



## **TRAINING AND EXAMINATION REGULATIONS VDWS e.V.**

### **TER**

The training and examination regulations come into force on 01/02/2020.

# TRAINING AND EXAMINATION REGULATIONS VDWS e.V.

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### Explanatory note:

*The terms of Instructor, Trainer or Water sports instructor concern the function. The feminine job-title is included.*

## Preamble

VDWS e.V. (Verband Deutscher Wassersport Schulen e.V. – Registered Association of German Watersportschools) principally promotes the recreational and popular outdoor-activities of windsurfing, sailing, kitesurfing and SUP. Enjoying watersports, experiencing nature as well as ensuring one's own safety as well as the safety of others constitute the main focus of training.

Therefore, VDWS-Instructors must fulfil high demands. A maximum of theoretical knowledge, pedagogical and psychological ability as well as practical skills is required. The instructors are expected to assume supervising and advice activities in the field of recreational and popular sports and to communicate skills and knowledge. That is why VDWS considers the broad and ambitious qualification of its instructors as an important and permanent obligation.

The tasks a VDWS-Instructor has to master require constant commitment, a positive attitude towards recreational and popular sports, a strong dedication to watersports, sound planning, technical and teaching skills based on modern sports science and practice-oriented knowledge taken from business management. To a large extent, the everyday job of watersport instructors is made of independent and situational decision-making, the global view of course planning and implementation, responsibility for individuals, fellow employees and trainees alike, their health and their joy of watersports.

The structure of this future role as a trainer and manager in watersports determinates the fundamental conception of the VDWS training and further education courses. The acquisition of such skills and qualifications is made easier through large self-study of the training content, based on an understanding of context and correlation of the different issues. Therefore, professionally supervised, job-oriented group work constitutes a main characteristic of all workshops. Particular attention is paid to the link between theoretical and practical training contents.

By means of qualification and further education of watersport instructors as well as supervision and advice, VDWS pursues the following global goals:

1. Promotion and development of the watersport teaching profession with social security and recognition.
2. Expansion and substantiation of the field of activity and the occupational area, according to the ongoing development in watersports.

## 1. Grades of qualification and application field of VDWS-Licences

The VDWS training scheme is based on the experience that the typical professional activities in watersports suppose and require differentiated qualifications. The education in order to obtain these qualifications is structured as follows:

### 1.1 VDWS-Watersportassistant

#### Schooling at a VDWS-school entitled to host internships

Duration: 2-8 weeks.

This schooling represents a pointed preparation for the instructor-courses "windsurfing, kitesurfing, catamaran and/or dinghy sailing or SUP" and it can be completed at any VDWS-school entitled to host internships. Main contents of the schooling are: the school's organisation and rental, its safety concept, customer contact and sales talk, service, basic knowledge of equipment, maintenance and repair, assistance during a beginner's-course.

This additional grade is not required for any further participation in VDWS- instructor-courses.

Job-title: VDWS-Watersportassistant

### 1.2 Licence windsurfing, kitesurfing, catamaran- or dinghy sailing level 2

#### Seminar and internship

Duration: 8 days.

Covers practical skills, specific theory and methods

After the successful completion of seminar and internship, the instructor and examination licence is awarded for the association's discipline-relevant proofs. The seminar includes preparation for the internship and, in the form of full-time or part-time employment, ensures the access into instruction and examination activities in the field of windsurfing, kitesurfing, catamaran or dinghy sailing and the related field of animation, as well as the access to voluntary functions in a club or an association.

Job titles:

VDWS Windsurfing Instructor level 2

VDWS Kitesurfing Instructor level 2

VDWS Catamaran Instructor level 2

VDWS Sailing Instructor level 2

### 1.3 SUP licence level 2

Training seminar without internship

Duration: 4 days.

Covers practical skills, specific theory and methods.

After the successful completion of the SUP seminar, the instructor receives the training licence. The seminar ensures the access into instruction activities in the field of SUP and the related field of animation in the form of full-time or part-time employment, as well as the access to voluntary functions in associations.

Job title: VDWS SUP Instructor level 2

#### 1.4 Assistant Instructor level 1

Those who complete the training seminar and pass at least the demonstration lesson and riding skills will receive the status of VDWS assistant instructor and are allowed to complete their internship at an entitled school. They can teach, but not yet examine. The grade of "assistant instructor" will be replaced by "instructor" only once all examination parts are passed, the internship is completed and all documents are handed in.

Job title: VDWS assistant instructor level 1

#### 1.5 Internship

Duration: minimum 21 days covering 100 working resp. training hours.

Those who have completed the VDWS-seminar can start their internship if they have passed the discipline of teaching ability.

The internship can only be done at a national or international VDWS recognized watersportschool, entitled to the supervision of instructor-trainees. The VDWS-table of schools prevails. Only VDWS level 2 or 3 instructors, holders of the VDWS internship-licence who have attended the VDWS duty of further education can be in charge of the trainees.

The internship should primarily be composed of instructor activities, under a trainer's supervision. It should cover at least 21 days and a 100 working hours. The instructor-trainee must keep a record of the contents and the duration of the internship, the corresponding documents are distributed at the end of the instructor course. The record also certifies the completion of the internship. Before awarding the licence, the instructor-trainee's responsible supervisor's opinion will also be taken into account.

In case a second instructor licence is acquired, a second internship can be omitted if at least six months of professional experience under the first licence can be proved. During the internship, a fair

remuneration is to be paid to the internship-trainee.

As to VDWS-Watersportassistants who complete their internship at the same supervising school, the duration of the internship can be reduced by 50% (50 working hours instead of a 100). If the internship is completed at another school, its duration can be reduced by 20%. (80 working hours instead of a 100).

Internships that have been completed before the instructor course will only be recognized under the following conditions:

1. written registration at the main-office, at least three months before the instructor course
2. the school where the internship was completed confirms in writing the completion of the internship and the fact that the intern has been working at the school.
3. the entire internship book is completed and presented by the beginning of the instructor course
4. the internship book receives a positive evaluation by the trainer
5. the examination part « teaching abilities » is successfully completed during the instructor course.

The remaining requirements remain unchanged.

#### 1.6 Internship licence

Theoretical seminar

Duration: 1 day

To be entitled to supervise interns a theoretical course must be completed. The seminar prepares for the training of interns. In addition, the seminar focuses on the organisation of the daily practical work at a water sports school.

Conditions of participation:

1. Level 2 instructor in the respective discipline.
2. Proof of teaching experience via Checkpoint, minimum 50 basic licence courses.

After successful completion of the training seminar, participants acquire the right to supervise interns in windsurfing, catamaran sailing, dinghy sailing or kitesurfing.

To maintain this entitlement, participation in a VDWS advanced training course is required, which must not be more than three years ago, as well as proof of 10 basic licences per year.

Transitional solution:

Instructors with an internship license valid until 2021 must provide the above-mentioned proof for the renewal of the internship license as of 2022.

### 1.7 Windsurfing, catamaran, dinghy, kite boarding, SUP licence instructor level 3

Practical, theoretical and methodical seminar incl. exam

Prerequisite: level 2 instructor in the respective discipline.

Duration: 3 days

Contents of the Level 3 training: advanced techniques in theory and practice, based on the current developments in the respective discipline.

Job title: VDWS Instructor Level 3 in the respective discipline.

### 1.8 Licence Center Manager

Theoretical seminar

Prerequisite: Instructor Level 2

Duration: at least 3 days

The participation in a VDWS school management workshop awards the authorization to register and to manage a VDWS-watersportschool. VDWS-basic licences and teaching materials can also be obtained.

Job title: VDWS Center Manager

### 1.9 Specialist teacher physical education

Training seminar for teachers at public schools, sports students at universities, persons with special prerequisites as well as specialized sports teachers of other disciplines with whose federations an agreement exists.

Duration: at least six days with 48 class hours. After successful completion of the seminar, participants receive the level 2 license in the respective sport.

### 1.10 Further education for teachers at public schools

Further education seminar for teachers at public schools, who want to organize and accompany school class trips with focus on water sports

Duration: 2 days.

Teachers at public schools receive confirmation of their successful participation in the seminar.

### 1.11 Further education

Duration: at least one day with 6 class hours. The timeframe will be designed according to the requirements and will be specified in the announcement.

The aim of the advanced training offer is to introduce VDWS instructors to the current state of development in water sports in general and especially to the latest findings in teaching. The selection of practical topics is on the advanced level.

## 2. Validity of VDWS-Licences

Association-licences issued by the VDWS are initially valid for 3 years. Before the end of the 3 years, at the latest in the 4th year after the licence was issued, participation in a school management seminar or another VDWS-recognized further teaching workshop is required for the licence's renewal.

The acquisition of a VDWS licence requires VDWS membership.

Those members who have not respected the delays of further education workshops are not allowed to supervise instructor-trainees. The other prerogatives of VDWS-membership remain unchanged. The member's withdrawal extinguishes the licence. The suspension of the entitlement to supervise instructor-trainees can be removed by fulfilling the requirements mentioned under 1.6.

An expired licence can be reactivated by participating in a VDWS further education workshop. In case of specific reasons, the board, on base of a written request, decides on exceptions to this regulation.

Every VDWS-school makes sure unrequestedly, that at least one of the school's licence-holders is in possession of a valid licence.

## 3. Registration on VDWS-courses

### 3.1 Announcement

All announcements concerning seminars and further education workshops will be appropriately published and communicated. The announcements contain information about dates, locations, fees, programs and, if applicable, examination requirements.

### 3.2 Written preparatory material

Training takes place on base of adequate written preparatory and course material. Together with the confirmation of registration, every participant gets the "Instructor-Training" manual. Familiarity with the contents of the manual is assumed in order to participate and as exam preparation.

### 3.3 Admission requirements

- ◆ Completion of 16 years for the Watersportassistant qualification
  - ◆ Completion of 18 years for instructor-courses
  - ◆ Complete registration forms
- Exceptions are the board's decision

### 3.4 Admission procedure

Unless stated otherwise in the announcement, deadline for registration is 4 weeks before the course starts. Completed registration forms for the respective course are processed following the date of receipt. Once the course is complete, a waiting list is established. In case previously accepted course participants cancel or fail to pay the course fee by registration deadline, it will be referred to this list.

The registration becomes binding by confirmation of the VDWS-Office.

### 3.5 Course fees

VDWS charges fees for the courses' organisation, preparation and follow-up, including the teaching documents (File "Instructor-Training"). These fees are regulated by the VDWS' scale of fees. They are established in order to be cost-covering for the association. Course fees have to be paid in advance, deadline of registration being time limit. Even in particular cases, VDWS can not grant a relief. Travel costs, lodging and board at the course's place as well as health-, accident-, third party- and property insurance are the participants' responsibility. In case of a participant's cancellation after the deadline of registration, VDWS charges fees for loss. Details are fixed by the terms of registration.

## 4. Recognition and transcription

Certificates, examination achievements or licences issued by other associations and institutions may be recognized for the acquisition of VDWS-Licences. Applications for recognition are decided on a case-by-case basis by the VDWS-Board, based on the Training and Examination Regulations.

## 5. Course conduct

According to its rules of operation, VDWS e.V. can transfer the realization of training courses to a third party. Regardless of this regulation, courses are announced and carried out under the responsibility of the VDWS e.V. in accordance with these training regulations.

## 6. Examination

Several parts compose the different licences' final examinations. The specific requirements derive from the following general requests concerning qualified and safe watersport instruction:

### 6.1 Examination of practical skills

*Safe instruction on the water:* any instructor must be able to join trainees quickly, so that, if need be, he/she can launch supporting and rescue measures.

*Observation and correction of trainees:* any instructor must control his/her equipment perfectly, in order to observe and correct trainees at any moment from close by.

*Demonstration:* any instructor must be able to demonstrate the discipline's basics that way the different motion sequences are clearly recognizable.

*Representation:* any instructor should represent the watersportschool and VDWS by sublime practical skills.

The examination covers practical skills corresponding to the respective licence's level.

### 6.2 Teaching ability

An instructor's teaching ability covers the different aspects of watersport instruction based on modern methods. These are developed by VDWS following the criteria of sport pedagogy and are object of constant progression. A consistent schooling of responsible watersport associated with the highest possible degree of safety as well as an appropriate teaching atmosphere make sure goals are reached quickly and effectively. The examination of the discipline's methodology proves the instructor's ability to show safe and energy-saving moves, to describe functional motion sequences and to use key-words in an appropriate way. The didactic "on-the-job" examination requires a contentwise, methodologically and organisationally well-conceived and flexibly implemented teaching example in a real teaching situation.

### 6.3 Specific theory

The fact of dealing with a school's customers and managing a watersportcenter requires expert knowledge and competence in the specific aspects of water sports: prerequisites to ensure optimum supervision in instruction and the school's daily running as well as to foster and maintain the VDWS image. Specialist knowledge is usually examined in written form.

In case of dyslexia or lacking knowledge of German, an oral examination on basis of the question papers may be organized alternatively.

### 6.4 Teaching and professional experience

Instruction experience and, beyond this, professional experience, can not be acquired during the instructor-course, but only through personal experience. Only then, watersport organization, planning, holding and follow-up of classes will become

part of the instructor's experiences. Therefore, a supervised internship after the course forms an integral part of the education. VDWS advanced training courses build on the experiences gained from the internship and subsequent professional experience.

## 6.5 Examination board

The final examinations during the licence-seminars are taken in front of a board of examiners, composed by the respective members of the VDWS Trainer -Team present during the course.

## 6.6 Evaluation of examination performance

As far as possible, the different examination parts will be tested and graded independently of each other. Performances will be graded "passed" or "failed". Preliminary results should be communicated under reserve to the participants at the end of the course. The binding notice takes place after the documents' complete evaluation by the VDWS-Office.

## 7. Infringements, disqualification

Before the examination starts, all candidates need to be instructed concerning the consequences of infringements. In case a member of the examining body detects a deceit or an attempt to deceit, the examination can be interrupted. It is up to the examination board to determine the infringement's consequences. Minutes have to be taken and to be signed by the examining board's president.

In case of infringement, the board of examiners can take the following decisions:

- Repetition of a single or of several examination part(s)
- Those parts infringement refers to are considered as "failed"
- The whole examination is declared "failed". In grave cases, exclusion from a re-examination is an option.

Participants who are disqualified from taking part in the examination during the seminar can enter an objection at the VDWS-Board within two weeks. The board makes a final decision concerning the objection. There is no right of appeal.

## 8. Missed examinations

### 8.1 Withdrawal

In case the candidate is incapable, through no fault of his/her own (especially for medical reasons), of taking the examination or parts of it, he/she has to inform the examining body by letter

without delay, stating the reasons. If the latter are considered being sufficient, the board of examiners decides on admission to another date, during the seminar or at a subsequent date.

### 8.2 Abandonment

In case a candidate interrupts a part of examination (practical skills, teaching ability, specific theory), this part will be considered as „failed“ if the required score has not been reached at the moment of abandonment. In case the candidate abandons through no fault of his/her own, it should be proceeded as under 8.1.

### 8.3 Re-examination

In case of failure and interruption for a valid reason (8.1 and 8.2) the board of examiners decides on eventual examination credits for the re-examination. Examination parts that have not been passed can be repeated after 4 weeks at the earliest, and they have to be repeated within 2 years.

If the examination of all parts is not completed within two years, the whole instructor-course of the respective licence level as well as all examinations have to be repeated. This does not apply for level 1 licences, which are valid without limit of time.

## 9. Enactment

The training and examination regulations come into force following the board's adoption with amendments on 4/12/1999, 27/03/2004, 1/12/2008, 01/06/2010, 01/02/2011, 01/01/2012, 01/07/2012, 01/05/2014, 01/05/2016 and 01/02/2020.

Weilheim, 01/02/2020

Signed Thomas Weinhardt  
*Chairman VDWS e.V.*  
*Verband Deutscher Wassersport Schulen*  
*(Association of German Watersportschools)*

## TRAINING AND EXAMINATION REGULATIONS

### Special regulations Watersportassistant

#### 1. Registrations documents

The registration will be made by the supervising school, which is also in charge of the qualification's documentation and its presentation to the VDWS-office. Minimum age is 16 years.

#### Training

The training represents a specific preparation for the instructor-courses of „windsurfing, kitesurfing, catamaran- or dinghy sailing and SUP“. It takes place in a VDWS-school entitled to supervise internships, under the responsibility of a qualified instructor. This supplementary qualification level, which precedes the VDWS-Licences, is not a prerequisite for the participation in a VDWS-instructor-course.

The training should last 2-8 weeks.

#### 2. Training content

- ◆ School organisation and rental
- ◆ The school's safety concept
- ◆ Customer contact and sales talk
- ◆ Service
- ◆ Basic knowledge of equipment
- ◆ Maintenance and repair
- ◆ Assistance at a beginner's course

Additionally, the basic-licence of the corresponding discipline has to be passed by the end of the qualification at the latest.



## TRAINING AND EXAMINATION REGULATIONS

### Special regulations Windsurfing Licence Level 2

#### 1. Registration documents

- ◆ Personal data sheet containing information about education, occupation and sports activities
- ◆ 2 passport photographs
- ◆ Duly signed registration form containing exclusion of risks as well as third party liability and health insurance declaration
- ◆ Course fee

Furthermore, the issuing of the VDWS-windsurfing-licence after a successful completion of the instructor-course requires:

- ◆ Internship certificate (confirmation of the supervising school and the responsible instructor of the internship's successful completion)
- ◆ First-aid certificate (maximum 2 years old, 8 double periods)
- ◆ Swimming certificate (German DLRG-Bronze or equivalent)
- ◆ Application for VDWS admission (prior to internship start)
- ◆ Proof of ability to drive a motorboat (VDWS form)

#### 2. Training content

The theoretical and practical seminar topics that will be examined are based on the following training contents:

- ◆ Watersport methods (movement instructions and keywords, movement descriptions, movement exercises, instructor's behaviour)
- ◆ Mistake analysis and correction
- ◆ Techniques of rig- and board control
- ◆ Movement-learning
- ◆ Introduction into course-planning and design
- ◆ Example of a beginner's course: course preparation, implementation and follow-up
- ◆ Watersports and environmental problems
- ◆ Meteorology, equipment, safety and health
- ◆ Windsurfing for kids, animation
- ◆ Job description Watersport-Instructor
- ◆ VDWS – self portrait of an association
- ◆ Internship introduction

#### 3. Examination VDWS Windsurfing-Licence

##### 3.1 Practical examination

###### *General information*

The examination part „skills of board control“ has to take place at the earliest possible moment. The participants **may not have the opportunity** to improve their riding skills in this area during the course.

As far as possible, the examination of beginners'

techniques demonstration should take place at the end of the seminar. Participants will have sufficient opportunities to improve their respective skills in view of the examination.

However, the requirements for the examination are usually worked through methodically at least once and tested under the examination conditions. The participants will be informed on time of the date, place and organizational process of the examination.

###### *Outside conditions*

The practical examination can take place at a wind speed of 8 knots up to 25 knots in any spot (besides the zone of surf).

By the absence of wind, the examination can be abandoned or adjourned. It can also be interrupted if the wind speed is below or above the authorized limit (except gusts and smaller lulls) during short time lapses. If no appropriate conditions are to be expected any time soon, the examination is interrupted and adjourned. The decision is taken by the responsible seminar trainer.

If the examination is adjourned to a date within the same seminar, all previously completed performances remain valid. If the new date is not within the same seminar, the candidate can decide before the first part of examination whether the results of his performances are maintained or not.

###### *Practical examination parts*

The practical examination consists of 2 parts: skills of board control and demonstration of beginner techniques.

###### *Skills of board control*

- ◆ Free choice of board
- ◆ All five skills of board control are presented on a wind abeam course
- ◆ As a rule, the course of about 40 m is indicated by 2 buoys at the beginning and at the end. These buoys mark the respectively 4m starting and the finishing line.
- ◆ The finishing line should be approached on a straight wind abeam course. Eventually necessary corrections may not result in a significant course deviation.
- ◆ The order of the 5 skills is fixed by the examination board.
- ◆ The candidates dispose of two attempts per skill. The skill is successfully completed if one of the two attempts is "passed".
- ◆ The candidate is free to choose how to get into the respective position before entering the buoy course. In case he/she does not succeed at the third attempt, the skill is considered as "failed".
- ◆ The examination part "40m skills" will be passed if 4 of 5 skills have been completed in one direction at least.

Wavy lines

The candidate has to demonstrate clear course alterations, generally requiring board- and rig steering at the same time. The imaginary line between both windward buoys of the examination course must be crossed 4 times. Twice, the candidate has to be clearly on the windward side of this line.

Clew first

The „clew first“ position can result of a sail shift or a jibe without shifting.

Leeride

The candidate is on the downwind side of the sail. At least one foot is behind the mast. It is up to the candidate how to get into the leeward position. However, the position must be obtained on time **before** passing the starting line and be maintained on a stable course.

Stern first

A distance of 40m is covered stern first wind abeam.

It is up to the candidate how to get into the bowward position. However, the position must be obtained on time **before** passing the starting line and be maintained on a stable course. The center-board may be retracted or folded out.

Under particular circumstances, the distance can be covered on the run. The decision is made by the examination board.

Helicopter

During a „Helicopter“ Rig and Surfer are performing a 360° spin together, without the surfer changing the actual side of the rig. The helicopter succeeded if the surfer after the spin sails off in the same direction as he started the manoeuvre.

He/she fails, if the Rig during the spin is touching the water (clew) or the surfer fall of the board.

*Demonstration of beginner techniques*

The examination part „demonstration of beginner techniques“ contains: board orientation, pulling up the sail, adoption of t-position, 180° turn towards bow and stern, getting started and surfing position, steering (heading up and bearing away), tacking and jibing. The examination of the demonstration ability can take place during the didactic examination or at any other moment.

*Marking scale*

The quality of demonstration is marked from 1 (very good) up to 6 (insufficient). A 3 (satisfying) is necessary for the exam to be successfully passed. In case of doubt, the decision is up to the responsible trainer.

Exactitude and authority of the movement, spatial

orientation towards the trainees as well as the adequate positioning of the demonstration are evaluated during the examination of the demonstration ability. Accentuation and identification by means of key words of the movement's key aspects are just as important for a successful completion. The demonstration ability will be trained adequately during the seminar and the evaluation criteria will be clearly explained.

The formulation of key-words must be clear, concise and it must remain constant as movement sequences are repeated. A literal adoption of the key-word index is possible but not mandatory.

**3.2 Teaching ability***General information*

As a general rule, the teaching ability is tested during a demonstration lesson. Since the main part of the seminar week is consisting of the examination content, this component of the examination takes place at the end of the seminar.

The examination topics are disclosed one day before the examination. The planning of the examination should cover approx. 20 min.

The written scheduling of the lessons has to be handed in to the examination board before the start of the assessment.

*Examination content*

During the demonstration lesson, the teaching abilities are tested in connection with the required theoretical knowledge. Transmission of knowledge and acquirements of the basic schooling are the examination contents.

In the course of the demonstration lesson, a protocol is drawn responding to the marking criteria.

*Evaluation*

- ◆ Class preparation
- ◆ Written planning
- ◆ Choice of the premises and spot
- ◆ Teaching aids
- ◆ Class organization and safety
- ◆ Method decisions (lesson composition, appropriate primary and secondary learning objective with the adequate choice and planning of exercises)
- ◆ Instructor behaviour: location, appearance, language, situational programme decisions.
- ◆ Accurate demonstrations
- ◆ Dealing with mistakes
- ◆ Motivating reactions
- ◆ Trainees' reactions
- ◆ Overall impression

*Evaluation scale*

The evaluation will be based on the respective minutes of examination.

### **3.3 Theoretical examination**

A maximum of 90 minutes should be enough to complete the written part of the examination. The questions cover the theoretical, practical and methodical aspects of the training. The examination takes place indoors or outdoors, with plenty of space to work.

Only writing material is allowed. Clothing, bags and seminar documents have to be removed from the location where the examination is taking place. At least 70% of the attainable marks are required to pass the examination.

### **3.4 Examination board**

The practical examination and the testing of the teaching abilities are usually approved by min. two members of the examination board.

## TRAINING AND EXAMINATION REGULATIONS

### Special regulations Kitesurfing Licence Level 2

#### 1. Registration documents

- ◆ Personal data sheet with references to education, occupation and backgrounds in sports.
- ◆ 2 passport photographs
- ◆ Signed registration form
- ◆ Declaration of risk exclusion
- ◆ Certificate of personal liability insurance
- ◆ Course fee

For the VDWS-Kitesurfing Licence to be granted, following documents are required after the successful completion of the seminar:

- ◆ Internship certificate
- ◆ First aid certificate (not older than two years; 8 double periods)
- ◆ Swimming certificate DLRG bronze or equivalent)
- ◆ Application for the VDWS membership (prior to internship start)
- ◆ Proof of ability to drive a motorboat (VDWS form)

#### 2. Training contents

The theoretical and practical seminar topics that will be examined are based on the following training contents:

- ◆ Watersport methods (Movement instructions, keywords, movement descriptions, course organization)
- ◆ Mistake analysis and correction
- ◆ Ability to demonstrate flight and surfing techniques
- ◆ Aerodynamic and hydrodynamic theory
- ◆ Safety aspects of the course and free kitesurfing
- ◆ Equipment

#### 3. VDWS Kite-Instructor examination

##### 3.1 Practical examination

###### *General information*

The practical kitesurfing examination has to be completed as soon as possible. During the seminar, the participants only have a limited number of opportunities to improve the required skills for the upcoming examination.

However, the requirements for the examination are usually worked through methodically at least once and tested under the examination conditions. The participants will be informed on time of the

date, place and organizational process of the examination.

###### *Outside conditions*

The practical kitesurfing examination can take place at a wind speed of 12 knots up to 30 knots in any estuary (except the surf-zone). By the absence of wind, the examination can be abandoned or adjourned. It can also be interrupted if the wind speed is below or above the authorized limit (except gusts and smaller lulls) during short time lapses. If no appropriate conditions are to be expected any time soon, is the examination interrupted and adjourned. The decision is taken by the seminar facilitator. If the examination is adjourned to a date within the same seminar, all previously completed performances remain valid. If the new date is not within the same seminar, the candidate can decide whether the results of his performances are maintained or not.

###### *Supersession*

The exam comes in the form of a supersession, with maximum eight candidates per examiner at the start. Before the examination starts, the examination area will be bindingly defined by the trainer team. It is the examiner who indicates beginning and end of as well as breaks during the supersession. On much-frequented spots the candidates should wear a distinctive mark.

###### *Practical examination parts*

The practical kitesurfing examination consists of the following techniques: launching, steering, getting windward, jibing and breaking as well as an air move or another advanced move. These skills are completed by a safe handling of the kite on the beach and on the water.

All moves must be completed resp. completed without falling into the water, in a demonstrative way. The proper examination contents result from the respective minutes of examination.

###### *Marking scales*

The grades for the assessment are passed or not passed.

##### 3.2 Teaching ability

###### *General information*

As a general rule, the teaching ability is tested during a demonstration lesson. Since the main part of the seminar week is consisting of the examination content, this component of the examination takes place at the end of the seminar.

The examination topics are disclosed one day before the examination. The planning of the examination should cover approx. 20 min.

The written scheduling of the lessons has to be handed in to the examination board before the start of the assessment.

#### *Examination content*

During the demonstration lesson, the teaching abilities are tested in connection with the required theoretical knowledge. Transmission of knowledge and acquirements of the basic schooling are the examination contents.

In the course of the demonstration lesson, a protocol is drawn responding to the marking criteria.

#### *Evaluation*

- ◆ Class preparation
- ◆ Written planning
- ◆ Choice of the premises and estuary
- ◆ Teaching aids
- ◆ Class organization and safety
- ◆ Method decisions (lesson composition, appropriate primary and secondary learning objective with the adequate choice and planning of exercises)
- ◆ Instructor behaviour: location, appearance, language, situational programme decisions.
- ◆ Accurate demonstrations
- ◆ Dealing with mistakes
- ◆ Motivating reactions
- ◆ Trainee's reaction
- ◆ Overall impression

#### *Evaluation scale*

The evaluation will be based on the respective minutes of examination.

### **3.3 Theoretical examination**

A maximum of 90 minutes should be enough to complete the written part of the examination. The questions cover the theoretical, practical and methodical aspects of the training, as well as safety, weather, law, equipment, aero- and hydrodynamics. The examination takes place indoors or outdoors, with plenty of space to work.

Writing and drawing material has to be brought to the examination. Clothing, bags and seminar documents have to be removed from the location where the examination is taking place. At least 70% of the attainable marks are required to pass the examination.

### **3.4 Examination board**

The practical kitesurfing examination and the testing of the learning abilities are usually conducted by min. two members of the examination board.

## TRAINING AND EXAMINATION REGULATIONS

### Special regulations Catamaran Licence Level 2

#### 1. Registration documents

- ◆ Personal data sheet with references to education, occupation and backgrounds in sports.
- ◆ 2 passport photographs
- ◆ Signed registration form
- ◆ Declaration of risk exclusion
- ◆ Certificate of personal liability insurance
- ◆ Course fee

For the VDWS Catamaran-Licence to be granted, following documents are required after the successful completion of the seminar:

- ◆ Internship certificate (certification for the successful completion of the internship, awarded by the training school and the instructor)
- ◆ First aid certificate (not older as two years; 8 double periods)
- ◆ Swimming certificate DLRG bronze or equivalent)
- ◆ Application for the VDWS membership (prior to training start)
- ◆ Proof of ability to drive a motorboat (VDWS form)

#### 2. Training contents

The theoretical and practical seminar topics that will be examined are based on the following training contents:

- ◆ Water sport methods (Movement instructions, keywords, movement descriptions, movement assignments and instructor behaviour)
- ◆ Mistake analysis and correction
- ◆ Sailing techniques to master a boat
- ◆ Movement study
- ◆ Introduction to course planning
- ◆ Model of a beginner's course: lesson preparation, completion and follow-up
- ◆ Water sports, nature and environment issues
- ◆ Animation
- ◆ Occupational image: watersport-instructor
- ◆ VDWS: self portrait of an association
- ◆ Introduction to the internship

### 3. VDWS Catamaran Licence Examination

#### 3.1 Practical Catamaran examination

##### *General information*

The practical catamaran examination has to be completed as soon as possible. During the seminar, the participants only have a limited number of

opportunities to improve their skills for the upcoming examination.

However, the requirements for the examination are usually worked through methodically at least once and tested under the examination conditions. The participants will be informed on time of the date, place and organizational process of the examination.

##### *Outside conditions*

The practical catamaran examination can take place at a wind speed of 8 knots up to 20 knots in any estuary (except the surf-zone). By the absence of wind, the examination can be abandoned or adjourned. It can also be interrupted if the wind speed is below or above the authorized limit (except gusts and smaller lulls) during short time lapses. If no appropriate conditions are to be expected any time soon, is the examination interrupted and adjourned. The decision is taken by the seminar facilitator.

If the examination is adjourned to a date within the same seminar, all previously completed performances remain valid. If the new date is not within the same seminar, the candidate can decide whether the results of his performances are maintained or not.

The decision has to be made before the first part of the examination.

##### *Examination course*

The examination course must be sailed through with the appropriate sailing techniques, (see examination protocol). The manoeuvres have to be carried out in a demonstrative way.

#### 3.2 Teaching ability

##### *General information*

As a general rule, the teaching ability is tested during a demonstration lesson. The main part of the seminar week is consisting of the examination content.

The examination topics are disclosed one day before the examination.

The planning of the examination should cover approx. 20 min.

The written scheduling of the lessons has to be handed in to the examination board before the start of the assessment.

##### *Examination content*

During the demonstration lesson, the learning aptitudes are tested in connection with the required theoretical knowledge. Transmission of knowledge and acquisitions of the basic and advanced schooling are the examination contents. In the course of the demonstration lesson, a protocol is drawn referring to the marking criteria.

*Evaluation*

- ◆ Class preparation
- ◆ Written planning
- ◆ Choice of the premises and estuary
- ◆ Teaching aids
- ◆ Class organization
- ◆ Method decisions (lesson composition, appropriate primary and secondary learning objective, with the adequate choice and planning of exercises)
- ◆ Instructor behaviour: location, appearance, language, situational programme decisions
- ◆ Accurate demonstrations
- ◆ Dealing with mistakes
- ◆ Motivating reactions
- ◆ Trainee's reaction
- ◆ Overall impression

*Evaluation scale*

The evaluation will be based on the respective minutes of examination.

**3.3 Theoretical examination**

A maximum of 90 minutes should be enough to complete the written part of the examination. The questions cover the theoretical, practical and methodical aspects of the training. The examination takes place indoors or outdoors, with plenty of space to work.

The only allowed work equipments are writing and drawing material. Clothing, bags and seminar documents have to be removed from the location where the examination is taking place. At least 70% of the attainable marks are required to pass the examination.

**3.4 Examination board**

The practical catamaran examination and the testing of the learning abilities are usually conducted by min. two members of the examination board.

## TRAINING AND EXAMINATION REGULATIONS

### Special regulations Dinghy-Licence

#### Level 2

#### 1. Registration documents

- ◆ Personal data sheet with references to education, occupation and backgrounds in sports.
- ◆ 2 passport photographs
- ◆ Signed registration form, declaration of risk exclusion, certificate of personal liability insurance and health insurance
- ◆ Course fee

For the VDWS Dinghy Licence to be granted, following documents are required after the successful completion of the seminar:

- ◆ Internship certificate (certification for the successful completion of the internship, awarded by the training school and the instructor)
- ◆ First aid certificate (not older as two years; 8 double periods)
- ◆ Swimming certificate DLRG bronze or equivalent)
- ◆ Application for the VDWS membership (prior to training start)
- ◆ Proof of ability to drive a motorboat (VDWS form)

#### 2. Training contents

The theoretical and practical seminar topics that will be examined are based on the following training contents:

- ◆ Water sport methods (Movement instructions, keywords, movement descriptions, movements assignments and instructor behaviour)
- ◆ Mistake analysis and correction
- ◆ Sailing techniques to master a boat
- ◆ Movement study
- ◆ Introduction to lesson planning
- ◆ Model of a beginner's course: lesson preparation, completion and post processing
- ◆ Water sports, nature and environment issues
- ◆ Meteorology, equipment, safety, health
- ◆ Animation
- ◆ Occupational image: water sport-instructor
- ◆ VDWS: self portrait of an association
- ◆ Introduction to the training

#### 3. VDWS Dinghy-Licence examination

##### 3.1 Practical dinghy examination

###### *General information*

The practical dinghy examination has to be completed as soon as possible. During the seminar, the participants only have a limited number of

opportunities to improve their skills for the upcoming examination.

However, the requirements for the examination are usually worked through methodically at least once and tested under the examination conditions. The participants will be informed on time of the date, place and organizational process of the examination.

###### *Outside conditions*

The practical catamaran examination can take place at a wind speed of 8 knots up to 20 knots in any estuary (except the surf-zone). By the absence of wind, the examination can be abandoned or adjourned. It can also be interrupted if the wind speed is below or above the authorized limit (except gusts and smaller lulls) during short time lapses. If no appropriate conditions are to be expected any time soon, is the examination interrupted and adjourned. The decision is taken by the seminar facilitator.

If the examination is adjourned to a date within the same seminar, all previously completed performances remain valid. If the new date is not within the same seminar, the candidate can decide whether the results of his performances are maintained or not.

The decision has to be made before the first part of the examination.

###### *Examination course*

The examination course must be sailed through with the appropriate sailing techniques, (see examination protocol). The manoeuvres have to be carried out in a demonstrative way.

##### 3.2 Teaching ability

###### *General information*

As a general rule, the learning ability is tested during a demonstration lesson. The main part of the seminar week is consisting of the examination content.

The examination topics are disclosed one day before the examination.

The planning of the examination should cover approx. 20 min.

The written scheduling of the lessons has to be handed in to the examination board before the start of the assessment.

###### *Examination content*

During the demonstration lesson, the learning aptitudes are tested in connection with the required theoretical knowledge. Transmission of knowledge and acquirements of the basic and advanced schooling are the examination contents. In the course of the demonstration lesson, a protocol is drawn with the marking criteria.

###### *Evaluation*



- ◆ Class preparation
- ◆ Written planning
- ◆ Choice of the premises and estuary
- ◆ Teaching aids
- ◆ Class organization
- ◆ Method decisions (lesson composition, appropriate primary and secondary learning objective, with the adequate choice and planning of exercises)
- ◆ Instructor behaviour: location, appearance, language, situational programme decisions.
- ◆ Accurate demonstrations
- ◆ Dealing with mistakes
- ◆ Motivating reactions
- ◆ Trainee's reaction
- ◆ Overall impression

#### *Evaluation scale*

The evaluation will be based on the respective minutes of examination.

### **3.3 Theoretical examination**

A maximum of 90 minutes should be enough to complete the written part of the examination. The questions cover the theoretical, practical and methodical aspects of the training. The examination takes place indoors or outdoors, with plenty of space to work.

The only allowed work equipments are writing and drawing material. Clothing, bags and seminar documents have to be removed from the location where the examination is taking place. At least 70% of the attainable marks are required to pass the examination.

### **3.4 Examination board**

The practical catamaran examination and the testing of the learning abilities are usually conducted by min. two members of the examination board.

## TRAINING AND EXAMINATION REGULATIONS

### Special regulations Catamaran- and Dinghy Licence

#### Level 2

#### 1. Registration documents

Personal data sheet with references to education, occupation and backgrounds in sports.  
 2 passport photographs  
 Signed registration form  
 Declaration of risk exclusion  
 Certificate of personal liability insurance  
 Course fee

For the VDWS Catamaran-Licence to be granted, following documents are required after the successful completion of the seminar:

Internship certificate (certification for the successful completion of the internship, awarded by the training school and the instructor)  
 First aid certificate (not elder as two years; 8 double periods)  
 Swimming certificate DLRG bronze or equivalent)  
 Application for the VDWS membership (prior to training start)  
 Proof of ability to drive a motorboat (VDWS form)

#### 2. Training contents

The theoretical and practical seminar topics that will be examined are based on the following training contents:

Water sport methods (Movement instructions, keywords, movement descriptions, movement assignments and instructor behaviour)  
 Mistake analysis and correction  
 Sailing techniques to master a boat  
 Movement study  
 Introduction to course planning  
 Model of a beginner's course: lesson preparation, completion and follow-up  
 Water sports, nature and environment issues  
 Animation  
 Occupational image: watersport-instructor  
 VDWS: self portrait of an association  
 Introduction to the internship

#### 3. Examination

##### 3.1 Practical Catamaran & Dinghy examination

###### *General information*

The practical examination has to be completed as soon as possible. During the seminar, the participants only have a limited number of opportunities to improve their skills for the upcoming examination.

However, the requirements for the examination are usually worked through methodically at least once and tested under the examination conditions.

The participants will be informed on time of the date, place and organizational process of the examination.

###### *Outside conditions*

The practical catamaran examination can take place at a wind speed of 8 knots up to 20 knots in any estuary (except the surf-zone). By the absence of wind, the examination can be abandoned or adjourned. It can also be interrupted if the wind speed is below or above the authorized limit (except gusts and smaller lulls) during short time lapses. If no appropriate conditions are to be expected any time soon, is the examination interrupted and adjourned. The decision is taken by the seminar facilitator.

If the examination is adjourned to a date within the same seminar, all previously completed performances remain valid. If the new date is not within the same seminar, the candidate can decide whether the results of his performances are maintained or not.

The decision has to be made before the first part of the examination.

###### *Examination course*

The examination course must be sailed through with the appropriate sailing techniques, (see examination protocol). The manoeuvres have to be carried out in a demonstrative way.

##### 3.2 Teaching ability

###### *General information*

As a general rule, the teaching ability is tested during a demonstration lesson. The main part of the seminar week is consisting of the examination content.

The examination topics are disclosed one day before the examination.

The planning of the examination should cover approx. 20 min.

The written scheduling of the lessons has to be handed in to the examination board before the start of the assessment.

In special cases, the responsible Head Instructor running the course, is able to modify the regulations of the teaching exam in a way, that only one kind of boat (Dinghy or Catamaran) is used during the exam.

###### *Examination content*

During the demonstration lesson, the learning aptitudes are tested in connection with the required theoretical knowledge. Transmission of knowledge and acquirements of the basic and advanced schooling are the examination contents. In the course of the demonstration lesson, a protocol is drawn referring to the marking criteria.

*Evaluation*

Class preparation  
Written planning  
Choice of the premises and estuary  
Teaching aids  
Class organization  
Method decisions (lesson composition, appropriate primary and secondary learning objective, with the adequate choice and planning of exercises)  
Instructor behaviour: location, appearance, language, situational programme decisions  
Accurate demonstrations  
Dealing with mistakes  
Motivating reactions  
Trainee's reaction  
Overall impression

*Evaluation scale*

The evaluation will be based on the respective minutes of examination.

**3.3 Theoretical examination**

A maximum of 90 minutes should be enough to complete the written part of the examination. The questions cover the theoretical, practical and methodical aspects of the training. The examination takes place indoors or outdoors, with plenty of space to work.

The only allowed work equipments are writing and drawing material. Clothing, bags and seminar documents have to be removed from the location where the examination is taking place. At least 70% of the attainable marks are required to pass the examination.

**3.4 Examination board**

The practical catamaran examination and the testing of the learning abilities are usually conducted by min. two members of the examination board.

## TRAINING AND EXAMINATION REGULATIONS

### Special regulations SUP licence

#### Level 2

#### 1. Registration documents

- ◆ Personal data sheet containing information about education, occupation and sports activities
- ◆ 2 passport photographs
- ◆ Duly signed registration form containing exclusion of risks as well as third party liability and health insurance declaration
- ◆ Course fee

After a successful completion of the course the following documents are required for the issuing of the VDWS SUP licence:

- ◆ First-aid certificate (maximum 2 years old, 9 hours)
- ◆ Swimming certificate (German DLRG-Bronze or equivalent)
- ◆ Application for VDWS admission
- ◆ Proof of ability to drive a motorboat (VDWS form)

#### 2. Training content

The theoretical and practical seminar topics that will be examined are based on the following training contents:

- ◆ Movement instructions, movement tasks
- ◆ Instructor behaviour, mistake analysis and correction
- ◆ Techniques of board control and paddling
- ◆ Introduction into course planning
- ◆ Example of a beginner course
- ◆ VDWS SUP system, teaching aids, Safety Check Card
- ◆ Environmental and ecological problems
- ◆ Meteorology, equipment
- ◆ Safety and health
- ◆ Job description watersport instructor

#### 3. Examination VDWS SUP licence

##### 3.1 Practical examination

The practical examination consists of skills for a safe handling of board and paddle. The candidates paddle in a buoy course of two buoys and have to round these buoys. The examination course must be paddled in a correct way, maneuvers shall be completed in a demonstrative way. The detailed examination contents result from the respective minutes of examination.

##### 3.2 Teaching ability

###### *General information*

As a general rule, the demonstration lesson takes place at the end of the seminar. The examination

topics are disclosed one day before the examination. The planning of the demonstration lesson should cover approx. 20 min. The written class preparation shall be handed over to the examination board before the actual examination starts.

###### *Examination content*

During the demonstration lesson, the teaching abilities are tested in connection with the required theoretical knowledge. Transmission of knowledge and skills of beginner and advanced training are the examination content.

In the course of the demonstration lesson, a protocol is drawn responding to the marking criteria.

###### *Evaluation*

- ◆ Class preparation
- ◆ Written planning
- ◆ Choice of the site and spot
- ◆ Teaching aids
- ◆ Class organization
- ◆ Methodological decisions (lesson composition, appropriate primary and secondary learning objective with the adequate choice and planning of exercises)
- ◆ Instructor behaviour: positioning, appearance, language, situational program decisions.
- ◆ Accurate demonstrations
- ◆ Dealing with mistakes
- ◆ Motivating reactions
- ◆ Trainees' reactions
- ◆ Overall impression

###### *Evaluation scale*

The evaluation will be based on the respective minutes of examination.

#### 3.3 Theoretical examination

A maximum of 30 minutes should be enough to complete the written part of the examination. The questions cover the theoretical, practical and methodical aspects of the training. The examination takes place indoors or outdoors, with plenty of space to work.

Only writing and sketching material is allowed. Clothing, bags and seminar documents have to be removed from the location where the examination is taking place. At least 70% is required to pass the examination.

#### 3.4 Examination board

The practical examination and the testing of the teaching abilities are usually conducted by min. two members of the examination board.

**TRAINING AND EXAMINATION REGULATIONS**  
**Special regulations**  
**Internship licence****1. Registration documents**

- Signed registration form
- Course fee

**2. Training contents**

- Formal procedure of internships
- Tasks of the school
- Tasks of the intern
- Tasks of the supervising instructor
- Teacher behaviour
- Course planning
- Organization

**3. Examination Internship Licence**

Written examination up to 30 minutes on questions regarding internship, organization, lesson planning and methodology which are treated in the seminar.

**TRAINING AND EXAMINATION REGULATIONS**  
**Special regulations Level 3****1. Registration documents**

- Personal data sheet containing information about education, occupation and sports activities
- Signed registration form
- Course fee

**2. Training contents**

Contents of the training: advanced techniques in theory and practice, based on the current developments in the respective discipline.

**3. Examination**

A theoretical or practical examination.

## TRAINING AND EXAMINATION REGULATIONS

### Special regulations

#### Licence Center manager

#### 1. Registration documents

- ◆ Signed seminar registration form
- ◆ Seminar fee

#### 2. Training contents

- ◆ School marketing and management
- ◆ Labour and liability law basics
- ◆ General legal conditions schooling and renting
- ◆ Insurance in school establishment
- ◆ Business start-up and corporate planning
- ◆ Financial planning for water sports schools
- ◆ Introduction to trainee monitoring
- ◆ Quality management in water sports schools
- ◆ Concepts for water sports school, both inland and abroad

#### 3. Examination

No examination is taking place.

## TRAINING AND EXAMINATION REGULATIONS

### Special regulations

#### Entitlement to supervise internships

Internships can only be completed at a VDWS-school „entitled to supervise internships“. The following requirements must be met:

1. The responsible school manager has to prove that the school runs at least 25 complete beginner courses incl. basic licence examination according to the VDWS-guidelines for the respective discipline per year. VDWS has to be informed on the supervising instructor (staff member notification).

2. Education and supervision of the instructor-trainees have to reside with an instructor who holds an internship licence, regularly follows further education training and has supervised at least ten basic licence courses during the past year

3. The detailed course of the internship will be recorded in a specific internship notebook.

4. All schools entitled by VDWS to supervise internships are listed in the official VDWS table of internship schools.

5. When becoming an approved Trainee Education School, part of the Instructors Training process is transferred to the Centre. The Status of the Centre can be changed any time, if reasons to do so occur. Especially if the education of the Trainees is not run in accordance to the VDWS ITCs concept.