



### **OBLIGATIONS OF A REGISTERED SURFSCHOOL**

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As the Owner / Principal legally responsible person of this Surfschool, I undertake that the following requirements will be met / followed, as my obligation for receiving Registration of my Surfschool from the ISA:

- 1.1 My Surfschool will follow the "Instruction and Controlled Activity protocol" set out in Attachment 3, below.
- 1.2 My Surfschool agrees to complete an approved emergency plan relevant to each of its coaching / teaching location(s) within 14 days of executing this Agreement [attachment 1 below] and provide to the ISA if requested.
- 1.3 My Surfschool will ensure all associated coaches sign the Coaching Code of Conduct Form at Attachment 4, which will be kept on file and provide to the ISA if requested.
- 1.4 My Surfschool undertakes to ensure that its staff update and qualify under the coaching accreditation programme as recommended by ISA over a provisional period of two [2] years.
- 1.5 My Surfschool will not allow smoking during coaching or teaching periods.
- 1.6 My Surfschool will ensure that beginner / intermediate lesson content includes at a minimum; information included in Attachment 5 below.
- 1.7 My Surfschool undertakes to provide sufficient equipment for the conduct of each surfing lesson, and the Licensee will at least provide the following:
  - 1.7.1 surfboards; (soft cored with soft fins at the beginner level);
  - 1.7.2 wetsuits;
  - 1.7.3 helmets (to be available on request);
  - 1.7.4 water resistant sunscreen;
  - 1.7.5 comprehensive first aid kit;
  - 1.7.6 uniformly coloured rash vests for participants;
  - 1.7.7 areas indicator flags or markers (unless prohibited to do by local government regulations);
  - 1.7.7. whistle;
  - 1.7.8 rescue board; and

- 1.7.9 mobile phone.
- 1.8 My Surfschool will use its best endeavours to secure and maintain both public liability and professional indemnity insurance, noting the interest of the Licensor [ISA] and agrees to provide the ISA with a copy of such insurance cover if requested.
- 1.9 Annual registration fee is \$500 per surf school.
  - 1.9.1 Registration fee is due by January 1 annually.
  - 1.9.2 If annual registration fee is not received by the ISA by January 1, my surfschool will be suspended from the ISA surfschool register, which will be noted on the ISA website.
  - 1.9.3 If annual registration fee is not received by January 1, but I end up paying later on that same year, I must pay the full \$500 annual registration fee to become a current school.
  - 1.9.4 If annual registration fee is not received for an entire year, I must pay \$500 a year for each unpaid year(s) to become re-instated as an ISA Register current school.
- 1.10 ISA Registered Surfschool logo.
  - 1.10.1 The ISA Registered Surfschool 2008 logo may only be used by ISA approved and current surfschools.
  - 1.10.2 The ISA Registered Surfschool 2008 logo may not be distorted in any way.
  - 1.10.3 The ISA Registered Surfschool 2008 logo should never be manipulated or its original design altered in any way.
  - 1.10.4 The ISA Registered Surfschool logo can only be used in the year of registration.
  - 1.10.5 The use of the "ISA Registered Surfschool 2008" logo does not entitle my surfschool the use of any other ISA logos unless otherwise approved by the ISA.
  - 1.10.6 Any breach of these rules constitutes just cause for contract termination with no refund.

**Approved Use**



YES  
\*refer to 1.10.4



NO



NO

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

Signature: \_\_\_\_\_ Name [Print]: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

Contact Details: \_\_\_\_\_ State: \_\_\_\_\_

Country: \_\_\_\_\_

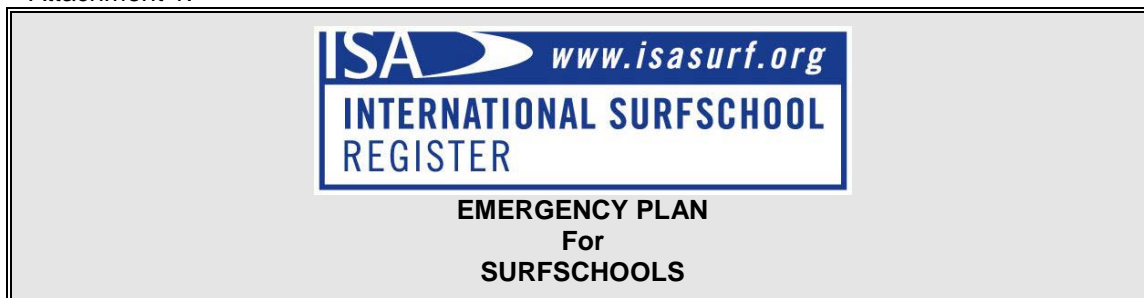
Email: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Mb: \_\_\_\_\_

Attachment 1:



1. Where is the nearest telephone? \_\_\_\_\_
2. The emergency phone numbers that you require for that venue are? \_\_\_\_\_
3. The location of the nearest medical assistance? \_\_\_\_\_
4. Where is the first aid box? \_\_\_\_\_
5. What is your emergency signal? \_\_\_\_\_  
Do your participants know what it means? \_\_\_\_\_
6. On sounding the emergency signal:  
  
The coach instructing that group evacuates their group from the water.  
All other coaches to sound warning and evacuate their groups from the water.  
The nearest coach will then execute the rescue.  
Other coaches should assemble all participants and mark the roll.  
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 should be notified as soon as possible of accident.
8. Care of the injured person should be maintained until medical assistance is available.
9. Debrief each coach for their version of what happened to enable a more detailed account.
10. Give a written report to the Regional Coaching Director as soon as possible.
11. Follow up on patient's recovery to finalise your involvement.

Attachment 2:



Name of participant: \_\_\_\_\_

Beach Venue: \_\_\_\_\_

Coaches Names: \_\_\_\_\_

Time: \_\_\_\_\_ Date: \_\_\_\_\_

In the water / on the beach (Circle one)

Location of injury on the body:

Head	Chest	Ears L or R	Shoulder L or R
Face	Neck	Hip	Jaw
Arm L or R	Hand L or R	Leg L or R	Eyes L or R
Foot L or R	Spine	Other: _____	

Nature of accident: \_\_\_\_\_

Cause of accident: \_\_\_\_\_

Action taken by coaches:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

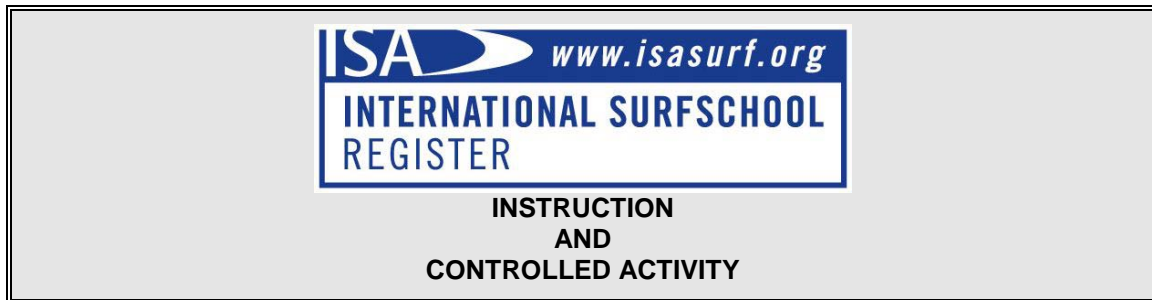
\_\_\_\_\_

Who saw the accident? \_\_\_\_\_

Doctor / Medical Centre used? \_\_\_\_\_

The parents were informed YES / NO by: \_\_\_\_\_

Send Copy to: ISA VP & Surfsschools Co-Coordinator, [alanatkins@surfingaustralia.com](mailto:alanatkins@surfingaustralia.com)



## 1. OPERATIONAL CONSIDERATIONS.

All International Surfing Association Surfschool surf coaches **MUST** follow the list of procedures and actions set out below:

Coach: student ratio is 1 : 8 [maximum]

- Arrive early enough to check conditions and liaise with the lifeguard.
- The role / list of names, disclaimers and contact phone numbers must be recorded at the start of the lesson.
- Allocate appropriate surfboard to each participant and reinforce the correct way to carry the board and legrope.
- Each participant will be given one rash shirt to wear during the lesson. The rash shirts should all be the same colour and assist in signifying the group.
- Ensure there is a first aid kit, a whistle, a mobile and a rescue device on the beach in close proximity.
- Each lesson should include a surf safety talk that covers the day's conditions and possible hazards.
- Aims and objectives of the lesson need to be clearly stated before starting actual lesson.
- Ensure enough distance to eliminate the chance of group mixing in the water with other groups.
- Structure group so as there is constant vision of every participant 100% of the time.
- In cases of side drift, structure lesson so participants drift towards the coach, not away.
- Instruct participants to follow the philosophy of one person per wave.
- Direct participants to allow a safe distance between each other to avoid collisions.
- Ensure the recall / danger signal is reinforced and correctly responded too.
- Each skill needs to be demonstrated on the beach and in the water, by the coach or by an experienced assistant. Participants need to be positioned to enable them to view the demonstration.
- Teaching methodology must be; demonstrate, participate, feedback, demonstrate, participate, feedback and so on.
- Regularly reinforce the need to follow the said recall signal.
- Participants must be first competent at negotiating the surf, catching waves in prone position with correct hand placement and able to traverse before being shown the prone to feet technique.
- Regular beach practice reinforces correct techniques and gives a recovery period for participants.
- Never leave a group in the water unattended for any reason. Recall group to shore then do what is pressing.
- Avoid standing next to other coaches as this will result in the two groups coming together and increasing the chance of accidents.

- At the completion of the lesson regroup all groups together, check numbers, discuss positive outcomes and then dismiss as one large group.
- Any accidents even minor ones must be reported immediately to the head coach.

## 2) EQUIPMENT GUIDELINES

### A) SOFT SURFBOARDS

At the entry level surfing lesson all participants should be using a “soft core” surfboard with soft fins. A “soft core” surfboard is a board that is soft through to the core.

Some surfboards that claim to be soft actually have only a thin rubber jacket over a solid core and are not recognised as a true soft surfboard. These semi soft surfboards are better suited to surfers who have reached a slightly higher level and can demonstrate the safe control of their equipment.

A true soft surfboard ensures that the entry level surfer has minimum chance of injury from their equipment. A coach must still reinforce all the safety issues surrounding the control of equipment to further minimise the chance of injury.

All surfboards must have a legrope attached and be in good repair.

It is the responsibility of the coach to review the risk management situation of the class and within this, decide on the type of equipment is appropriate.

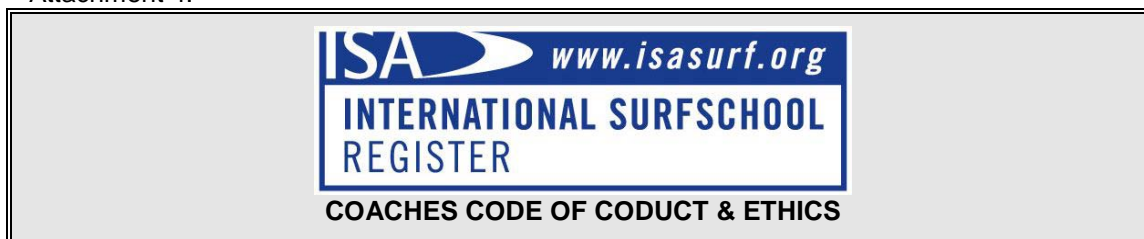
### B) BODYBOARDS

All bodyboards also need to be “soft core” at the entry level and have an arm leash; both board and leash should be in good repair.

Fins should not be given to entry level bodyboarders as it encourages them to venture out further than is safe for this level.

**NB; In the case of either types of board proper instruction must be given about the parts of the board, inherent risks of these parts, the recoil of legropes /leashes and on the control of their equipment.**

Attachment 4:



**Coaches should...**

- be treated with respect and openness
- have access to self-improvement opportunities be matched with a level of coaching appropriate to their level of competence

<b>1.</b>	Respect the rights, dignity and worth of every human being	<ul style="list-style-type: none"> <li>• Within the context of the activity, treat everyone equally regardless of sex, disability, ethnic origin or religion</li> </ul>
<b>2.</b>	Ensure the athlete's time spent with you is a positive experience	<ul style="list-style-type: none"> <li>• All athletes are deserving of equal attention and opportunities</li> </ul>
<b>3.</b>	Treat each athlete as an individual	<ul style="list-style-type: none"> <li>• Respect the talent, developmental stage and goals of each athlete</li> <li>• Help each athlete reach their full potential</li> </ul>
<b>4.</b>	Be fair, considerate and honest with athletes	
<b>5.</b>	Be professional and accept responsibility for your actions	<ul style="list-style-type: none"> <li>• Display high standards in your language, manner, punctuality, preparation and presentation</li> <li>• Display control, respect, dignity and professionalism to all involved with the sport - this includes opponents, coaches, officials, administrators, the media, parents and spectators</li> <li>• Encourage your athletes to demonstrate the same qualities</li> </ul>
<b>6.</b>	Make a commitment to providing a quality service to your athletes	<ul style="list-style-type: none"> <li>• Maintain or improve your current coach accreditation</li> <li>• Seek continual improvement through performance appraisal and ongoing coach education</li> <li>• Provide a training program which is planned and sequential</li> <li>• Maintain appropriate records</li> </ul>
<b>7.</b>	Operate within the rules and spirit of your sport	<ul style="list-style-type: none"> <li>• The guidelines of national and international bodies governing your sport should be followed. Please contact your sport for a copy of its rule book, constitution, by-laws, relevant policies, eg. anti-doping policy, selection procedures, etc.</li> <li>• Coaches should educate their athletes on drugs in sport issues in consultation with the National Sports Drug Agency.</li> </ul>
<b>8.</b>	Any physical contact with athletes should be appropriate to the situation and necessary for the athlete's skill development*	
<b>9.</b>	Refrain from any form of personal abuse towards your athletes*	<ul style="list-style-type: none"> <li>• This includes verbal, physical and emotional abuse</li> <li>• Be alert to any forms of abuse directed toward your athletes from other sources while they are in your care</li> </ul>
<b>10.</b>	Refrain from any form of harassment towards your athletes*	<ul style="list-style-type: none"> <li>• This includes sexual and racial harassment, racial vilification and harassment on the grounds of disability</li> <li>• You should not only refrain from initiating a relationship with an athlete, but should also discourage any attempt by an athlete to initiate a sexual relationship with you, explaining the ethical basis of your refusal</li> </ul>
<b>11.</b>	Provide a safe environment for training and competition	<ul style="list-style-type: none"> <li>• Ensure equipment and facilities meet safety standards</li> <li>• Ensure equipment, rules, training and the environment are appropriate for the age and ability of the athletes</li> </ul>



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**12.** Show concern and caution toward sick and injured athletes

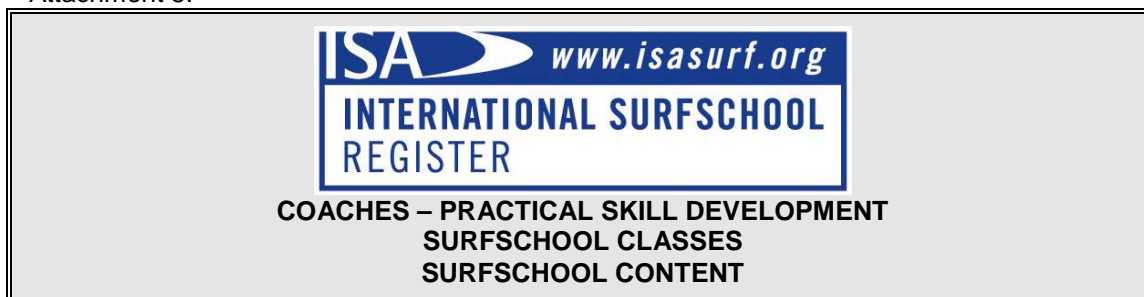
- Provide a modified training program where appropriate
  - Allow further participation in training and competition only when appropriate
  - Encourage athletes to seek medical advice when required
  - Maintain the same interest and support toward sick and injured athletes
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**13.** Be a positive role model for your sport and athletes

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I hereby agree to follow the above principles in my coaching duties.

Name: \_\_\_\_\_ Date: \_\_\_\_\_



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**5.a. LEVEL 1 COACHES – PRACTICAL SKILL DEVELOPMENT.**

Generally we consider that surfing technique can be divided into a number of primary and secondary skills.

The basic techniques (primary skills) are as follows:

- A) PADDLING – Through the break and onto waves
- B) TAKE OFF - Board breaking away and standing action
- C) TRIMMING – Sliding, traversing (cut across face), tube-riding and nose riding
- D) TURNING – Forehand, backhand and cut-back

The instructor should attempt to develop these skills through progressive classes by content of the lessons and by choosing various locations that require/allow additional work in specific areas.

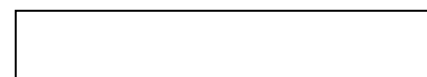
The secondary skills are an extension of basic technique leading to more dynamic surfing maneuvers and more skilful use of the forces within the wave.

These maneuvers include tube riding, re-entries of all types, side slipping, stalling moves, air moves and a variety of turns customized to fit the fluid dynamics of the given wave. Refined feel for the wave is exhibited by the surfer's body leverage skills, timing, judgment and positioning, all brought into focus by his /her selection of maneuvers in the flow of the wave.

The instructor should stress the "feeling" for the board and wave, and continually bring these new skills to the attention of the student.

Wave knowledge is necessary for increased performance, so a discussion of wave characteristics should be an essential part of every class.

Alan Atkins  
ISA Vice President & Surfschools Co-Coordinator



**5.b. ISA SURFSCHOOL CLASSES: Skill Indicator**

**Skill requirements for class levels:**

- Class 1: Never seen board before
- Class 2: Able to paddle board in flat water
- Class 3: Paddle on to broken waves
- Class 4: Ability to ride white water (broken wave) standing
- Class 5: Catch unbroken wave and turn in either direction
- Class 6: Ability to perform carving cut-back
- Class 7: Ability to produce carving turns, and cope with re-entries

Experience has shown that six (6 - 8) students per coaching group provides maximum safety and coaching possibilities.

Most students will over estimate their ability. This ready reckoner attempts to classify them into ability levels by maneuver. A large ability range in any group should be avoided. "Ask the question – Can you paddle on to broken waves? If yes, then admit at class 5" etc.

The location of the class must be chosen with class ability level and the lesson content as parameters.

Eg. Beginner 1 / 2 preferable half meter beach break waves, breaking in a spilling pattern with a gutter to allow ease of paddling.

#### **5.c. ISA SURFSCHOOL CLASS CONTENT:**

##### **RECOMMENDED STANDARDS:**

##### **CLASS 1**

**REQUIREMENTS:** COMPLETE BEGINNERS  
FLAT WATER  
ABILITY TO SWIM 50 METRES

**FORMAT:** INTRODUCTION TO EQUIPMENT  
EXPLANATION OF BASIC SKILLS OF CONTROL  
AND MOVEMENT  
ALTERNATE PADDLING TECHNIQUE  
ENTERING WATER  
TURNING BOARD PADDLING AND SITTING  
RECOVERY OF BOARD  
BASIC SAFETY PRECAUTIONS

(LEGROPES ARE NOT USED AND PRACTICAL WORK CAN BE DONE IN PAIRS)

##### **CLASS 2**

**Requirements:** Competent paddling in flat water  
Maximum wave size half meter  
Ability to swim 50 meters

**Format:** Paddling through white water  
Methods used – press up- sit with back to wave  
Broken wave riding (riding prone)  
Traversing wave (riding prone)

##### **CLASS 3**

**Requirements:** Ability to paddle on to a broken wave  
Maximum wave size half meter  
Ability to swim 50 meters

**Format:** Revise riding prone onto broken waves  
Develop riding standing (correct feet positioning, one movement from prone to standing)  
Develop traversing left and right.

##### **CLASS 4**

**Requirements:** Ability to ride white water standing

Wave size half to one meter  
Ability to swim 100 meters

**Format:** Catching unbroken waves  
Standing with control (accentuate importance of trim)  
Develop feeling for the board “breaking away” and “sliding down” the wave face

Develop basic forehand and backhand turns individual and lined sequence (climb and drop and “S” turns)

Introduce exit from the wave – kickout – turn into white water

### **CLASS 5**

**Requirements:** Ability to paddle onto unbroken waves with competent traversing in either direction.

Wave size 1 meter.  
Ability to swim 200 meters

**Format:** Develop current forehand and backhand turns into top and bottom turns (emphasizing timing and positioning on the wave face together with body leverage).

Highlight and develop the cutback (emphasis on edge control And recovery) short and long arcs.

Revise exit from wave, introduce “island pullout” and “eskimo roll”

Refine trimming – on wave face and in white water.

Develop climb and drop across fast breaking sections and the “pumping” action of continuous small turns.

### **CLASS 6**

**Requirement:** Capable forehand and backhand top and bottom turns.

Wave size: 1 to ½ meters.

**Format:** Work on carving and body leverage by varying turning acres and increasing control in all turns.

Work on secondary skills to aid positioning (stall, fade, zig-zag and late take-off).

Further refine trimming and control wave riding from a forward position and as preparation for tube riding.

Extend turns into forehand and backhand re-entries.

N.B. The instructor must direct students to the correct take-off position for the maneuvers contemplated otherwise they will tend to take-off too far out on the shoulder.

### **CLASS 7**

**Requirement:** Tight controlled turns in either direction

The ability to use trim and turns to hold the board in the critical part of the wave

Wave size – 1 ½ meters (varying ½ - 2 meters)

Ability to swim 200 meters

**Format:**

Develop radical turning (emphasis on timing and positioning to prepare for the maneuver)

Refine secondary skills:

- Reliable re-entries
- Richottes
- Side-slips
- (Advanced) Cutbacks
- Pull-outs
- Late take-offs

Extend maneuvers into varying wave sizes and conditions.

Develop trimming in critical sections of the wave face into tube riding technique.

Refine the secondary skills of trimming at speed and body leverage through turns.

Ride big waves, 1 ½ - 2 meters, where possible.

Introduction to competition: (Adult model)

- Explanation of contest rules and administration
- Short trial heats conducted amongst student

The above information is presented to aid the Registered Surfschool manage the “progressive development” of skills throughout their classes.

Extensive workshops and materials are available in other ISA Coaching Accreditation Courses and materials, principally the Level 1 course, to fully manage this area of commercial surfschool activity.