



International Sailing Federation

RYA National Sail Training Programme

ISAF Recognized Training – Accreditation Report

Preamble

This report is written following the inspection made in UK from 26 to 29 October 2009, where Hamble RYA headquarters have been visited, as well as four selected Training Centres, those being of various kind and size, from a friendly family sailing club to a charity.

Special thanks to James Stevens, RYA Training Manager and Chief Examiner, John Thorn, RYA National Sailing Coach, Simon Davies - UKSA Director, Paul Rivington - Portsmouth Outdoor Centre Manager, Graham Stones - Spinnaker Club Training Principal, and to Emsworth Slipper Sailing Club Vice Commodore Mike Lillywhite for their dedicated time and care, making the task smooth and easy.

1. National Programme Management Structure

1.1 The National Training Manager (NTM).



RYA National Training Programme has been set up, and is still monitored by James Stevens, RYA Training Manager and Chief Examiner. His background as a former teacher, his large experience granted through 22 years service in training, give clear evidence he is suitably qualified to hand on in overall charge of RYA National Training Programme on a continuous basis, being full time employed for that purpose.

No doubt James Stevens is fully conversant with all mandatory parts of the Training programme identified in the accreditation scoring process and that he is fully convinced of the need to implement and to control these items.

1.2 Programme Management Structure

RYA built up a strong management structure, compromised of 13 staff members, equivalent to 11.5 full time jobs, with the addition of 3 representatives towards Australia, New Zealand and USA, perfectly able to manage the size of the set up programme. All those in the management structure, divided in four main parts dealing with cruising, power boating, windsurfing and dinghy sailing, are fully competent to undertake the task of continuous management of the programme.

RYA Training Committee, compromised of eight people, meets three times a year, and one annual National Conference, complemented with 26 Regional Conferences, allow good and fair information of all registered RYA Principals.

1.3 Systems, data and Records

RYA keeps adequate records of meetings and decisions regarding the management of the National Training Programme, and RYA Legal Department, compromised of three lawyers, makes available suitable reference materials, to be used as appropriate to the country law, local regulations, safety, security and health.

Two full time staff members keep a full up to date record of all Instructors (over 10.000) which is kept in RYA Hamble headquarters, including a system that records to whom training certificates are issued, as well adequate records are kept of the Accredited Training Centres, with 83% of them (from 1523 practical training centres) duly inspected in 2008.



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In addition, there is a system for recording and reviewing serious incidents (loss of life and serious injury) allowing all needed updates in programme content and protocols, with regard to British laws and regulations.

2. Accredited Training Centres

RYA set up a strong and efficient system for accrediting and inspecting training centres.

2.1 Conditions for Accreditation

National conditions of accreditation are clear, appropriate, realistic, and readily available through [downloading](#) from RYA website to any centre willing to get certified. These conditions cover safety as well as tuition, in adequate detail and with sufficient clarity, through the use of tick boxes easily readable by the inspectors.

RYA accredited centres are required to have written operating procedures, and annual inspections are effectively driven in order to check the standards are achieved, RYA Inspectors prescribing in writing possible needed actions to maintain the required standards. It is then to notice the ratio between registered and inspected practical training centres increased from 69% to 83% in the period 2005-2008. This proves the effectiveness of the control process.

The Scheme is capable of operating within British regulations and bye-laws, and the four visited centres did actually present an emergency blueprint plan for the management of an emergency in case of serious incident.

2.2 Administration

Centres are required to carry appropriate insurance, and to check clients for relevant medical conditions which might put them at risk.

They are also required to check and record staff qualifications, to take up references for key instructors, and to ensure that instructors have read operating procedures, as well they are required to record accidents and lessons drawn from them. All these points have been positively checked in the four visited centres.

Centres are also required to keep documentation accurate, including advertising, and all visited centres do publish printed brochures, as well they publish properly updated websites.

2.3 Boats Used

The four visited centres do offer appropriate boats or boards, including large numbers of modern dinghies, in sufficient numbers. All seen boats look seaworthy and appropriately maintained, most often through a system based on forms filled by the instructors, from daily repair to various scheduled stages of maintenance (from 3 months to a yearly basis).

2.4 Equipment and Facilities

All RYA accredited centres are required to carry sufficient [buoyancy](#) aids in good condition, and in a variety of appropriate sizes, as well to make available appropriate protective or waterproof clothing, such as wetsuits, and offer toilets, appropriate changing and washing facilities.

Centres are required to have safe systems for handling and storing fuel, the same way they are required to store chemicals and secure workshops appropriately.

2.5 Tuition System

Every RYA training centre is requested to have a competent Principal in charge, to supervise quality and safety of tuition, and to supervise assistant instructors action, the student/instructor ratios being fully applied and maintained during the two on the water courses observed.



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The course programmes offered by the four visited centres are duly based on the syllabus provided by the RYA, and log books are given to the trainees to keep the record of their acquired skills.

2.6 Safety Operations

Safety operations are recommended to be conducted according to § 3) Safety Guidelines and Procedures below, and are clearly detailed in Appendix 4 of the [Guidance Notes for RYA Training Centres](#).

The four visited centres do adhere, and stick to the national guidelines.

2.7 Child Protection

RYA centres dealing with under 18s are required to have child protection procedures. A [guidance booklet](#) complete with templates on how to write own centre policy and procedures is made available on RYA website, and it is to notice RYA Training department is currently working with the Child Protection of Sport Unit (CPSU) to find a workable way of delivering child protection training to the instructors.

2.8 Centre Inspection System

As mentioned in 1.3 & 2.1 above, RYA put an adequate system in place for inspecting centres, mainly focused on instructors qualification and equipment, that fully and properly arrive at a consistent and safe decisions, the accreditations granted being followed up by effective annual inspections, monitored under the responsibility of seven Regional Development Officers, the National Training Manager and his staff monitoring the inspection reports.

□ All inspectors, and specially the Regional Development Officers, are appropriately trained and adequately qualified, and there is an effective follow up when any requested action is mentioned on the [report](#) made the inspector, possibly leading to withdraw the accreditation in case of lack of reaction. Whatever the case, it is then possible for those centres to recover their status once proper action has been taken.

3. Safety Guidelines and Procedures

As mentioned on their website, RYA places the safe, responsible boating under sail and power, both offshore and inland, throughout the UK at the heart of its work. The safety message is an integral element of RYA training schemes and is reinforced by RYA Instructors, course materials and RYA books and DVDs.

Training schemes are constantly updated to reflect changes in safety practices and equipment, and RYA made readily available Safety Guidelines and Procedures, and the published operating procedures, resulting in clear working methods and good risk management. Those are fit for purpose, relying on seamanship and common sense, and are clearly understood and endorsed by all staff members of the four visited centres.

The Principal or the Senior Instructor in the centre is responsible for the day to day maintenance and the supervision of safety at all times, this allowing effective, safe decisions to be made by a clear chain of command.

Instructors are trained to adapt their plans according to conditions afloat, and to deliver sensible training in a variety of conditions.

RYA centres shall have an [incident response plan](#), and the visited centres are effectively prepared and ready to implement procedures in an emergency, their staff being trained in first aid available at all times.

As mentioned in 1.3, there a procedure to update safety procedures in accordance with incident outcomes.



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4. Instructors

RYA is fully aware of the importance of training the instructors, and provides accordingly an active and progressive [scheme](#) of instructor training, clearly defining who teaches whom and who teaches what, from [Assistant Instructor](#) level to [Senior Instructor](#) level, with clear standards for qualification, and clear defined responsibilities at each level, the scheme being monitored by the National Training Manager, and RYA Training being provided with sufficient qualified instructors to deliver the National Training Programme through the numerous recognised training centres.

Instructors in centres shall have a valid first aid certificate, either the RYA first aid course or one recognised by the Health and Safety Executive, covering the treatment of hypothermia, and the Senior Instructors hold the role of Safety Supervisors.

Future instructors are requested to get RYA Powerboat Level 2 [certificate](#), prior to apply to their qualification, to be able to adequately cover their rescue role, and they are trained in teaching techniques afloat and ashore during their course, which is staffed by RYA Coach/Assessors. Candidates are then required to demonstrate competence in course preparation, delivery and management, as well as customer liaison, to get certified, the moderation being carried out by a Coach/Assessor who has not been involved in training the candidate.

5. The Syllabus

RYA syllabus is simple, clear, easy to understand, fit for purpose and capable of delivery, all proposed courses from the four visited centres being actually based upon it. Achievement standards are clearly set out, and appropriate and numerous training reference materials are readily available at [RYA shop](#), under both booklet or DVD format.

The Youth scheme is scheduled in four sensible stages of skills, following a logical progression. It aims to give trainees the ability to launch and return to a beach, jetty or mooring, and to sail a crewed dinghy around a triangle in moderate conditions.

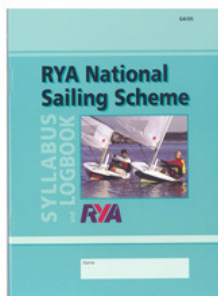
Adult beginners scheme is planned through three levels, aiming to make trainees able to sail and make decisions in good conditions, and ready to progress onto the advanced modules.

Both Youth and adult schemes are perfectly addressing what ISAF National Training Programme defines as “Intermediate Skills” where, in good conditions and waters similar to those where training has taken place, the students will be able to sail in any direction independent of training supervision and go to anywhere of their choice.

Observing two on the water courses, and one debrief, it was clear that students who have completed training were able to demonstrate they have acquired the required skills for that level.

It is then possible to assess the RYA syllabus is likely to deliver competent, confident, safe sailors.

6. Participant Standards Achieved



The visit only permitted to observe two on the water courses.

As mentioned above, observing the students during training and debriefing, and according to the documents used by the instructors, no doubt that participants are more likely to achieve the required levels at each stage of training, both RYA National Sailing Scheme Syllabus and Logbook and Youth Training Scheme Logbook offering proper and fair means to evaluate this.



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7. Communication

RYA is very keen in promoting their Training Scheme, particularly through their website, and is actually [producing](#) numerous books, DVDs, CDs and learning tools.

Further to this, it is to notice Instructor Newsletter "Wavelength", regularly published and circulated by post mail to all registered instructors, as well as [published](#) on RYA website, keeping RYA coaches, instructors and training centres in touch.

8. Conclusion

It is first to notice all visited centres stressed the importance for them to be RYA recognised, feeling the recognition protocol far more helpful than prescriptive, whatever constraints the control process may need further.

Following the inspection visit made in UK from 26 to 29 October 2009, and based on all relevant information given there, it is clear that RYA Training Scheme completely fulfils all ISAF National Training Programme requirements.

I would then strongly suggest the Commission to grant ISAF Recognised Training Accreditation to the RYA Training Scheme.

In Rennes, on 20th November.

Olivier BOVYN
ISAF Training Inspector

Appendix : 3

- RYA Centre Inspection Report
- RYA Training Centre Application for Recognition
- Guidance notes for RYA Training Centres in the UK