

## **OBLIGATIONS OF A SURF SCHOOL ALLIANCE ORDINARY MEMBER**

As the Owner / Principal legally responsible person of this surf school, I undertake that the following requirements will be met / followed, as my obligation for being an SSA ordinary member:

### **1. NOP, Session and Accident Reports, Risk Assessment and EAP:**

My surf school will abide by the SSA NOP (Normal Operating Procedures) plan and file a Session Report for every surf class and an Accident Report for every accident. My surf school will provide a Risk Assessment Sheet and an EAP (Emergency Action Plan) for each of its coaching / teaching locations within 30 days of executing this agreement (see forms below). Possible extra local legal requirements will be met / followed.

### **2. Instructor and Lifesaving Accreditations:**

My surf school will only employ instructors holding valid accreditations issued by either the ISA (International Surfing Association) or its member NGBs (National Governing Bodies). My surf school will ensure all associated coaches treat the athletes in their care in a professional way, taking into account legal and ethical requirements and considerations. All instructors will hold valid surf lifesaving (including first aid) certificates.

In the third year of the SSA membership, my surf school will (if it employs more than two surf instructors) make sure that at least a quarter (25%) of them are holding an ISA accreditation. From the fifth year onwards, at least half (50%) of the instructors of my surf school will hold ISA accreditations. In case of difficulties reaching the respective quotas, I can apply to the SSA board for a temporary exception.

**3. Instructor updates:**

My surf school undertakes to ensure that its staff update and qualify under the coaching accreditation program as recommended by the issuer of the respective accreditations.

**4. Child protection:**

My surf school will comply with child protection legislation requirements of the respective country / state / territory we are operating in.

**5. Smoking:**

My surf school will not allow that instructors smoke during coaching or teaching periods.

**6. Lesson content:**

My surf school will ensure that beginner / intermediate lesson content includes at a minimum the content listed in the NOP plan.

**7. Equipment:**

My surf school undertakes to provide sufficient equipment (in perfect condition) for the conduct of each surfing lesson, and we will at least provide the following:

- surfboards (soft cored with soft fins at the beginner level);
- leashes;
- wetsuits;
- helmets (to be available on request);
- water resistant sunscreen;
- comprehensive first aid kit;
- uniformly coloured rash vests for participants;
- areas indicator flags or markers (unless prohibited to do by local government regulations);
- whistle;

- rescue board;
- mobile phone;
- garbage bag.

#### **8. Insurance:**

My surf school will use its best endeavours to secure and maintain both public liability and professional indemnity insurance and agrees to provide the SSA with a copy of such insurance cover as a PDF.

#### **9. Membership fee:**

- The membership fee is due by January 31 annually.
- If the annual fee is not received by the SSA by January 31, my surf school can be suspended from the SSA membership.
- If the annual fee is not received by January 31, but I end up paying later on that same year, I must pay the full annual fee to become a current school.
- If the annual fee is not received for an entire year, I must pay the full annual fee for each unpaid year to become re-instated as an SSA member.

#### **10. SSA logo:**

- The SSA logo may only be used by SSA members.
- The SSA logo may not be distorted in any way.
- The SSA logo should never be manipulated or its original design altered in any way.
- The SSA logo can only be used in the year of registration.
- Any breach of these rules constitutes just cause for contract termination with no refund.

#### **11. Commitment to environmental awareness:**

- regular beach-cleanups in each teaching location, preferably in cooperation with the local community (the necessary local laws and regulations are abided by and the adequate equipment, such as

gloves, is provided by my surf school)

- Waste management system (reduce, recycle, reuse)
- Responsible use of resources (water, electricity, food)
- Transport system: bikes, walking, eco-friendly cars if possible
- Explanation of the ecosystem “dune” in every course
- Support of local environmental initiatives

**12. Commitment to social awareness:**

- 1 free learn to surf class (1.5 hours minimum) for local kids, socially disadvantaged persons etc. for every 16 paying customers if conditions and logistics permitting
- employment of locals, as well, if possible

Undersigned has carefully read this agreement and fully understands its contents and signs it with full knowledge of its significance.

Name:

Date:

Signature:

Business Name:

Position:

Address:

Country:

Email:

Tel:

# **Surf School Alliance NOP**

## **(Normal Operating Procedures)**

This is a short version mentioning the main items – a detailed version with all subitems is available at SSA.

Beginner / intermediate lesson content includes at a minimum the content listed here:

0 Organisational considerations and requirements in order to maintain a safe and fun instruction

1 Meet and greet

2 Checklist (students and instructors)

3 Equipment and its correct handling

4 Choosing the right spot

5 Safety, venue analysis, risk assessment

6 Warm up

7 Correct gliding position (prone), entering the water

8 Paddling, riding broken waves in prone position, getting off the board safely

9 Take-Off, surfing broken waves, getting off the board safely

10 “Diving” techniques

11 Surf Rules, Take-Off, surfing green waves

12 Manoeuvres

13 Session end procedures

**0, 1, 2, 4, 5 and 6 and 13 have to be done in every session, regardless of the level of the class!**

# Surf School Alliance Session Report

**Date:**

**Time (from – to):**

**Name of instructor:**

**Name of group:**

**Surf level of group:**

**Group size:**

**M:**

**F:**

**Location:**

**Conditions overall:**

**Swell size:**

**Wind:**

**Tide:**

**Remarkable extra details about conditions:**

**Lesson goals and content:**

**Outcomes:**

**Comments:**

**Accidents / Injuries:**

**Instructor's signature:**

**Date:**

**Head Coach's / Camp Manager's Signature:**

# **Surf School Alliance Risk Assessment Sheet:**

## **1 What risks exist?**

Static (e.g. no rails at high stairs) and / or dynamic (e.g. changing conditions on the beach and in the water) risks

## **2 How dangerous are they?**

1 (not very dangerous) – 5 (very dangerous)

## **3 What is the appropriate control measure?**

## **4 Evaluation: have the risks been minimized / disposed of?**

## Surf School Alliance EAP (Emergency Action Plan)

1. Location of the nearest telephone:
2. Emergency phone numbers required:
3. Location of the nearest medical assistance:
4. Location of the first aid box:
5. Emergency signal:
6. On showing / sounding the emergency signal:
  - The coach instructing that group evacuates their group from the water.
  - All other coaches to show /sound warning and evacuate their groups from the water.
  - The nearest coach will execute the rescue.
  - Other coaches should assemble all participants.
  - Remove the patient from further damage.
  - Resuscitation should be commenced as soon as possible (if required).
  - Send a mature participant or spare coach to summon medical help.
  - In extreme cases, shift the remainder of the group away from the rescue area.
7. Parents, legal guardians or next of kin should be notified as soon as possible of the accident.
8. Care of the injured person should be maintained until medical assistance is available.
9. Debrief each coach and further witnesses for their version of what happened to enable a more detailed account.
10. Keep an accident report form in the files.
11. Follow up on patient's recovery to finalise your involvement.

# Surf School Alliance Accident Report

Name:

Location:

Name of instructor(s):

Time and Date:

Location of injury:

Head	Chest	Ear L or R	Shoulder L or R
Face	Neck	Hip	Jaw
Arm L or R	Hand L or R	Leg L or R	Eye L or R
Foot L or R	Spine	Other:	

Nature of accident:

Cause of accident:

Action taken by coaches:

Eyewitness(es):

Doctor / Hospital:

The parents were informed by: