

The removal of tidal/non-tidal and coastal/inland distinction from RYA Sailing, Windsurfing and Powerboat instructor training qualifications.

Applies to:

- RYA Coach Assessors, Windsurfing Trainers and Powerboat Trainers
- RYA Instructors, Centre Principals and Inspectors in the Dinghy Sailing, Windsurfing and Powerboat Schemes

From 1 January 2017 there will no longer be tidal/non-tidal or coastal/inland endorsement or differentiation for RYA Instructor training qualifications within the Sailing, Windsurfing and Powerboat schemes.

Note to Coaches and Trainers:

All instructor training delivered from 1 January 2017 onwards must cover **all** aspects of the syllabus irrespective of location, including basic tidal and navigational awareness to an appropriate level, and as outlined in the appropriate instructor training course syllabus. Wherever possible the syllabus should be delivered practically and, if not possible, it must be covered theoretically.

Note to Principals and Chief Instructors:

The Principal must ensure staff are suitably qualified and experienced and have received any additional training and information to ensure they are able to carry out the tasks required of them at the specific training site where they will be instructing. In particular, instructors **MUST** be inducted with regard to any localised environmental factors relating to the area in which they will be operating.

As referenced in the RYA Recognition Guidance Notes:

- The Principal should produce a written operating procedures document that informs instructors how the centre works.
- These procedures should outline all general and specific operational procedures required of staff.
- Evidence should be available of the training which has been provided.
- Operating areas for practical activity afloat should be clearly described, with instructors being suitably aware of designated operating areas and how to observe them.
- There should also be procedures in place for site-specific training and for training on the specific operating procedures of the centre.
- For new instructors, adequate time should be put aside for a thorough briefing by the Principal/Chief instructor.

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Summary:

The tidal/non-tidal and coastal/inland distinction currently detailed on RYA Sailing, Windsurfing, and Powerboat Instructor certificates will be removed, resulting in a generic Instructor certificate being issued irrespective of where the course was taken.

Related documents:

TN12-16

Recognition Guidance Notes

For guidance on other areas of RYA Training see www.rya.org.uk/coursest raining/resources

- Adequate briefing, debriefing and regular in-house training will aid adherence to high standards.
- A checklist or staff training manual is a helpful reminder of the relevant points.
- The Principal must ensure that Instructors are asked to sign to say they have read and understood the operating procedures of the centre.

Note to Inspectors:

Considering the above points, during the annual RYA Inspection the Principal must provide evidence that procedures and training are in place in accordance with the RYA Recognition Guidance Notes. These should include site-specific training and training on the specific operating procedures of the centre.

The operating procedures should clearly outline and make instructors aware of:

- Designated operating areas
- Required operational procedures and specifics such as local hazards
- The training in place for new instructors
- Briefings, debriefings and regular in-house training

The Inspector should see evidence that Instructors sign to say they have read and understood the operating procedures of the centre, as well as checklists or staff training manuals being in place to confirm what training has taken place, when and by who.

Note to all:

This change only affects instructor qualifications. There will be no change to the way that course completion certificates are issued.

Upon revalidation existing instructors will be issued with new instructor certificates that reflect this change.