



Application to attend: Inland Waterway Instructor Course

Please attach a passport photo of yourself with your name written on the reverse.

Please check the eligibility requirements for this course on www.rya.org.uk/go/instructors before completing this application form.

Booking conditions are shown overleaf.

Course location	Course date
Name	
Address	Tel (day)
	Tel (mobile)
	RYA membership number
Postcode	Date of birth
Email	
Special dietary requirements	

Required qualifications (please enclose photocopies with this form)

Inland Waters Helmsman Certificate	Issue date
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Other relevant qualifications if held	Issue dates
Type	
Type	
Type	

Relevant experience

Number of seasons:
Main cruising areas:
Types of boat used
Are you a boat owner? YES/NO
If YES type of boat:
Where will your instructor qualification be used?

Health declaration

I declare that I am not suffering from any physical or mental impairments which may have an adverse effect on my ability to complete this course or properly discharge my duty of care as an instructor. I undertake to inform the RYA if this changes and agree to a medical examination if requested by the RYA. If you are unable to accept this declaration please complete a Medical Questionnaire: click [here](#).

If you are unsure whether any condition or requirement that you may have impacts on your ability to make this declaration, please contact RYA Training to discuss.

Are you confident in the water? Yes / No

Emergency contact

Name	Relationship to applicant
Tel (day)	Tel (mobile)

The data recorded on this form will be checked by the RYA and transferred onto a central database for the purposes meeting our contractual obligations in managing your application to attend an Inland Waterways Instructor Course. This includes verifying your qualifications and communicating with you about your chosen course. Your personal data will be processed in line with our Privacy Policy www.rya.org.uk/go/privacy

Signed: Date:

Please return this form to: Emma Muddiman, Power Schemes Administrator, RYA Training, RYA House, Ensign Way, Hamble, Hampshire SO31 4YA, or email to emma.muddiman@rya.org.uk

Please continue to **booking conditions** page.

Booking conditions

Before applying, satisfy yourself as to your suitability and eligibility to attend this course in terms of qualifications, experience and age. If in any doubt, contact the RYA.

Membership of the RYA (or the national governing body for your boating activity in your country of residence) is required in order to qualify as an RYA instructor, and for existing instructors to update.

Course applicants must read and agree to abide by the RYA Instructor Code of Conduct. Failing to abide by the Code, or otherwise engaging in behaviour that falls below the standard expected or risks bringing the RYA into disrepute, may result in the withdrawal of RYA instructor qualifications, endorsement or appointments.

The course trainer can exclude a candidate from a session or from the course if they refuse to follow the reasonable directions of the course trainer, misconduct themselves or cause damage or annoyance to other persons.

The RYA reserves the right to refuse to grant an instructor qualification to a candidate should that candidate have a restriction imposed on their commercial endorsement by the MCA. It is strongly recommended that candidates obtain an up to date ML5 or ENG1 medical certificate prior to applying for this course. If your commercial endorsement has a restriction imposed on it by the MCA, you are advised to contact the RYA before applying for this course.

Boating is by nature an unpredictable activity and therefore inherently involves an element of risk. By participating in this course you agree and acknowledge that:

- You are aware of the inherent element of risk involved in the activity and you accept responsibility for exposing yourself to such inherent risks while participating in the course.
- You will comply at all times with the instructions of the RYA appointed course trainers.
- You accept responsibility for any injury, damage or loss to the extent caused by your own negligence.
- You will not participate in a course while your ability to skipper or crew is impaired by alcohol or drugs or while otherwise unfit to participate.

You are willing to comply with all safety requirements.

Payment: A non-returnable deposit is payable at the time of application. A space on the course will only be confirmed once we have received your application form and deposit. **We do not accept provisional bookings.**

Balance of fees is due 5 weeks before the start of the course. If the balance of payment is not received at this time we reserve the right to re-sell the course.

For applications made within 5 weeks of the course start date, payment must be paid in full.

Cancellation by the applicant: If more than 5 weeks' notice is given, 25% of the full course fee will be retained by the RYA as a cancellation fee and the balance will be reimbursed to you. If notice is given less than 5 weeks before the start of the course, we will make every effort to fill your place in which case we will retain 25% of the full course fee as a cancellation fee and the balance will be reimbursed to you. If the space remains unsold you remain liable for the full amount. The course fee cannot be refunded for any reason once the course has started.

Cancellation by the RYA: The full course fee, including any deposit will be returned. The RYA will not be liable under any circumstances for any cost or loss incurred as a result of its failure to conduct a particular course. The RYA reserves the right to cancel any course in the event of bad weather, equipment failure or otherwise.

Acceptance of booking conditions: By submitting an application for this course you are confirming that you have read and accept these booking conditions.

Payment details

A deposit of £100 must be paid with this form.

Please contact us 5 weeks prior to the course to pay the balance.

If the course is within 5 weeks of the application date, full payment must be made with the booking.

I enclose a cheque for £_____ payable to RYA as a deposit* / full payment* (*delete as appropriate)

Please charge £_____ to the card below:

Card Type (Visa, Mastercard, Delta or Switch) _____

Card Number

Start Date Expiry Security No.

Name of card holder:

Signature of card holder: _____ Date: _____

Please charge £_____ to my training centre account number _____ as follows:

To be completed by the Principal / Chief Instructor

Training centre name

Name of Principal/Chief Instructor

Signature

Payment details will be shredded using a secure waste system as soon as processed and will not be retained on file.