

Teaching Surf Instructors to Teach



National Surf Schools and Instructors Association Instructors and Coaches Training Manual



Background on the NSSIA Part 1

Provided exclusively for NSSIA certified instructors.

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Introduction

This training course and manual was created by a group of the most established, experienced and well known surf instructors, SUP instructors, Surf Dog Instructors, and coaches in the surfing world. It provides basic information considered necessary for an instructor to successfully teach or coach surfers. Directors of the National Surf Schools and Instructors Association (NSSIA) have developed it for the purpose of professionally certifying surfing instructors and coaches. It is to be used as a background information resource, training guide. Inputs to this manual have been received from many instructors.

The manual is divided into sections related to first information on the NSSIA, then the NSSIA Instructors Training Program, and finally rules and tips that will help NSSIA instructors and coaches do their job better. Instructors are encouraged to use and follow the information provided in this resource during their daily work.

Sincerely,

Bruce Gabrielson, Chairman

NSSIA

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Note: Beginning in 2020 due to the COVID pandemic, all NSSIA certification training is performed online unless specifically requested by a school.

Professional Certification Introduction

'It is the essence of professionalism to apply objective standards of craftsmanship and accomplishment to one's work rather than business criteria.' Peter Drucker, "*Management and the Professional Employee*", Harvard Business Review, 1952.

If you've looked around our surfing or SUP community lately, you've noticed that the sports are growing dramatically in both numbers and prestige. Along with this growth, there is a tremendous need for surf or SUP instructors and schools. Likewise, the sports are growing in stature as a team sport (surfing currently) among schools and universities in coastal states as well as nations with surfing communities. In the face of such demand, many opportunists with little background or experience have stepped forward to offer a multitude of services all aimed at teaching surf skills to the public.

Professionals with the unique set of advanced skills associated with teaching or coaching surfing or SUP are in demand not only in the commercial world, but also in many schools and universities all over the country. Unfortunately, there is a severe shortage of qualified and experienced professionals in the field and, until recently, a lack of organizations with the ability to train them. Training professionals in the surf related skills of instruction, team and professional coaching, business development, ocean environmental issues, physical conditioning, and formal educational techniques is thus a challenge now being addressed by the National Surf Schools and Instructors Association (NSSIA).

Most consumers take for granted that in the traditional workforce, regulatory bodies and professional organizations exist to both protect consumer interests and help those who do the work keep abreast of the best ways of doing their jobs. Professional and amateur surfing competitors have an organization as does the manufacturing industry. For the past few years, so have the surf and/or SUP school industry.

Why Professionalize

Legislation is already impacting surf instructors in some countries and states, and only a matter of time before local legislation catches up with the entire surf school industry. Seeing the writing on the wall, a group of established instructors and coaches undertook the task of creating a professional organization for surf instructors. Their goal was to protect the public with instructors better trained in safety techniques, board etiquette, adult and adolescent teaching skills, business issues, and dangers is beyond simple first aid. In other words, they didn't want to just develop simple instructors or coaches but true professionals fully competent in their field. They also recognized that simply taking a class cannot accomplish these objectives.

The NSSIA is a professional organization dedicated to fostering surf etiquette, water safety, and quality surfing instruction programs through professional instructor development, education, accreditation and research. It was created by a group of the sports most recognized surf and SUP school leaders to establish cooperation between surf schools, surf instructors, SUP instructors, and surf coaches, and to share their knowledge in teaching and/or coaching techniques within its membership.

There were problems organizing at first. You can't just start an organization committed to delivering the best available world class surf instruction without closely looking at other professional bodies to ensure that you will be legally recognized should legislation be enacted. It turns out that there is, in fact, an international standard for professional certification organizations called the ICAC (more on this later) that is recognized by most government agencies around the world. The ISO 17024 standard is explicit on the requirements and accountability activities that must be followed to ensure organizational and governmental acceptance of certification criteria.

The American National Standards Institute (ANSI) is the official US representative to the ICAC and has sole authority for US certification programs meeting ANSI/ISO/IEC 17024. ANSI accreditation facilitates U.S. participation in global trade by providing international recognition of personnel certifications. The ANSI Personnel Certification Accreditation Committee (PCAC) is responsible for the operational aspects of accrediting personnel certification programs and related activities of the Institute. The NSSIA manual lists professional guidelines and rules that instructors must follow to remain compliant.

Using the ISO standard for its baseline structure, the NSSIA was created as a recognized non-profit professional surf school association organization by the Internal Revenue Service, and its certification and surf and SUP school accreditation process is accepted as proof of compliance with professional standards by the US insurance industry. The academic community is also recognizing professional surf instructor or surf coaching certifications with some universities requiring those who teach or coach surfing to become certified.

Besides the US and World governmental and industry recognition, there were also other reasons, and consequences, that needed to be brought to the attention of those who own schools or want to become certified professional instructors or coaches:

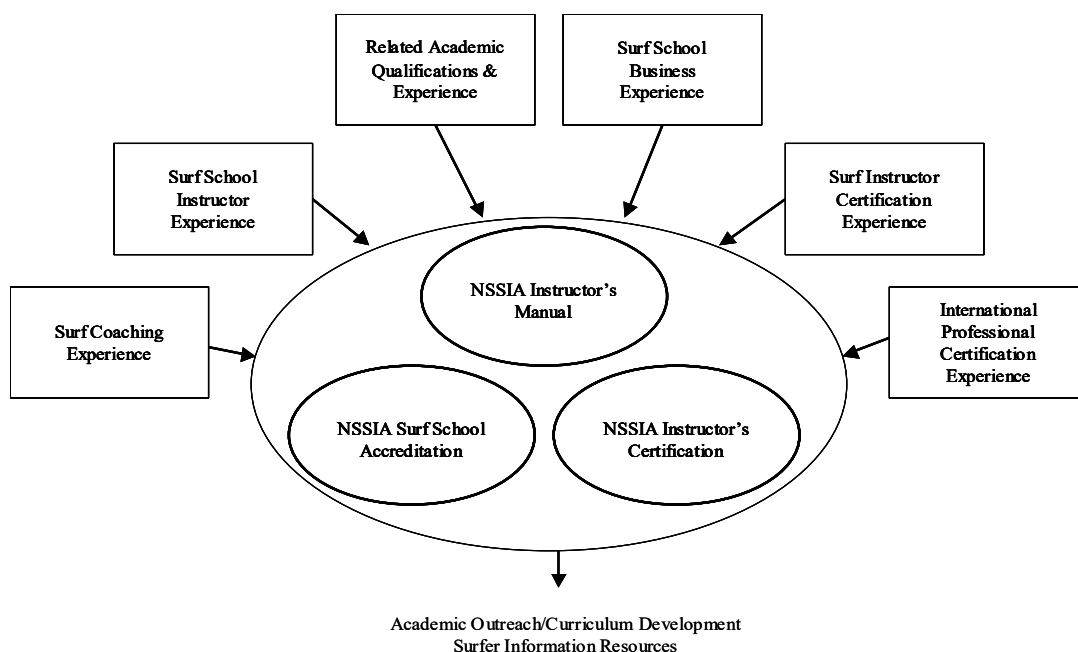
- The need for a career structure and qualification framework to allow surf school professionals to develop their skills and expertise, not just at the beach level, but also in coaching, event management, and in business.
- Understanding that risk and regulation are intertwined when you offer training in any physical activity, those who teach surfing must understand the possible consequences of whatever they do for their charges. Not only can they be held liable for their activities in the water, but recent court cases have shown that if training doesn't cover safety issues, the instructor can still be held accountable when the student has moved on to learning on their own.
- School owners must also understand their legal obligations and make good business decisions if they are to stay in business for long. There are three ways to learn how to operate effectively, learn from someone in the business, learn by trial and error, or now learn from a professional organization that will provide the needed information.
- Team coaches, particularly those in the academic environments, must deal with public trust issues. Here again, those who work with groups of students not only

should understand how adult and youth learning works, but also are impacted by significant issues such as interpersonal relationships and peer pressure.

- There is a growing need for coaches in the professional ranks. These individuals are business managers as well as accomplished competitors. Along with the increasing monetary rewards for professional surfers is the increasing need by these individuals to have coaches that can support their varying business and competitive challenges.
- Finally, the legal community needs a baseline standard to use as a guideline for lawsuits involving surf instruction activities. The NSSIA has become a defacto standard for many cases.

The NSSIA Organization

As depicted in Figure 1. NSSIA was formally created by a distinguished group of surf and SUP instructors, Surf Dog instructors, surf coaches, and academic professionals to establish a formal way to recognize training excellence. The full force, commitment, and reputation of the NSSIA's governing body stands behind each and every instructor certification and school accreditation we grant. There is no other organization in the world with the same level of surf instructional expertise as represented by this organization.



The NSSIA creates cooperation between schools and instructors to share their knowledge in teaching techniques and new ideas, thereby furthering NSSIA's commitment to delivering the best available world class surf instruction. The NSSIA's stated goals are to educate and promote to the public the importance of using only qualified, accredited and certified surf schools and instructors who are active members of NSSIA and are duly

licensed and insured. Additionally, the NSSIA actively educates and petitions state and local governments on the advantages of licensing all surf schools and surf instructors and to license only qualified and active graduated members of NSSIA thereby ensuring governments that NSSIA's active members are well qualified and current in safety and teaching techniques.

Questions and Answers about the Organization

The following section covers typical questions and answers about the NSSIA.

Q - Why should an instructor be certified?

A - NSSIA certification signifies that you not only have a specific number of years of experience, but that your supervisor and/or peers have attested to the caliber of your abilities. It is a pedigree that shows you have achieved a level of ability, experience and education and have produced the formal references to back them up.

Q - Why should my surf school be accredited?

A – NSSIA school accreditation signifies to the world that your school offers a responsible curriculum and safe environment for new students learning to surf.

Q - Can I be certified or my school be accredited without support documentation - "grandfathered"?

A - No, certification or accreditation requires verification of experience.

Q – Are there continuing requirements once my school is accredited?

A – Yes. Besides submitting a renewal each year, you are required to provide a short training brief to all your non-certified instructors. When they complete the brief they sign a form and submit it to us. It is part of due diligence to protect both your school and our organization.

Q - How much experience is required for instructor certification?

A – It depends on how long you have been surfing, how long you have been teaching, and if you have attended any instructor training courses elsewhere. Some other factors such as first aid and CPR certificates also are required.

Q - How much experience is required for surf school accreditation?

A –Unless you are a new school with a majority of NSSIA certified instructors, an accredited surf school should validate proof of operation for at least 1 year, have a business license and insurance, and should maintain at least one certified instructor on its staff. We prefer the owner is certified, but it is not required.

Q – What is the certification exam like?

A – The final classroom exam is keyed to this manual. Basically, if you read the manual and complete the self study exam you should have no problems with the classroom exam.

Q – What is the difference, if any, between US and non-US requirements for certification and accreditation?

A – A good portion of this manual and the US certification course relates to US laws and how they impact your surf or SUP school business or instructor activities. Since not all

countries have the same laws, the self study exam for foreign instructors does not focus on US legal issues. However, the NSSIA does have a formal policy on sexual harassment, and this policy is expected to be followed by all accredited schools and certified instructors. Additionally, where appropriate, common sense issues that may be legally required in the US are things everyone should follow. As for schools, because of insurance requirements, foreign schools are not required to send copies of their insurance policies to us when applying for accreditation. There is also some tailoring of instructor requirements if the individual currently holds a foreign certification.

Q – Is the Coaching Certification also as Challenging?

A – Our Coaching Certification is based on the American Coaching Effectiveness Program administered by The American Sports Education Program (ASEP). ASEP is committed to improving amateur sport by encouraging coaches, officials, administrators, parents, and athletes to embrace the 'athletes first, winning second' philosophy and by providing the education to put the philosophy to work. Our certification is generally paid for by schools.

The Value of National Surf Schools and Instructors Association Certification

The NSSIA administers and awards school accreditations and instructor certification based on the rigorous criteria developed and provided herein by NSSIA instructors. The NSSIA is the only surf school industry based organization in the US and is not aligned with a competition organization. The NSSIA certification process can be considered a benchmark of achievement. To remain NSSIA accredited, surf schools must meet a continuing high level of excellence and commitment each year. Likewise, NSSIA certified instructors around the world must have proven verifiable experience through direct training, work experience, personal references, and a formal commitment by the individual that they understand their role as both instructor and water safety practitioner.

As with other professional certifications, NSSIA certification ensures a measurable level of expertise and competence as a surf instruction professional. NSSIA certified instructors enhance the image of their school or camp by providing official recognition that these individuals have agreed to both abide by NSSIA's ethical code of conduct, and also ensure basic safety rules for surfing have been incorporated into the programs they offer to students.

Coaches that meet the NSSIA criteria are also recognized as having achieved a level of excellence that will qualify them to lead and coach the best athletes in surfing. This recognition, based on the American Coaching Effectiveness Model, is accepted both within the academic community, and in the competitive ranks of the professional surfing world. Additionally, this annual re-verification of continued commitment to the surf instruction industry ensures certified instructors remain focused on their profession, as well as keeping the NSSIA connected to those certificate holders so their progress can be monitored.

How the NSSIA Started

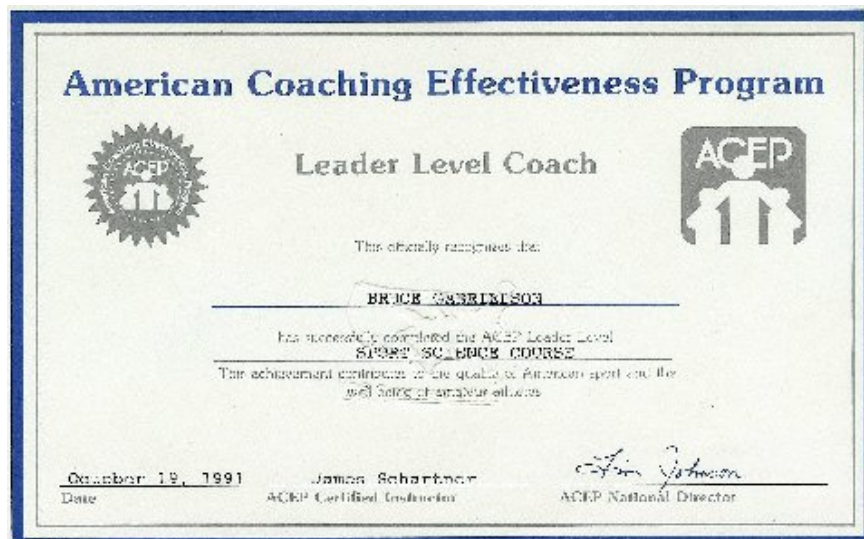
The NSSIA didn't just happen overnight. It evolved from a discussion between surfing legends and long-time friends Bruce Gabrielson and Jericho Popplar during a Groundswell Conference in the fall of 2004. Bruce was telling Jericho about a serious

injury he had received that fall from a beginning surfer who had taken lessons, but had not been taught water safety rules or surf etiquette. Since each had strong concerns about the surf school industry in general and had been considering ways of improving the state of existing instructor training capabilities, a plan was created to do something more formal. Bruce contacted a group of the most widely recognized and experienced surf instructors and coaches in the industry about the problem, and not long after the NSSIA was created.

Who Were the Founding Directors

Despite claims by other organizations that their certification program is the first, best, or whatever, the NSSIA program was the first established focusing on surf instructor professional certification, and represents a serious collaboration by the “best of the best” legends in the surf school, coaching, and academic community. Each founder was a recognized surfer that had been in the surfing business for a long time and each has had distinguished careers.

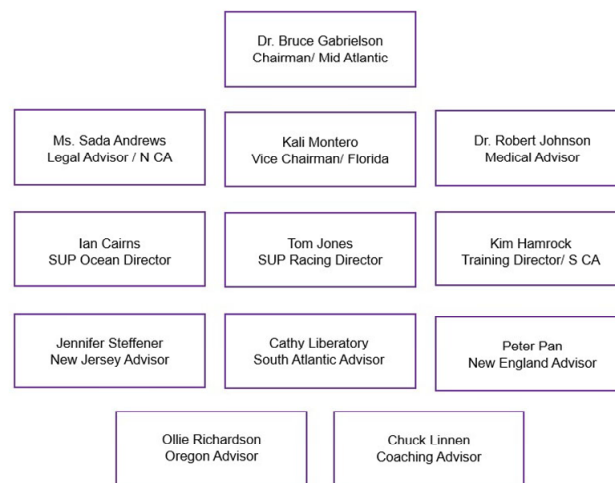
Founder and current Chairman, Dr. Bruce Gabrielson has been involved with all aspects of surfing for over 50 years as a competitor, a surf shop owner and shaper, a contest judge, and a surf coach. He is considered the founder of competitive high school surfing programs in the United States. Additionally, with advanced degrees in Engineering, Computer Science, Business, and Education, he has among the strongest academic credentials in the surfing world. He is also one of the most successful coaches in both the amateur and professional levels in surfing and other sports. A certified Leader Level Coach by the American Coaching Effectiveness Program, his coaching excellence has been recognized by other sports as well as surfing, enabling him to be inducted as a member two individual sport Hall of Fames.



The Current Structure

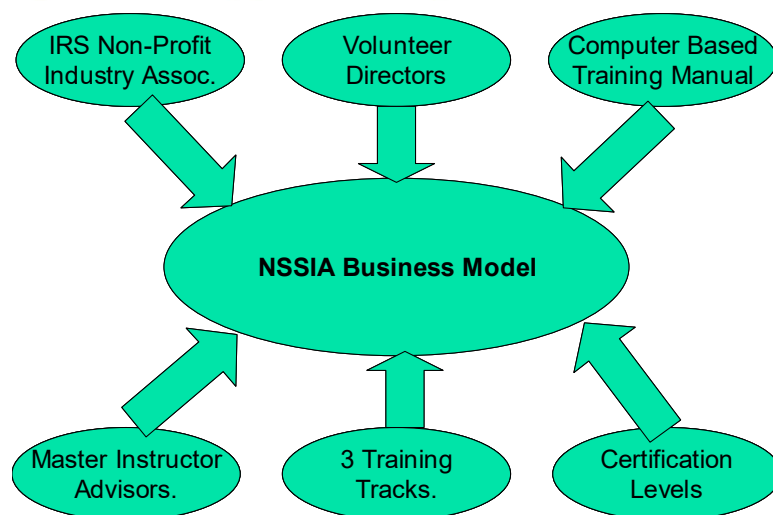
The NSSIA has undergone organizational changes since its founding and currently functions closer to a traditional business model. Those with financial responsibilities are primary business development leads with all others serving as advisors or trainers. The current Chairman, Dr. Bruce Gabrielson, serves in the position of Chief Executive

Officer, with other individuals responsible for various operating areas. Vice-Chairman, Mr. Kali Montero, is responsible for School Accreditations plus instructor and sponsor/business development in the South East region of the US. Mr. Tom Jones has responsibility for SUP development and sponsor/business development in the South Western region of the US. He also maintains direct contact with competition organizations worldwide. Mr. Peter Pan has responsibility for the North Eastern US for training and business development, while Ms. Kim Hamrock is responsible for international training. Mr. Peter Ottenger serves as our Costa Rican liaison and trainer, Mr. Chuck Linnen serves as a Coaching Advisor, Ms. Sada Andrews is our Legal Advisor, while other individuals, such as Ian Cairns, are advisors or directors in their local area. We also have Master level instructors who teach our course in Northern California, New Jersey, and Tybee Island, Georgia. The organizational chart below shows the current contact structure.



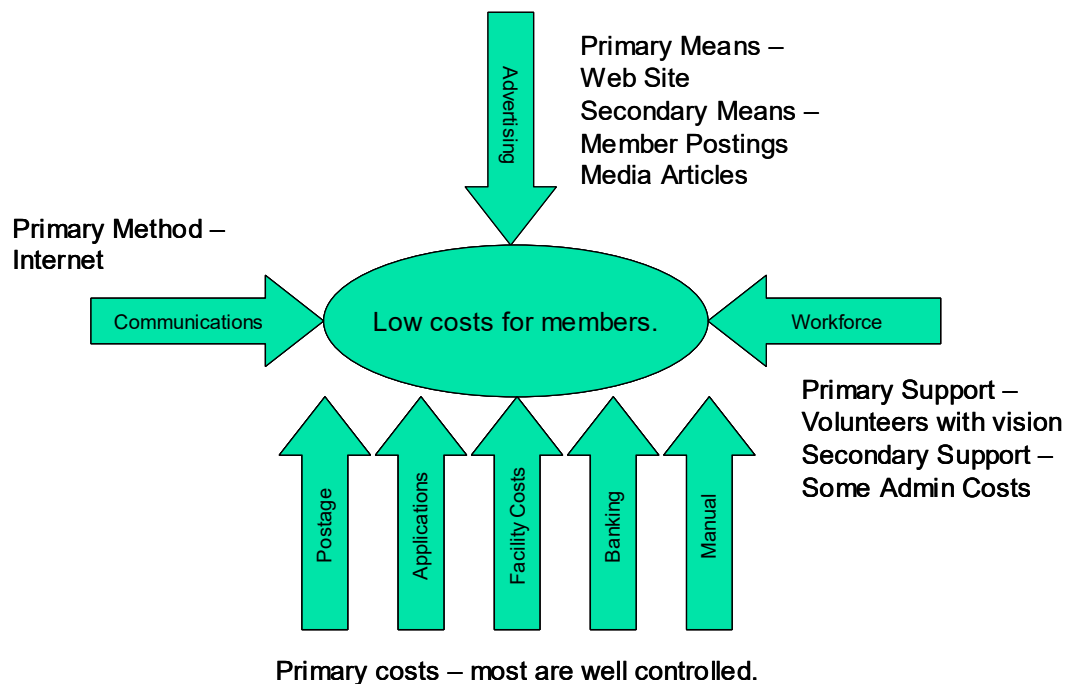
The NSSIA Business Model

The NSSIA has developed a business model and cost structure that not only keeps operating costs at a minimum, but also, unlike traditional business models, is able to pass along these cost savings to its members. The business model, shown below, depicts a volunteer non-profit industry organization providing various certification and accreditation services to members by making maximum use of computer-based training and communications.



The cost model below further supports this business model showing details of the costing structure. Note that our costs are lower than other certification organizations because of

our business model and also because none of our advisors or officers make any profits from this endeavor.



Professional Certification Standards

How is it that the NSSIA can administer a professional certification organization, what makes this program “official”, and where are the standards? Realizing that legislation may eventually impact instructors everywhere, the NSSIA chose a professional certification model for its program that is commonly accepted by government agencies around the world. The International Certification Accreditation Council (ICAC), through compliance with their certification surveillance requirements process, recognizes all formal professional certification organizations. The International Standards Organization (ISO) Standard 17024, General Requirements for Bodies Operating Certification Systems of Persons, dated 2003, is an internationally recognized governing standard for professional organizations. This document addresses minimum standards for an accrediting organization. One of these areas is surveillance and re-certification.

Paragraph 6.4.1 of the ISO standard states: “... The certification body shall define surveillance and re-certification requirements according to the normative document, to ensure that the certified person continues to comply with the current certification requirements.” For the NSSIA, those requirements include continuation of practice and adherence to the NSSIA Code of Ethics.

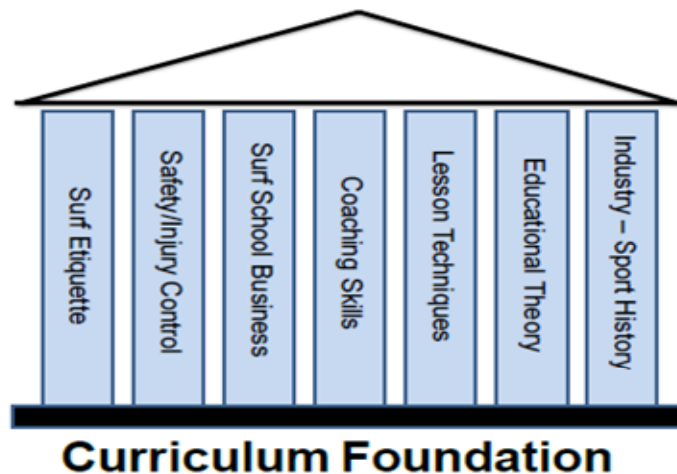
Another international standard, ISO 17011, Conformity Assessment – General Requirements for accreditation bodies accrediting conformity assessment bodies, was issued in 2004. The ICAC adopted ISO 17011 as their standard for accreditation.

Signing and submitting the NSSIA annual commitment renewal letter meets the surveillance requirements of the ISO.

It should become evident over time that the NSSIA exists to serve the best interests of both the surf instruction industry and the students taking surfing lessons. NSSIA equates experience and commitment to competence. This fundamental confirmation of competence by both the industry and its practitioners and students is the best measure of the success of our program.

The Common Body of Knowledge

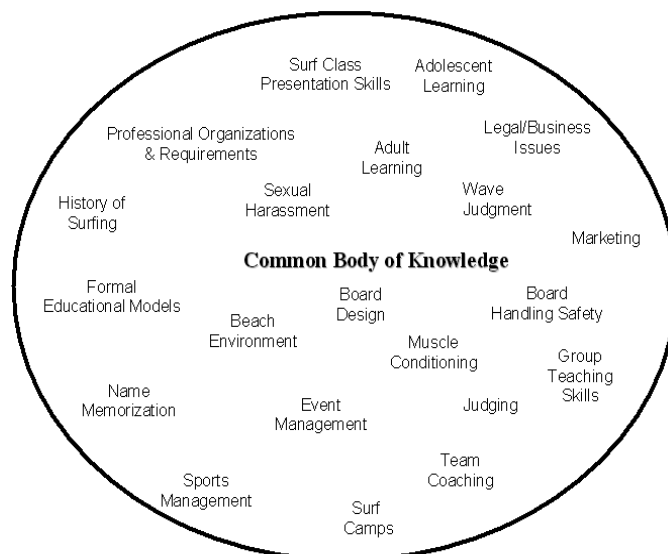
The foundations of the NSSIA training curriculum are seven pillars of knowledge areas, each focused on a primary aspect of knowledge considered essential to a sound instructor or coaching professional knowledge base. These knowledge focus areas weren't just selected randomly.



Fundamental to a realistic certification program in any professional field is a concept referred to as the “Common Body of Knowledge.” While the professional surfing/SUP instructor or coach doesn't need the vast amount of knowledge an engineer or medical doctor does to succeed in their profession, there is still a lot of information to consume. Understand that we are talking about a true professional level of competence, not just any surfer off the street with some level of surfing skill who thinks he or she can teach a person how to stand up by pushing them into a wave.

There are already plenty of those who want to simply teach the tourist how to stand up and collect their fees. The vast majority of these instructors know nothing about adult and child psychology, advanced first aid, or even the laws including insurance requirements that they must follow to stay out of trouble.

To be acceptable to international professional accrediting bodies, state and local legislators, the legal community, and to any other organization interested in ensuring there is a high-level



professional standard for the surf instructor industry, the NSSIA has developed the core contents for the Surf/SUP/Surf Dog Instructor's and Coaches Common Body of Knowledge shown in the figure. Our manual documents this material.

The online training course and manual are intended to provide the student with a basic understanding of this material. The material is updated on an annual basis and provided online to each instructor or coach. What the NSSIA certified instructor ultimately receives from this constant improvement process, including continuing Facebook postings, is the ability to be continuously upgraded and exposed to the best instructional techniques, coaching techniques, and industry information available as they continue to extend their knowledge in their chosen professional field.

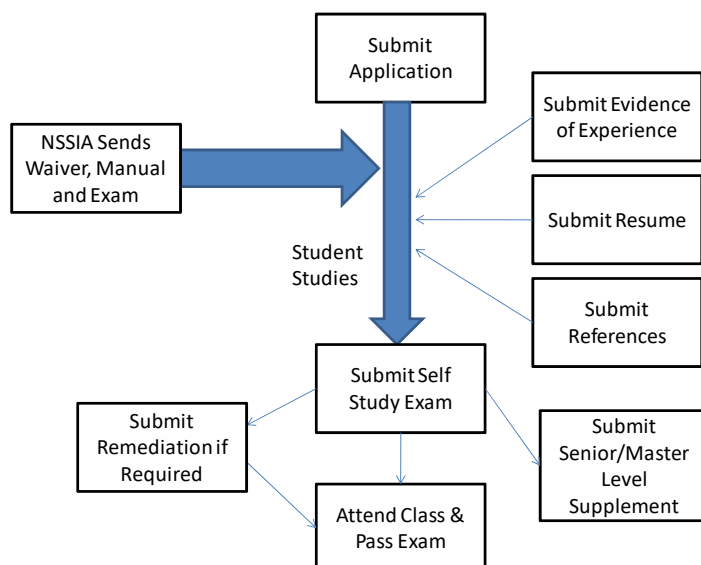
NO OTHER PROFESSIONAL SURF OR SUP INSTRUCTOR TRAINING PROGRAM IN THE WORLD CAN CLAIM THIS BROAD LEVEL OF EXCELLENCE

The Instructor Application Process

It takes a commitment to be recognized as a true professional. The NSSIA Certification Process is not a simple activity wherein the applicant applies, pays their money, attends a class, and receives a certificate. The process is in reality a professional training and recognition process in which the applicant formally applies for an accreditation level based on their background and experience, supplies supporting documentation including references, performs detailed self-study, attends additional online training, completes examinations for both the self-study and online training, plus passes supplemental examinations based on the level and type of certifications applied for, and finally agrees to abide by a set of governing rules of behavior. Additionally, yearly recertification, including providing continuing information related to professional activities, is necessary to maintain an active professional status. Annual recertification is due on January 1st each year. Failure to renew within 3 months will result in changing to an inactive status and may also include financial penalties.

The process for certification is as follows:

- The applicant submits an application and receives a self study guide/exam (or exams based on additional certifications), and a waiver to sign and send back. Using our online training manual, the applicant has up to 6 months to complete the self study guide/exam before a new guide is issued, and up to one



year overall. At this point, within two weeks, the student is also required to spend a two hour phone/computer aided kick-off session to start the self study process.

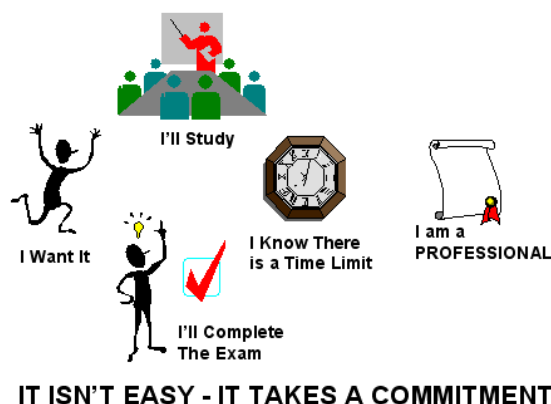
- Upon successful completion of the self study, the applicant is provisionally certified. At this point they can have their school apply for accreditation status and NSSIA school insurance.
- For currently certified instructor applicants applying for senior or master level certifications, an additional exam is provided. This second supplemental exam must be completed and returned within 90 days.
- Upon provisional certification, an online class and examination (or a class if requested) is required within 30 days. Once this training and exam is completed, no further training or exams are necessary unless the instructor wants to change their certification level.
- If the instructor does not complete the final online class training, they will be maintained at a provisional level for 1 year and then dropped from the program.
- For the Surf Dog instructor certification, a currently certified instructor can apply and complete a self study exam. A class is also required and available online.

There are no shortcuts, and completion of the entire process within a specified time period is necessary for full certification. Final certification represents formal recognition by the NSSIA that the applicant is, in fact, a qualified professional surf or SUP instructor, someone who knows not just how to go through simple motions, but why certain techniques work, the laws that impact what they are doing, and what to do when things go wrong. This person is not simply a surfer or SUP who is able to give surf lessons.

Application Requirements

In addition to stating the level the applicant is applying for, there are eight primary requirements to be addressed with the application. Additional information can also be provided that may support a higher certification level. Complete details and the rationale behind each requirement is addressed below.

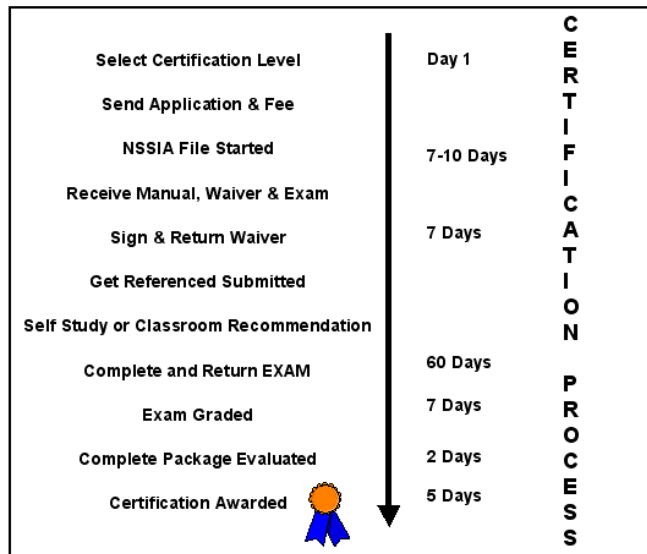
1. Resume that includes major competitions and judging experience if any. Only applicable for initial applicants.
2. Signed Waiver. Only applicable for first time applicants.
3. Copies of Certificates (include other instructor certifications if available). Note that only First Aid/CPR certificate is required.
 - a. CPR
 - b. First Aid



4. Brochure of your surf school or copy of website page if applicable.
5. Head photo of applicant. Only applicable for first time applicants.
6. Photo of applicant surfing. Only applicable for first time applicants.
7. Formal evidence of years of surfing experience. Only applicable for first time applicants.
8. The surf school, instructor, and/or coaching references the NSSIA will be receiving. Only applicable for first time applicants.
- 9.

Current NSSIA Certification Levels

Certification levels are intended to recognize competence based on the experience of the applicant. While all instructors and coaches need a certain common background of knowledge, those who have a significant number of years teaching under their belt have likely been exposed to many more situations with students than just someone who has only taught a few months during the summer for a couple of years. The NSSIA directors who created the certification levels based these levels on their own experiences as instructors and coaches over many years.



There are currently five instructor certification levels, plus a SUP ocean and freshwater level, a dog instructor, and a coaching certification level. The requirements for each instructor level are specified on the application form available on the NSSIA.org web site. How the applicant responds to these requirements significantly impacts the review each applicant receives regarding what level they are qualified to receive. Note that a recommendation by a NSSIA Master Level Instructor eliminates the need to provide any other references.

Exceptions

There are some exceptions for our requirements. At this time both colleges and lifeguard groups offer surfboard lessons and surfboard classes. Recommendations and proof of experience in these venues is also acceptable.

Additional Experience: Formal training in a non-NSSIA sponsored and endorsed instructors' training course may be acceptable for experience and some required training.

Military instructor applicants are considered on a case by case basis.

High scores on any certification class can also help advance your certification level.

Resume Template Information

The resume is really the basic document used to evaluate all applicants. It is the last document reviewed, after the final exam has been graded, when the certification level is to be awarded. It is extremely important for an applicant to fill this document out accurately and completely.

Surfing/SUP Background

While we do accept apprentice instructors, the NSSIA professional instructor certification is not intended for those with only a scattering of experience, no matter how proficient the applicant may be. This section of the resume states the year the applicant started surfing and includes where they surfed initially and where they now surf. Apprentice level applicants who score well on the self study and class exams may be elevated in their certification status. Apprentice level instructors are normally elevated with two years experience.

- Anyone can say they started surfing at an early age
 - Surfing means ***catching a wave and standing up on your own***
 - Psychologists say you can't swim before 4 years old.
 - A picture is required if you claim to have surfed prior to 7 years old
 - References must be from "credible" sources

Sponsors, surf/SUP shops, pictures of the applicant surfing/SUP at an early age, or recommendations from long time surfers or contest directors who can verify the years of experience are all very good sources of information.

Educational Background

While formal education or training is not a requirement, it significantly helps support a positive review when the applicant's requirements are borderline between certification levels. In this section, high school, college, formal education specific training and/or teaching certificates should be included. Additionally, a list of any surfing instruction courses the applicant has taken are useful.

Association Memberships

Obviously, individuals who are heavily involved in the surfing community are also likely to be good representatives for the NSSIA. Memberships such as WSA, HSA, ESA, ISP, WPA, Surfrider Foundation, surf clubs including Coalition of Surf Club affiliates, and recreation groups usually make good instructors and provide a positive impression of the individual. A list of major surfing events the applicant has directed or judged are most helpful if the applicant is applying for the coaching certification.

Surfing/SUP Related Work History

One of the strongest indicators of experience is actively teaching lessons for a surf or SUP school. However, not all schools are equal. A school that is licensed and formally accredited by the NSSIA or some other organization is a much stronger indicator of ability than is a school operated by someone who just wanted a part time summer business or who has never taken the time to receive training in the proper way to teach surf lessons to beginners. Contracts received from large corporations, government agencies, educational institutions, etc. related to surf instruction are also good indicators

that the individual has been at least evaluated for their ability to provide quality instruction.

Certifications

Certifications can be valuable or can cause a problem for a surf school. The NSSIA requires CPR and First Aid. Being certified in water safety or lifesaving is a plus for an individual, but it also means that the instructor must leave their class and aid in a water rescue, even if it means that the students in the class might be subjected to a dangerous uncontrolled situation. Additionally, other surf instructor certifications, such as those provided by the State of Hawaii, are also important indicators of experience but do not automatically allow transfer to NSSIA without meeting our requirements.



The Evaluation is Thorough

Additional Details

Additional details can include pictures or other related information. A picture of the applicant giving a lesson is most useful plus a face picture.

Waiver Requirement:

Upon receipt of an application, the applicant is asked to sign a waiver certificate that states they have read and will implement the NSSIA approved surf etiquette/water safety training in their programs, that they will follow the NSSIA approved surf school/personal code of ethics, and they understand that their certification may be revoked at any time should their activities violate the code of ethics they sign.

There are some additional provisions in the signed waiver that are important to note.

- The waiver says that if an instructor causes an injury or is found negligent in their training, the NSSIA has no shared responsibility for the instructor's actions.
- Another provision states that the instructor will not release access information on the NSSIA training manual to anyone who has not signed a waiver and formally applied for NSSIA certification. This is an extremely important provision. Many long hours were invested by a number of people in creating the NSSIA instructor training manual. There are other certification organizations in the world that would love to upgrade their own programs to incorporate information from what the NSSIA has developed. The manual is not purchased or owned by the applicant, it is only provided as a loan. It is copyrighted information. Release of the information to a competing organization can lead to legal consequences based on copyright infringement and breach of the waiver each applicant signs.

Instructor Certification Annual Renewal

All instructors and coaches are required to reaffirm their professional status annually beginning January 1st. This is a requirement for international recognition of the NSSIA's status as a certification body. The process is not complicated, but it is **mandatory**. Each individual certifies to the following:

- They have delivered at least 20 hours of surfing/SUP lessons or have coached during the past year.
- They support the NSSIA principals, mission, and code of ethics.
- They agree to abide by the NSSIA policies for safe surf instruction.
- They agree to maintain their CPR certificates current.
- They will not hold NSSIA liable for any activities they undertake as a certified professional instructor or coach.
- Will submit updates of current activities to the NSSIA every year (**ISO and ANSI audit requirement**), the Facebook page or when requested for recertification.
- Will provide updated address and email information immediately when relocating.

Surf/SUP School Accreditation and Renewal

Once an instructor has been certified, school accreditation is a simple process. However, there are some restrictions on the school and how they can use certified or non-certified instructors. Basically, if the owner is a senior or master level instructor, or if there is a master level instructor on the staff, there are no requirements for other instructors being NSSIA certified. However, there is a requirement for providing an annual briefing to non-certified instructors on the staff. If neither owner is certified at a master or senior level, then a higher level instructor is preferred to be working at the school. Some variation of this requirement is allowed for non-US schools.

Requirements for annual renewal are similar to instructors and coaches. Each year on the first of January, the NSSIA will inform about renewals on our Facebook page. Within 90 days the school must respond with:

1. A copy of their current business license.
2. A copy of their current certificate of insurance. Note that NSSIA accredited surf schools are eligible to purchase the NSSIA insurance coverage policy.
3. A listing of the NSSIA certified instructors on their staff.
4. A declaration that the school supports the NSSIA principals, mission, and code of ethics.
5. A declaration that the school's instructors agree to abide by the NSSIA policies for safe surf instruction.
6. A declaration that the school will not hold NSSIA liable for any activities undertaken as an accredited surf school.
7. A listing of all non-certified instructors that have received our non-certification briefing. Failure to do so will result in the school being provisionally accredited.

Non-certified Employees

Beginning in 2017, NSSIA developed and required accredited schools to teach a basic information Non-Certified Instructor Training Class to their non-certified instructors. Understand, this is not training to be an instructor. As many lawsuits in recent years have proven, waivers are no good against improper or unsafe lesson activities. Our training package for non-certified employees was developed to protect our organization, the school owners, and also to help your instructors understand the many issues they need to deal with in addition to just pushing someone into a wave. If you run a school please protect yourself. You don't want to lose your insurance, business, or home from something your instructor causes. The school may teach anything else they want to add for the course.

Each year the school must teach the course and have each instructor sign the attendance form. The act of signing puts the burden on the instructor and helps protect the school owner. This attendance form is to be returned when training is completed. Until that time the school accreditation is in a provisional status. Two years in a row of failure to provide the training may result in the school being placed on probation.

Realizing that schools in some areas do not train new instructors until spring, this does not change the requirement for annual renewals to be submitted by January 1st each year.

Our Changing Goals

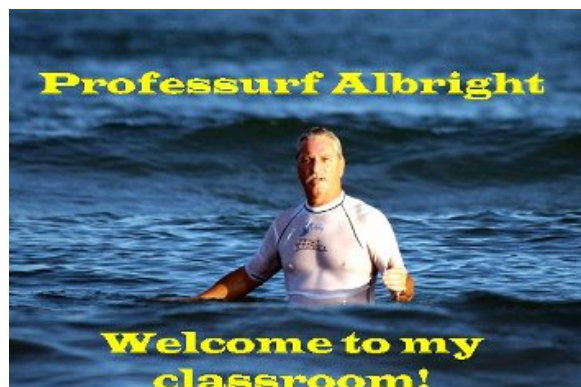
The NSSIA didn't originally expect to transition into an international organization.

We didn't plan to compete with competition bodies because we are a surf school industry only organization.

Unfortunately, they now compete with us. Our current model is continually evolving to address international needs. CBK changes to reflect specific cultural, regional and in-country governing body issues are being addressed. The delivery model and language changes for non-English speaking countries are evolving, plus the expansion of director membership to reflect international coalitions are underway. At this time the NSSIA foreign instructor training manuals are on a CD with exams available in Spanish, German, and Italian. Unfortunately, the CD the manual can only be read by Microsoft operating systems or newer Apple systems.

The current NSSIA organizational structures now allow for other countries to either join the NSSIA as individual affiliated NSSIA organizations, or as direct integrated members with their own in-country

- The Interscholastic Surfing Federation is an IRS Non-profit organization founded in 1988 to give student surfers the opportunity to participate in a well organized, professionally operated surf program.
- The ISF is not affiliated with any school or school district.
- Surf Teams and/or Surf Clubs are organized independently
- The ISF provides support and/or instruction to schools or individuals starting surf program and helps in keeping them running.



director. It is up to the country's self-governing instructor association to decide their member affiliation structure. Note that this does not necessarily mean it is up to the country's surf competition governing body. If a surf instructor organization exists, it can negotiate directly with the NSSIA.

Academic Outreach

In addition to training new instructors and coaches, one of the activities NSSIA is involved with developing is an academic outreach, an effort to create more college and high school level courses that are officially recognized within the US Department of Education. NSSIA Chairman, Dr. Bruce Gabrielson has been involved in this activity since the 1980s with academic schools all over the world. Not only is his book "The Complete Surfing Guide for Coaches, first published in 1976, still being used in surf classes today, but his efforts helped gain acceptance for the first officially recognized Ocracoke High School Surf Class, and the recognition of surf classes at the college level in both Hawaii and the United Kingdom. His "Snake's Surfing Library" has received recognition by the Hawaiian Library Association as a major source of surfing related information on the Internet. The strength of this academic outreach activity, the world's first, plus the formal development of a 3 unit college classroom culture related course, provides the strong academic basis for NSSIA's efforts to expand surfing related instructional capabilities well beyond just teaching beginners how to surf. Additional information about the course is provided in the manual's Academic module.

College surf instruction PE courses and surf teams use NSSIA coaching information in their programs on a regular basis. In Texas, for example, Phil Albright teaches his NSSIA based surfing class for the University of Texas. Additionally, portions of Dr. Gabrielson's book, "*The Complete Surfing Guide for Coaches*", have been used by surf class instructors in the California State University system for many years.

Below is a formal proposal for a high school surfing class. This particular proposal was the proposal approved by the Board of Education for delivery at Ocracoke High School in North Carolina.

Formal Outline for High School Surfing Class Outline

- A. Written Statement about Course
- B. Copy of letter to Superintendent of the National Park Service or Public Beach Authority for use of beach land
- C. Insurance Issues (NSSA or AAU insurance for each student will be mandatory if actual surfing is involved.
- D. Safety Concerns to be satisfied
- E. Vehicle Request Form for County Schools (field trips and/or trip to beach)
- F. Budget
 - 1. Fundraisers
 - Holidays
 - Contest

-Local Business Sponsors

2. Educational Grants

-Bright Ideas Grant

G. Swimming Safety

1. Copy of Red Cross Swimming Requirements
2. Permission Slip to Have Swimming Lessons

H. Potential Surfing Foundation Scholarships

I. Job Information Local / Global Market

J. Outline of Guest Speakers During Semester

K. Letter to Potential Students

L. Permission Slip for School Functions

1. Covers Travel to/from the Beach
2. Covers Participation in the Course

J. Athletic Agreement State School Association

1. Students must maintain a "C" average to remain in the course
2. Students must complete athletic physical
3. Students and Coaches must sign athletic pledge

K. Proposed Text

- 1, The Complete Surfing Guide For Coaches – Dr. Bruce C. Gabrielson

L. Outline of Course

1. History of Sport
2. Fundamentals of Design
3. Manufacturing Fundamentals
3. Marketing and Business Development
4. Competitive Surfing/National Organizations
5. Technique Overview
6. Water Safety Tips Related to Board Surfing
7. Skill Development
8. Cross Training Techniques

Note: The first original outline for a formal high school surfing course was prepared by Joan O'Neal, the K-12 PE/9-10 English Teacher and Athletic Director at Ocracoke School on the North Carolina Outer Banks. She was helped by Gary Zbel, another instructor at Ocracoke. In May, 2000, they wrote a 40 page proposal to have surfing added to Ocracoke's curriculum. In July, the school board passed the proposal for grades

7-12. In August and September, three local newspapers carried the story. Ocracoke thus became the first school on the East Coast of the US to have surfing as a class, not just a club.

College Course Syllabus

Surfing: The Culture, and Complexity of the Sport

Note: This 3 unit culture course can be conducted with or without an on the beach learning to surf component for the course.

Instructor

As a minimum, instructors for this course must be National Surf Schools and Instructors Association certified instructors or coaches. If a beach session is required, the instructor must have, or have someone immediately available with a CPR certification.

Class Objectives – 12/13 week surfing course

While one of the many advantages of the sport of surfing is the physical exercise and discipline afforded the student, an understanding of the history, cultural aspects, and equipment craftsmanship and designs are also important. Students taking the class will gain an understanding the following:

- History and culture of the sport.
- Physiosocial aspects of the impact of sport fulfillment on adolescents and adults.
- Beach environment and physics of wave generation.
- Sports etiquette and safety concerns
- Industry and business relationships and laws.
- Art of surfboard design.