

A diesel engine, not necessarily in working order.

Shorebased Centres

First Aid

RGN D8

D8.1 Certification available

RYA First Aid Certificate.

If Category C first aid kits have been covered in the course the instructor should sign the special section on the certificate (only required for commercial endorsements on RYA certificates).

D8.2 Minimum course duration

Eight hours

D8.3 Award criteria

Continual assessment during course

D8.4 Instructor qualification

RYA First Aid Instructor

D8.5 Student:instructor ratio

Maximum 12 students per course.

D8.6 Course materials

On successful completion of a course the Recognised Training Centre must issue the student with the RYA Small Craft First Aid certificate contained in the student pack (FAC/E-FAC) and keep a record of the certificate at the centre.

Each student must be in possession of the current edition of the RYA First Aid book.

Training aids:

Visual aids appropriate to the course should be provided along with materials such as handbooks, videos, animations and eBooks. Instructors should also provide their own additional training aids.

D8.7 Equipment

Adequate dressings and bandages must be available for practical sessions.

Resuscitation manikin(s). The recommended ratio of resuscitation manikins to students is 1:4.

A Category C first aid kit and pocket mask must be available if that part of the syllabus is to be covered (only required for commercial endorsements on RYA certificates).

Shorebased Centres

Marine Radio

RGN D9

D9.1 Certification available

RYA/MCA Maritime Radio Operators Certificate of Competence – GMDSS Short Range Certificate.

D9.2 Minimum course duration

Classroom courses: 10 hours excluding breaks and the exam. This may include up to three hours self-study, prescribed by the Recognised Training Centre (RTC), using the handbook from the course pack prior to the course.

Online courses: training modules are equivalent to 10 hours face-to-face training.

D9.3 Award criteria

Exam run by Short Range Certificate Assessor not involved in the students' training course (see below).

D9.4 Instructor qualification

RYA SRC Assessor.

If supporting online courses, the Assessor must complete the online course and knowledge check themselves.

D9.5 Student:instructor ratio

Classroom courses: No more than 12 students per class.

D9.6 Course materials

Compulsory

SRCP or E-SRCP (incorporates the VHF Handbook and SRC Exam Eligibility Form).
Only original Exam Eligibility Forms will be accepted.

Training aids:

Visual aids appropriate to the course should be provided along with materials such as handbooks, videos, animations and eBooks. Instructors should also provide their own additional training aids.

D9.7 Pre-course study

If students are expected to complete pre-course study, clear instructions must be given to ensure they understand the correct level of knowledge expected prior to commencing classroom study, and the amount of time required to achieve that level of knowledge. The book/ eBook voucher from the course pack must be provided to students before the course to enable this pre-course study.

The Exam Eligibility Form element of the course pack should be retained by the training centre and stored securely.

If no self-study is carried out prior to the course, the book/eBook voucher from the course pack must still be provided. The classroom session must cover all 10 hours of teaching time.

The RTC must have a lesson plan detailing the delivery of the classroom training.

D9.8 Online courses

If a centre wishes to offer online SRC training it must hold RYA recognition for, and promote to their customers, both the SRC classroom and online courses. They remain responsible for facilitating the end of course exam, regardless of whether their students complete the classroom or online training course.

The centre must have a nominated SRC Assessor(s), who has completed the online SRC course themselves, to act as course tutor.

RTCs may upload additional relevant information to their RYA Interactive site but must make it clear whether the material is required information for the course syllabus or is optional extra information. All items relating to the core course content must follow the RYA syllabus.

A system must be in place for supporting students who struggle with the training course content. Reasonable levels of support must be available to students at no extra cost, so any additional help must not automatically be offered on a 'paid-for' basis.

If face-to-face/classroom-based coaching takes place, it must not be carried out by the same Assessor who will be running the exam.

D9.9 Exams

Any centre taking a booking for an SRC course is responsible for recognizing the SRC exam. It is expected that the final exam will take place with the centre that has provided the training. If the exam is to take place at another RTC, this must be pre-arranged, clear to the student at the time of booking and be included in the terms and conditions of that booking. The RTC providing the course is responsible for ensuring the Exam Eligibility Form is passed to the RTC running the exam and the two RTCs must liaise to ensure this happens prior to the exam.

See [RGN B11.1](#) for full details for arranging SRC exams.

D9.10 Equipment

Training DSC radios or a mix of an RYA approved computer simulation programme with at least one pair of training DSC radios. No more than three students per single radio or computer screen. Dummy versions or visual aids or other equipment should be available in order to teach EPIRBs, SARTs and Navtex

Training MMSI numbers allocated by OFCOM are 235899980 to 235899999.

Training radio can be obtained from:

- Icom (UK) Ltd
Sea Street, Herne Bay, Kent CT6 8LD
Tel: 01227 741741
email: sales@icomuk.co.uk
- Odin Marine Electronics
Unit 1 Industrial Estate, School Lane, Selsey, West Sussex PO20 9ER
Tel: 01243 603129

Radio simulators (mark 3) can be obtained from:

- Lightmaster UK
18 Stanley Gardens, South Croydon CR2 9AH
Tel: 020 8405 8300
www.nauticalsoftware.com

D9.11 Centre inspection

Required at initial application stage and subsequently every five years.
RTCs outside the UK are expected to cover the inspector's costs.

Shorebased Centres

Professional Practices & Responsibilities

RGN D10

The Recognised Training Centre (RTC) must also hold recognition for other RYA courses.

D10.1 Certification available

Professional Practices and Responsibilities (PPR) is an online course that is not a qualification in its own right. On completion of the course, candidates download a certificate for submission with their commercial endorsement application.

RTCs may offer additional training/coaching to support the PPR course, but this must not be treated or marketed as an RYA course, and must not be compulsory for PPR candidates. If such training is offered, it must be made clear to candidates that any associated costs are in addition to the PPR course fee, it is not compulsory and is not an RYA 129 recognized course.

D10.2 Minimum course duration

There is no fixed course duration as students can study at their own pace.

D10.3 Award criteria

The end of course assessment is split into two sections of 15 questions each. The pass mark for each section is 12 correct answers out of 15.

D10.4 Instructor qualification

RYA Cruising Instructor or Advanced Powerboat Instructor who holds the PPR certificate, a commercial endorsement held for five years and at least 200 days of commercial sea time.

D10.5 Instructional support

A system must be in place for coaching students who don't pass the PPR assessment, which could be face-to-face, online or remote coaching depending on the needs of the student. Reasonable levels of support must be available to students at no extra cost, so any additional help must not automatically be offered as a full paid-for course (such as that mentioned above).

D10.6 Course materials

No information to support the PPR course may be added to a RTC's RYA Interactive site area.

There is no compulsory publication for the course but candidates may wish to refer to the G105 Commercial Regulations – Small Vessels book.

Shorebased Centres

Radar

RGN D11

D11.1 Certification available

RYA Radar Certificate

D11.2 Minimum course duration

One day

D11.3 Award criteria

Continual assessment during course.

D11.4 Instructor qualification

RYA Radar Instructor

D11.5 Student:instructor ratio

Maximum 12 students per course.

D11.6 Course materials

On successful completion of a course the Recognised Training Centre must issue the student with the appropriate certificate and keep a record of the certificate at the centre.

Compulsory	Recommended
RC98 Radar pack (incorporates the certificate and course book)	G34 RYA Introduction to Radar

The publications and packs above may also available as eBooks. See the Recognised Training Centre Price List for details.

Training aids:

Visual aids appropriate to the course should be provided along with materials such as handbooks, videos, animations and eBooks. Instructors should also provide their own additional training aids.

D11.7 Equipment

An RYA approved computer simulator with no more than three students per computer. Radar simulators (mark 2) can be obtained from:

- Lightmaster UK

18 Stanley Gardens, South Croydon CR2 9AH
Tel: 020 8405 8300
www.nauticalsoftware.com

Shorebased Centres

Safe and Fun

RGN D12

The Recognised Training Centre (RTC) must also hold recognition for other RYA courses.

D12.1 Certification available

RYA Safe and Fun certificate

D12.2 Minimum course duration

There is no fixed course duration as students can study at their own pace.

D12.3 Award criteria

Online assessment. On passing the assessment students can download their Safe and Fun certificate.

D12.4 Instructor qualification

The nominated instructor must have:

- a practical RYA instructor qualification;
- a Safe and Fun certificate;
- relevant experience of working with children and/or vulnerable adults in an RYA context, complying with an organisation's safeguarding policies and procedures;
- experience of instructing RYA courses for children.

Due to the above experience requirements, the nominated instructor is likely to hold a criminal records check, although this is not a requirement.

Shorebased Centres

Sea Survival and Offshore Personal Survival

The RYA/MCA Small Craft Basic Sea Survival course is designed for those sailing offshore as both recreational and professional sailors. It is one of the pre-requisites when applying for commercial endorsement. [Read more...](#)

The RYA/World Sailing Offshore Personal Survival course is a requirement for those participating in offshore yacht racing. The Offshore Safety certificate is issued following the successful completion of both the RYA/MCA Small Craft Basic Sea Survival course and the additional one-day RYA/World Sailing Seamanship and Heavy Weather course. Where the two courses take place independently on different dates, the Offshore Personal Survival certificate will be dated as per the earliest course completed. [Read more...](#)

Shorebased Centres

RYA/MCA Small Craft Basic Sea Survival

RGN D13

D13.1 Certification available

RYA/MCA Small Craft Basic Sea Survival Certificate

D13.2 Minimum course duration

One day including a two hour (minimum) practical session in the pool.

D13.3 Award criteria

Continual assessment during course

D13.4 Instructor qualification

RYA Sea Survival Instructor

D13.5 Student:instructor ratio

Maximum 16 students to one instructor. Maximum number of students must not exceed twice the liferaft capacity.

D13.6 Course materials

On successful completion of a course the RTC must issue the student with the appropriate certificate and keep a record of the certificate at the centre.

Compulsory	Recommended
SSC/E-SCC Sea Survival Pack (incorporates the certificate and Sea Survival Handbook)	G103 RYA Boat Safety Handbook

Many of the publications and packs above are also available as eBooks. See the Recognised Training Centre Price List for details.

Training aids:

Visual aids appropriate to the course should be provided along with materials such as handbooks, videos, animations and eBooks. Instructors should also provide their own additional training aids.

D13.7 Equipment

A heated pool, minimum depth 1.95m. Lifteraft, maximum 8-man.

Lif jackets and wet weather gear. During the pool session students must wear wet weather gear and lif jackets. RTCs must make it clear in the booking information whether these are provided and whether a charge is made. Items provided by the RTC must be clean and suitable for the session.

D13.8 Practical session

The practical session must take place in a heated pool, not the sea.

A pool lifeguard, other than the instructor, must be present during the pool session. (Additional safety measures may be required by the pool administration).

D13.9 Centre inspection

Required at initial application stage and subsequently every five years.

Shorebased Centres

RYA/World Sailing Offshore Personal Survival

RGN D14

D14.1 Introduction

The Recognised Training Centre (RTC) must also hold recognition for RYA/MCA Basic Sea Survival courses.

Centres running this course may also run the one-day, five yearly update course.

Centres outside the UK may be required to provide a letter of support from its MNA for delivering training for the RYA/World Sailing Offshore Personal Survival Certificate, unless a precedent already exists.

D14.2 Certification available

RYA/World Sailing Offshore Personal Survival Certificate.

D14.3 Minimum course duration

Initial course: Two days – One day RYA/MCA Basic Sea Survival course plus one day covering heavy weather sailing, emergency procedures and offshore special regulations.

Five yearly refresher course: One day in line with the World Sailing Offshore Special Regulations (see Related articles).

D14.4 Award criteria

Continual assessment during course

D14.5 Instructor qualification

RYA/World Sailing Offshore Personal Survival Instructor; OR a combination of:

- an RYA Sea Survival Instructor for the Basic Sea Survival element including pool session,
- an RYA Offshore Safety Instructor for the additional heavy weather, emergency procedures and offshore special regulations elements.

D14.6 Student:instructor ratio

Maximum 16 students to one instructor. Maximum number of students must not exceed twice the liferaft capacity.

D14.7 Course materials

An outline course syllabus and structure can be found in the Training section of the World Sailing Offshore Special Regulations. A detailed course plan is required prior to recognition being granted.

On successful completion of a course, the RTC must issue the student with the appropriate certificate and keep a record of the certificate at the centre.

Compulsory	Recommended
RIOS RYA/WS Offshore Personal Survival Certificate	G43 Sea Survival Handbook G133 Weather Handbook

Many of the publications and packs above are also available as eBooks. See the Recognised Training Centre Price List for details.

Training aids:

Visual aids appropriate to the course should be provided along with materials such as handbooks, videos, animations and eBooks. Instructors should also provide their own additional training aids.

D14.8 Equipment

Refer to the Training section of the World Sailing Offshore Special Regulations.



RYA

RYA House, Ensign Way
Hamble, Southampton
Hampshire, SO31 4YA
02380 604181
training@rya.org.uk