



## IRC Certificate Processing 2012

### Information for Boat Owners:

- All Canadian IRC Boat Owners now have a CYA CANSail#. This number is associated with your CYA Sailor profile. To access your CANSail profile, please visit <https://members.sailing.ca>. Keeping your CAN Sail file up to date is a great way to keep an eye on your IRC rating, and for us to better keep in touch with you! Be sure to check that your contact information is correct and update it accordingly.
- In 2012 all IRC Certificates will be provided electronically by email unless otherwise requested. Please ensure the email addresses on your submitted IRC form(s) and in your [CYA CANSail profile](#) are up to date.
- IRC submissions (New Applications, Revalidations, Amendments, etc...) must include complete Boat Owner contact information & payment details at the time of submission. Certificates will not be sent until payment has been received.

### What to Expect when your IRC Measurer submits applications for IRC rating:

- Measures will be expected to adhere to the guidelines above when submitting forms on behalf of a boat owner. Make sure your measurer has your up to date contact information & provides payment details in a secure manner.
- Boat Owners can expect to be asked to complete the 'CYA Credit Card Waiver' in cases where payment details will be provided to CYA by an IRC measurer on their behalf.
- CYA IRC Measurers submitting payment on behalf of a boat owner to abide by the CYA Privacy Policy and PIPEDA.
- Your payment to be processed by the Canadian Yachting Association once the certificate is received from IRC.