



Surf School Scheme

Regulations and Application

Table of contents:

1. Purpose
2. Scope
3. Surf School Descriptors
4. Scheme Benefits
5. Pre-requisites of the Scheme
6. Disclosure and Barring Checks
7. The Documentation required
8. The Surfing Equipment Required
9. Surfing Locations & Conditions
10. The Onsite Visit
11. What happens Next
12. The Registration fee

Appendix 1 The English Surfing Federation Trademark

Appendix 2 English Surfing Federation Coach, Code of Ethics and Conduct

Appendix 3 English Surfing Federation Surf School Disciplinary Procedure

Mission Statement:

Through continuous development of this scheme, the English Surfing Federation aims are for surf schools to provide:

- _ ***best practice for surf coaching***
- _ ***professional judgement for surf school operations***
- _ ***safe surf coaching for all surf coaches who use it***
- _ ***Successful surfing ability progression for both the recreational leisure and sports performance motivated surfer***

1. PURPOSE:

The purpose of the approved school regulations is to provide a clear set of rules for surfing activity on English beaches. The regulations provide an English Surfing Federation best practice scheme for surf schools that is consistent and fair to all schools whatever the surfing ability levels they are providing for. Such best practice is also to ensure that surf school customers receive the highest standards of safety and success as best practices in and for their surfing lessons. The scheme is also to provide a structured working framework for surf coaches. Such a framework is to structure the decision-making and actions of surf coaches whilst conducting (operating) their surfing lessons. The scheme is to ensure that a coach's action is at all times safe, successful and appropriate for the surfers being instructed / coached.

2. SCOPE:

The surf schools accepted and registered on this scheme each year are the only surf schools that can be advertised as **an English Surf School** and appear as such on the English Surfing Federation website and updated weekly throughout the year from Jan-Dec of year of approval. All approved surf schools will be graded depending on the services and coaching programmes they provide. Evidence of lesson plans and community development programs must be attached in order to gain approval level.

3. SURF SCHOOL DESCRIPTORS

Recreational

- Provide entry level and low ability improver surfing courses and programmes
- Provide recreational higher ability surfing from higher improver to intermediate level courses
- Coaches have minimum qualifications of ISA/ESF level 1 or ESF Level 2 or ISA Level 2

Performance

- Provide "Recreational" programmes
- Provide contest & competitive surfer training + recreational advanced surfer programmes
- Provide a local community resource programme (kids clubs etc.)
- Coaches have qualifications including ISA/ESF level 1, ESF Level 2 or ESF Level 3 or ISA Level 2

Academy

- Provide "Recreational and Performance" programmes
- Provide a local "community resource" programme (kids clubs etc.)
- Provide an, "advanced surfing" development programme for elite squad training.
- Be working with education establishments to provide intra and extra-curricular activities, and be working to best practice and sports development schemes and guidelines such as Sport England's Strategy Document.
- Be working with local surf clubs to promote all route pathways for surfer development.
- Coaches have qualifications including ISA/ESF level 1, ESF Level 2, ESF Level 3 and ESF

Level 4 or ISA Level 2

Centre of Excellence:

- Provide the full range programmes from “Recreational, Performance and Academy”
- Provide high level advanced surf coaching programmes for elite competitive surfers at regional/national level.
- Have additional facilities and resources or access to such, to enable implementation of relevant training programmes. Facilities to include: class room teaching facility, TV, DVD player, camcorder, fitness training equipment, fitness suite/gym.
- Have access to and use additional support from recognized sports science and fitness coaching specialists for the training programmes.
- Work closely with English Surfing Federation for implementation of specific training programmes or requirements of National squad surfers/athletes.
- Coaches have qualifications including ISA/ESF level 1, ESF Level 2, ESF Level 3 and ESF Level 4 or ISA Level 2

4. SCHEME BENEFITS

- Annual, dated, approval and certificate
- Authorization to deliver and award the Junior Surfer Scheme
- Listing & promotion on the English Surfing Federation website as a English Surf School
- Promotion of the school through networks and service etc.
- Details of English Surf Schools are sent to local government / local education authorities, regional tourist offices and other similar organization who request information. Details of your organisation sent to potential customers when enquiring at the English Surfing Federation office.
- Use of English Surf School status and brand for your own advertising
- Support, monitoring and advice with face-to-face meeting, email and telephone communications from the central admin office and other English Surfing Federation representatives
- Promotional material to aid your advertising of your approval status
- Permission to use the Trademarked English Surfing Federation & English Surf Schools logo in your advertising and promotions. (subject to the terms on appendix 2)
- Access to members benefits and discounted business insurance. Contact to relevant coaches database and coaching resources

5. PRE-REQUISITES OF THE SCHEME

For a surf school to be English Surfing Federation Approved and use the English Surfing Federation brand in advertising, surf school operators must agree to abide by the enclosed regulations, at all times, and accept the English Surfing Federation audit procedures of announced & unannounced visits including any disciplinary action by the English Surfing Federation In addition therefore the following re pre-requisites:

- All surf school operational decisions by surf coaches are expected to follow official English Surfing Federation guidelines for “best practice” and “professional judgement” as outlined in the coaches training and assessment regimes and documentation here
- All surf schools must abide by the international, national and regional & local laws of the

geographical area in which they operate.

- All surf schools must meet the requirements of the Health And Safety at Work Act 1974 incl. Amendments from 1975 to current year of operations

6. DISCLOSURE AND BARRING CHECKS

In one form or another, this has been stated as a pre-requisite for approval status since 2010. All coaches who work at the school must be fully-qualified, this includes a DBS check by the surf school. Please contact English Surfing Federation for further information and application forms if needed.

For more guidance, please contact the ESF office.

7. THE DOCUMENTATION REQUIRED

Previously-registered Approved Surf Schools

- Completed relevant application form
- Fee of **£300**
- Public Liability Insurance (up to £5m) cover note or copy of certificate

Surf Schools wishing to register for the first time or with lapsed registration

- Completed relevant application form
- Fee of **£300** - Public Liability Insurance (up to £5m) cover note or copy of certificate
- English Surfing Federation surf coach membership (Name & No.) for all surf coaches being employed at the school in current year of operation. Please note that if the coach does not hold English Surfing Federation coaches membership, then they are not fully qualified. (English Surfing Federation note that it is the responsibility of the surf school owner to ensure surf coaches are DBS/CRB checked when working with children or vulnerable adults.
- The written Normal Operation Procedures (NOP"s) which detail the daily routines aims & objectives of the surf school.
- The written Emergency Action Plan (EAP), which all instructors must be familiar with and know how to operate should an incident occur.
- Your written generic Health and Safety at work Risk Assessment (RA's) for surfing beach locations to be used including sea and customers" reception and clothing / wetsuit / surfboards changing areas. These are as designated as: off-beach / on-beach / in-water areas
- Your "flat-water" and "big-seas" policy & practices statement
- Evidence of lesson plans for beginners, improvers, intermediate, and advanced level surfers, to whichever standard you are coaching. i.e. an Academy will need to provide plans for all of these levels.
- Evidence to back up the status of the school level applied for eg. Advertisements for specialist coaching days, website reference, education contracts, and promotional materials such as brochures/flyers.

RISK ASSESSMENTS & ASSESSMENT REVIEWS

The school needs to provide the English Surfing Federation with a copy of your yearly risk assessments. If there are any doubts about how to conduct a risk assessment please visit the English Surfing Federation website or contact English Surfing Federation office. Any risk assessment reviews that are to be conducted as routine through the season will ordinarily be recorded in the daily entries in the surf school's beach log book. Any pre-season, mid-season or post-season risk assessment reviews must be copied and sent to English Surfing Federation office after the risk assessment review has taken place. A generic Risk Assessment template can be found on English Surfing Federation website. This is to be adjusted where applicable, signed and sent to your liaison officer at the start of each year's operations.

ii. THE NORMAL OPERATING PROCEDURES

Novice (beginner& low-ability improver) groups

The 1:8 coach / surfer ratio will be the maximum ratio operated. Also conditions for this ratio must be "appropriate" and risks assessed as "tolerable" for the group.

A reduced coach /pupil maximum ratio is recommended for changing group conditions e.g.smaller children, more severe surfing conditions such as: crowded breaks; bigger surf; lateral rips (long shore drift); strong winds etc.

Any Level 1 coach under the age of 18 must always work under the supervision of a Level 2 or higher or experienced coach.

For non-novice groups the following NOP's and teaching ratios will apply:

- All non-novice groups are screened for upper improver and intermediate surfing ability for the appropriate learning outcomes of the session at any ability level.
- **The upper level improver /intermediate coaching will have a maximum teaching ratio of 1:5** with all coaches qualified to a minimum English Surfing Federation Level 2 or ISA Level 2
- The recommended teaching ratio for advanced groups is 1:4.**
- All non-novice group surfing conditions will be routinely risk assessed and RA-reviewed for tolerability evaluation – particularly for changing surfing conditions during the lesson
- There will be clear ability level separation of groups when skill level development takes place within a lesson and / or with a programme of multiple lessons.

If there is a group of mixed-ability surfers and one instructor is out-the-back with the more competent surfers, improver novices or other higher abilities in deeper water more than chest depth, then the less able group of beginners still in shallow water will be considered another group. With mixed-ability groups, no group must be operated at more than the allowed ratio and each group must have its own designated rescue-demo board.

- **Coaches will not free surf during surfing lessons.** However it is understood that for

some of the time coaches will be required to demonstrate the expected “outcome” of a lesson objective. This demonstration is referred to as a coach’s demonstration.

- A daily Duty Log & Surf School Coaches liaison will be part of the school’s NOP’s. Such liaison should include accurate information about learning outcomes for the surfing lesson and the number of students in the lesson.

iii. THE EMERGENCY ACTION PLANS

A lifeguarded beach is highly recommended for a surf school’s lessons. **All lifeguards’ advice must be heeded, particularly when a beach or beach area is red flagged: There are no exceptions to this rule.**

Any schools emergency action plan must be operated in liaison with duty beach lifeguard service (if applicable) -If a beach to be used has an authorised beach lifeguard (BLG) service for that beach - and during the period of a school’s NOP’s - then the coach must liaise with the BLG on a session basis with regard to the safe conduct of each lesson.

- English Surfing Federation must be notified of any major changes to an NOP / EAP / RA’s and a copy of the revised documents sent to *English Surfing Federation* as soon as possible
- Any serious accident or incident at your school that requires First Aid (or other actions) must be followed by a formal (written) school “accident / incident report” and signed in triplicate by the person in charge of action and lesson and the student involved in the incident. For very serious accidents or incidents, a copy of all completed accident/incident reports to be sent to English Surfing Federation Head Office as soon as possible after completion a copy should be retained by the school and a copy given to the student (usually within 72 hours of incident).
- A fully equipped appropriate First Aid kit to be available for EAP use as near as possible to water based NOP’s (under 200m)
- An efficient emergency telephone contact facility will be available at all times during surf school operations and within reasonable access by the entire group if lone working.

iv. FLAT-WATER CONDITIONS

English Surfing Federation does not set a minimum wave size for a surf lesson to be conducted: This is a surf coach’s “professional judgment” decision: i.e. it is to be made in relation to the ability & body size of the surfer. However English Surfing Federation does set out minimum conditions for prone or, “stand-up” surfing to take place. Therefore for a surfing lesson to be provided:

- There will be enough force in the sea conditions to propel a surfer and surfboard forward
- There will be enough time, for a reasonable effort to be made by the surfer, to stand up and ride the wave with control.
- Any other (alternative) water activity to be conducted when the surf is flat cannot be referred to as an English Surfing Federation Approved surfing lesson.
- Alternative flat-water activities can be used as a form of cross-training or part English Surfing Federation lesson.

8. THE SURFING EQUIPMENT REQUIRED

- Soft construction surfboards soft deck and bottom with “rubberized / plastic” fins must be used for absolute beginners and „low ability” improvers
- Appropriate leashes in good working order without cuts, abrasions & knots

- Appropriate full (steamer) wetsuits in good repair and designed for the time of year lessons are being conducted
- Neoprene accessories (i.e. hoods, boots, gloves etc) to be available for customers who may require them due to sea & wind temperatures or medical reactions.
- A designated rescue board for each group, to be kept on the beach as near as possible to water NOP"s (under 200m) NB: A rescue board will be a minimum length of 8ft and minimum width of 22 "

Additional safety equipment

- A fully-equipped appropriate First Aid" kit to be kept on beach for immediate use as near as possible to water NOP"s (under 200m + see EAP requirements below)
- Warning whistles for use by duty coaches or arrangements for equivalent means of clear audio & visual signals for safety communication.
- Surf instructor and customer identity vests / suits designed to retain safe and clear visual communication between instructors and their surfers. Surfers from each group should all be wearing brightly coloured vests. It is essential that the surfers and their coach/instructor be in different colours as this clearly identifies the designated coach/leader of each group. All surfer & coach ID must be in a high visibility colour it is also recommended that the instructor ID be printed with words INSTRUCTOR or SURF COACH.

9. THE SURFING LOCATIONS & CONDITIONS REQUIRED

All beginner & improver surfing at both lower & higher ability will be conducted on beach break wave conditions. Such waves and wave peak will be clearly suitable for the surfers in the group. If the conditions are bigger than 1.5 metres then the lateral rips of the location will be a tolerable risk to the group, the individual coach must assess the conditions on each occasion

- Any lesson cancellation decisions caused by changing sea conditions will be made by the coaches/ instructors in charge of the lesson on the day, not by centre managers or surf school owners.
- Surf schools must abide by the lifeguard flags and co-operate with lifeguards on duty where applicable. No surf lesson will take place whilst a beach is red flag unless the BLG has provided a dedicated area for the surf school's activities.
- All beginner & novice improver surfing lessons will be conducted on safe, sandy, beach locations where waves are less than 1.5 metres and in surf conditions that are clearly safe and tolerable" for the group and individuals who will be surfing in the lesson. No matter what the average size of the actual waves on the day even if it is less than 1.5m the decision to operate a beginners & improvers lesson at the chosen location, will be decided by the strength & power of the prevailing surf conditions. These forces are conventionally referred to as:

- Swell (strength, direction, size)
- Tide (height & flooding / ebbing direction)
- Wind/air/sea (force, direction and temperature)

These forces will be assessed in addition to the other beach / coastline environment conditions of the geography and topography. These coastal environment features will determine whether a location is tolerable for surfing to take place. This size-force of wave qualification is particularly relevant to non-beginner lessons of all abilities. In addition to generic RA"s all surf locations and conditions are to be routinely reviewed for the tolerability of the risks and therefore

the suitability of the surfing lessons conditions and locations. These must be clearly within the pupils physical and mental surfing capabilities.

10. THE ON-SITE VISIT

At least once per year, each English Surf School will be visited by a English Surfing Federation representative. They will observe the normal operations of the surf school and also the delivery of a surf lesson

These visits will be an opportunity for surf schools to discuss with the English Surfing Federation any concerns, issues, and queries, these could be related to a variety of topics including certification, Coaching practices, equipment, safety issues and so on. The English Surfing Federation representative may ask to see the following documentation, so these should be available:

- Copies of your up-to-date incident report forms -Your daily NOP"s log book
- A statement of your surfing programmes & alternative (flat-water) activities
- A statement of your customer refund policy & practices
- A copy of your insurance certificate
- A copy of your Risk Assessment
- Coach ESF Membership details for all coaches
- Coaching certification, including CRB checks, Lifeguard and surf coach awards.

Following the visit you will issued with a report highlighting any concerns, suggestions and so on. If there are any issues which bring into question the approved level of the school, you will be given 30 days to respond and rectify these issues

11. WHAT HAPPENS NEXT

Once you have filed your application please allow a maximum of 4 weeks for processing, the central office will contact you with the outcome of the application. Providing that the paper work meets the requirements of the scheme you will be awarded Approval status subject to satisfactory checks. English Surfing Federation will send you the Approved Schools resource pack which will include:

- Certification
- Marketing material that advertises your approval status and the benefits that your customers can expect from your membership of the scheme.

You should then expect your first visit from a English Surfing Federation representative, this will be an opportunity for you to ask questions and for English Surfing Federation to assess your lessons and offer coaching advice and mentoring

12. THE REGISTRATION FEE

The fee is £300;

Surf schools must pay the registration fee in one complete payment. A completed AS application form with attached paper work is to be signed by the person in charge of the school and this is to be sent to:

English Surfing Federation (Surf Schools Application),

The Yard, Caen Street, Braunton, Devon , EX33 1AA

Cheque payment should be made payable to: **English Surfing Federation**

Approval will run on a calendar year basis (January – December). In the event of a school not being eligible for acceptance onto the AS scheme, their fee payment will be returned, less a fixed fee deduction for “English Surfing Federation handling” costs of £50. English Surfing Federation will endeavour to process all applications within a 4-week period.

Appendix 1

THE English Surfing Federation TRADEMARK

All English Surf Schools agree to abide by the following:

1. The English Surfing Federation Trademark and all rights therein remain the exclusive property of English Surfing Federation at all times
2. The surf school operator acknowledges the validity of the English Surfing Federation trademark and at no time shall challenge them.
3. English Surfing Federation shall have sole control over any legal action necessary to protect the English Surfing Federation trademark

Appendix 2

ESF Surf Coach Code of Ethics & Conduct

English Surfing Federation Coach Code of Ethics and Conduct Sports' coaching helps the development of individuals through improving their performance.

This is achieved by:

- 1 Identifying and meeting the needs of individuals.
- 2 Improving performance through a progressing programme of safe, guided practice, measured performance and/or competition.
- 3 Creating an environment in which individuals are motivated to maintain participation and improve performance.

Coaches should comply with the principles of good ethical practice listed below.

- Coaches must ensure that a surfer's time with them is a positive and enhancing surfing experience for the surfer
- Coaches must respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
- Coaches must place the well-being and safety of the performer above the development of performance. They should follow all guidelines laid down by the sport's governing body and hold appropriate insurance cover.
- Coaches must develop an appropriate working relationship with performers based on mutual trust and respect.
- Coaches must not exert undue influence to obtain personal benefit or reward.
- Coaches must encourage and guide performers to accept responsibility for their own behaviour and performance.
- Coaches should hold up to date and nationally-recognised governing body coaching qualifications.
- Coaches must ensure that the activities they direct or advocate are appropriate for the age, physical and emotional maturity, experience and ability of the individual and group.
- Coaches should, at the outset, clarify with performers (and where appropriate their parents) exactly what is expected of them and what performers are entitled to expect from their coach. A contract may sometimes be appropriate.
- When necessary coaches will co-operate fully with authorized and relevant specialist

coaches, 'guest' coaching assistants and other accredited advisors to the sport / activity. Such advice – if requested or advised – must always be in the best interests and 'well-being' of the performer.

- Coaches should always promote the positive aspects of their sport (e.g. fair play) and never condone rule violations or the use of prohibited substances.
- Coaches must consistently display high standards of behaviour and appearance.
- Coaches must be a positive and constructive "role models" for their surfers, for the English Surfing Federation surf coach awards, and the English Surf School Scheme

Appendix 3

English Surf School Disciplinary Procedure. Abbreviations: BSS: English Surf School, ESF: English Surfing Federation, CAO: Central Administration Office (ESF), LOI: Liaison Officer/Inspector

All complaints about English Surf Schools must be made in writing to the English Surfing Federation. NB: A complaint and/or incident may refer either collectively to the school or to individual instructor(s)

1. The CAO is to ensure that these forms are completed as precise, concise, accurate complainant knowledge and understanding(s) of the incident / events.
2. The complaint/incident will be assessed for "respectability and relevance" by the CAO. A decision will be made whether these incident reports are plausible (or not) and if they require further action.
3. If the complaint/incident is deemed "plausible", there will be a request for a written submission about the incident(s) from the surf school and/or instructor in question.
4. If a BSS regulation has not been transgressed the CAO will write to both parties (school and complainant) to inform them of his/her findings.
5. If there has been a minor transgression the CAO will issue the surf school with a maximum of two written warnings.
6. If there has been a claim of a major transgression, or persistent repeating of minor transgressions, the CAO has the discretionary power to issue the offending school with a "temporary" suspension from the BSS list. Full suspension or re-instatement is subject to substantive and systematic evaluation of all incident evidence available.
7. A surf school has the right to appeal both warnings and suspensions. The CAO will deal with written warnings. A English Surfing Federation "BSS disciplinary committee" will consider all suspensions.
8. The disciplinary committee will be made up of senior responsible coaches, and to include at least one member of the full-time English Surfing Federation directorate. This meeting will include representatives of the surf school and dialogue discussion will take place to review a) *the questions* (BSS regulations) b) *the claims* (transgressions) c) *the evidence* (from surf school & English Surfing Federation) c) *the evaluations* (discussion outcomes)
9. After such a meeting the disciplinary committee will have the powers to "fully" suspend the surf school, from the English Surfing Federation BSS list for a period of time and if applicable, set the conditions for reinstatement on the list, for the surf school in question. There will be 1 of 4 possible options-outcomes:
 - i. *Appeal is upheld, school is reinstated and LOI records removed from file*
 - ii. *Appeal is upheld and school is reinstated but LOI records retained 'on-file'*
 - iii. *Appeal is rejected and suspension is confirmed for rest of season/year*

iv. Appeal is rejected and suspension is permanent

10. In the cases of individual instructors / coaches, the disciplinary committee will have the powers to compel the coaches concerned to re-sit their coaching qualifications. The result of the re-sit will have a direct result on the status of the surf school.

11. If individual instructors are to be disciplined the ultimate sanction will be the loss of their "English Surfing Federation surf coaching" accreditation. Or fall into the same options as point 10.