**NORMAL OPERATING PROCEDURE (N.O.P.) FOR SCARBOROUGH SURF SCHOOL**

 **PREPARING FOR A LESSON**

* *Check Conditions and ensure that every instructor is aware of the conditions and the predicted forecast for each day.*
* *Check FIRST AID KITS are in order, ARE DRY, and complete*
* *Check rescue board and place with the First Aid Kit.*
* *Place First Aid Kits and rescue board at the front of the shop, ready for the instructor to collect on his way out.*

**MEETING PARTICIPANTS / CLIENTS**

* *Instructors to make themselves known and introduce themselves to the clients.*
* *Instructors will check that participants do not have any illnesses or medical conditions that they should be aware of. If the answer is yes, then instructors will enquire further on a private basis as to what medical conditions they have. The instructor will then assess that all participants are medically able to take part in the activity.*
* *Instructors or a shop staff member fits all participants with a wetsuit and rash vest, boots and gloves will also be provided, when necessary.*
* *The Instructor or shop staff member sizes each participant with a soft board. They will explain how to carry the board, including the leash, which needs to stay above the ground safely, to prevent any tripping.*
* *Participants will be paired up to carry boards if necessary.*
* *The Instructor will ask questions on experience and ability. This will engage with the clients and help inform the coaches of the needs of the participants.*
* *The instructor explains to the group, the safest way to walk down to the beach. (Along the old road, not through the car park).*
* *The instructor will escort the group to the beach, staying at back, to ensure the whole group arrives safely.*

**INTRODUCING CLIENTS TO THE SURF LESSON**

* *The instructor will ask the participants to arrange their boards in a semi-circle arrangement facing the cliff, on a quiet part of the beach.*
* *From here, the instructor will begin the lesson.*
* *All safety elements are taught first, including beach safety and water safety. Dangers, are explained, including rip tides, rocks and other surfers/swimmers, and how to avoid them.*
* *An explanation of the equipment and any safety points will be given.*
* *Hand signals will be explained and information will be given of any emergency procedures.*
* *When necessary, split group into smaller groups, based on ability and competency*
* *Conduct an on-beach theoretical and practical explanation of how to stand up on the surfboard using a both a basic and advanced method*

**INSTRUCTING & SUPERVISING LESSONS AND PROGRAMS**

* *Attempt to create and maintain a positive, friendly and enjoyable atmosphere throughout the session.*
* *Explain to the group where to position themselves safely with a reasonable distance away from other people in the group and members of the public.*
* *Explain the correct way for participants to position themselves on the board, paddle onto waves and attempt to stand up on the board.*
* *Take the group into the surf to execute the above procedures*
* *re-enter the surf and assist the participants with problem solving and board stabilizing techniques for the remainder of the session*
* *Around two hours will be spent in the water, although this can vary due to conditions, circumstances, ages and abilities of the group.*

**ENDING THE SESSION**

* *Allow sufficient time for a cool down and de-brief / discussion with clients.*
* *Assist participants with carrying the boards back to the surf shop*

**AFTER THE SESSION**

* *Place boards in order in the container*
* *Wetsuits turned the correct way round and washed in disinfectant.*
* *Any feedback to be logged in the folder.*
* *Any incidents should be logged and emailed to your Health and Safety Officer.*