



Surf Manual

Seventh edition
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Introduction

Welcome to Outdoor Outreach and the OO Surfing Program!!

You are providing a basis for future learning. The OO participants will most likely be having their first experience with surfing. Therefore, you must be aware of how you manage introducing them to this new experience. Your lesson will shape their ideas, judgment and perception of the sport of surfing.

***First and foremost, you are responsible for ensuring that participants have a safe, fun and amazing experience!**

You have the skills and knowledge necessary to provide a safe and fun surfing experience for our participants. This manual is designed to coach you on how Outdoor Outreach manages surfing for its participants, and it will inform the Instructor on his or her role in preparing and implementing a surf trip.

Please read the policies and procedures listed in this manual in its entirety. All instructors should be familiar and knowledgeable on the topics discussed in this manual. If there is ever any doubt, seek clarification before proceeding.

“Sound decisions depend on understanding why a technique is effective and how it deals with risk, rather than putting simple faith in the rules handed down from an arbitrary leader.”
(Powers & Cheek. 2000. *NOLS Climbing Instructor Notebook*. National Outdoor Leadership School)

Mission, Objectives, Qualifications

Mission Statement: Outdoor Outreach empowers at-risk and underprivileged youth to make positive, lasting changes in their lives through comprehensive outdoor programming.

Objective: To clearly articulate Outdoor Outreach’s instructor’s Roles and Responsibilities on a surfing trip and to provide the instructors with the necessary tools to lead a successful and amazing trip.

Surf Trip Staffing: Surf trips require two Senior Instructors and at least four Assistant Instructors. This will ensure there is participant to staff ratio of 2:1. All instructors involved in a surfing trip are responsible for maintaining a safe and positive environment. You will find detailed roles and responsibilities below.

Qualifications For Instructors: (This does not apply to volunteers)

- a. Have (at minimum) current First Aid and CPR certifications.
- b. Have (at minimum) current Wilderness Advanced First Aid (WAFA) for Senior instructor.
- c. Have extensive surfing experience.
- d. Have the ability to lead and manage a dynamic group environment.

- a. Have the necessary skills to proficiently execute all components of the surf curriculum.

Section I

Instructor Roles and Responsibilities

Senior Surfing Instructor/ Trip Leader (S1):

- Ensure that you received Volunteer coordinator's email with information about the volunteers who will be on the trip.
- Call the Field Program Manager prior to the trip to make sure you have all necessary information pertinent to the trip.
- Call the volunteers the day before the trip to go over trip details and their roles and responsibilities for the day.
- Review the trip log and waivers for the day as well as any medical issues.
- Lead a pre-trip group talk about the day, addressing any concerns, going over the day's agenda and covering any specific details about the partner going on the day's trip (When was their last trip, where, were there any problems and how to avoid them this time, specific gear/food for this partner, if you remember the kids, is there anyone that require special attention...).
- Delegate roles for the day concerning packing the gear and food, who will be the Medic for the day, who will give ocean safety and ground school lessons, and who will lead Breakdown.
- Visually and verbally confirm with responsible party that the gear and food check list has been completed.
- Drive the staff to the beach.
- Supervise the beach set up and ensure that all appropriate equipment makes it to the beach (1st aid kit, waivers, personal belongings, equipment and food).
- Welcome the volunteers and discuss their Roles and Responsibilities.
- Welcome participants and facilitate a group introduction and setting rules and boundaries for the day.
- Take complete ownership of the lesson plan and its execution and delegate at your discretion.
- Lead Ocean Safety talk and Ground School.
- Pair up participants with instructors.
- Monitor kids' safety throughout the day as well as food and water intake.
- Assess objective hazards during the day and making changes if necessary.
- Supervise/evaluate/give feedback to staff and volunteers during the day.

At the end of day:

- Supervise break down in a timely manner.
- Make sure the Breakdown Plan is being followed.
- Conduct group (participants, staff and volunteers) wrap-up: highlights, shout-outs, etc.
- Thank the volunteers.
- Say goodbye to the participants.
- Drive back to office.
- Gas up the van and do mileage log.
- Put gear away and clean the van.
- Conduct instructor wrap up and fill out the trip log.

- Go home and rest
- Call the Field Program Manager after the trip and discuss the highlights of the trip of leave a message providing pertinent trip information and highlights (about 3 mins)

Surfing Instructor with CDL-Kids P/U (S2):

- Review the trip log and waivers for the day as well as any medical issues.
- Participate in a pre-trip group talk about the day and addressing any concerns, going over the day's agenda and covering any specific details about the partner going on the day's trip (When was their last trip, where, were there any problems and how to avoid them this time, specific gear/food for this partner, if you remember the kids, is there anyone that require special attention...).
- Go over the Kids P/U checklist and leave with the appropriate gear/food.
- Arrive at P/U location on time.
- Meet and greet participants with a positive attitude, in order to set a positive tone for the day.
- Collect waivers and welcome participants.
- ZERO tolerance: NO WAIVER NO TRIP.
- Contact S1 with final numbers.
- Safely transport participants to the beach.
- Follow the day's Lesson Plan.
- Pair up with participants for the day.
- Help Monitor kids 'safety throughout the day as well as food and water intake.

At the end of day:

- Follow the Breakdown Plan.
- Participate in group wrap-up: highlights, shout-outs, etc.
- Thank the volunteers.
- Drive the participants back to the P/U Location.
- Say goodbye to the participants.
- Drive back to office.
- Gas up the van.
- Clean van.
- Participate in Group wrap up.

Surfing Assistant Instructor:

Assistant Instructors will be supervised by the Senior Instructors and will also:

- Participate in morning pre-trip talk.
- Fulfill assigned duty regarding gear and food.
- Help with the beach set up.
- Welcome volunteers.
- Welcome participants.
- Follow the day's Lesson Plan.
- Fulfill any duties assigned for intro, lessons, lunch, etc.
- Instruct proper surfing techniques to assigned participants.

At the end of day:

- Follow the Breakdown Plan.
- Participate in group wrap-up: highlights, shout-outs, etc.
- Thank the volunteers.
- Say goodbye to the participants.
- Put gear away.

- Participate in instructor wrap up.
- Go home and rest.

Surfing Volunteer:

Volunteers will be supervised by the Senior Instructors and aided by the Assistant Instructors and will also:

- Meet Instructors at location/beach
- Help with the beach set up if it has not already been completed.
- Get to know Instructors.
- Obtain debrief for plan for the day from S1.
- Welcome participants.
- Follow the day's Lesson Plan.
- Instruct proper surfing techniques to assigned participants.

At the end of day:

- Follow the Breakdown Plan.
- Participate in the group wrap-up: highlights, shout-outs, etc.
- Say goodbye to the participants.
- Say goodbye to staff.
- Go home and rest!

Section II

Surf trip: A Detailed Overview

This section is intended to offer a detailed overview of OO surfing trip procedures and lesson from start to finish. You may also reference the **Day at a Glance** and **Instructor Cheat Sheet** attached to this manual.

Pre-trip logistic:

Calling the Field Program Manager:

After receiving the Volunteer coordinator's email with the volunteers' contact information, the Senior 1 Trip Leader will:

- Call the field Program Manager (FPM) prior to the trip to ensure you have all the necessary information:
 - o Background on the volunteers (hard, soft skills and confidence) attending the trip.
 - o Information about the partner.
 - o Information about the participants (When was their last trip? When is their next trip? Any specific concerns).
- Call the volunteers the day prior to the trip.

Calling the Volunteer:

The trip leader is responsible for calling the volunteer prior to the trip:

- Introduce yourself.
- Get a general sense of the volunteer's experience with Outdoor Outreach and specifically with surfing (how many times have they volunteered with O.O? Have they been on trip with this group before? Are they good surfers? Do they have experience pushing kids in waves?).
- Articulate their roles on the trip.
- Give a general overview of the day.
- Give a brief history of the partner we are working with.
- Provide number of participant (if known) & how many times this group has been out with us.
- Address any participants that require special attention and what that might look like.
- Confirm that volunteers understand all logistic information and have everything they need to fulfill their role as an Assistant Instructor. (Direction, time, location, equipment).

Trip logistic:

At the office:

- Gather trip log, camera, 1st Aid kit, and sunscreen.
- Check medical forms for concerns such as allergies, asthma, and other pre-existing issues.

Pre trip group talk:

- Review the day's agenda.
- Discuss any medical issues.

- Cover any specific details about the partner going on the day's trip (When was their last trip? Where? Were there any problems and how to avoid them this time, specific gear/food for this partner, if you remember the kids, is there anyone that require special attention?...).
- Address any environmental concerns (Weather, tides, levels of water pollution etc...)
- Delegate roles for the day concerning trip log checklist and Lesson Plan (gear, food, intro lesson, lunch, photographer, breakdown).
- Select the Medic for the day.

Before leaving the office:

- Van pre-trip inspection.
- Load Van with gear and food.

Participant Pick-Up:

- Before leaving you would have reviewed medical waivers and participated in a pre-trip group talk and address any medical concerns and any other issues.
- Arrive on time, it is very important. You are setting the tone for the day and the participants count on you to be there on time, you are a role model and are expected to act like one.
- Introduce yourself and any other instructor accompanying you.
- Collect and verify waivers if you do not already have them.
- No WAIVERS=NO TRIP we have a ZERO tolerance policy.
- There are extra waivers in your trip log; if the partner staff, participant over 18 or the parents are there, have them fill one out before leaving.
- When fill out Trip Log with participant names, make sure to write their first AND last name as well as checking the check box) .
- Check new medical forms for concerns such as allergies, asthma, and other pre-existing issues, when new waivers are handed to you at the pick-up and share any new information with instructors when arriving at the beach.
- Verify that participants have any necessary medication with them.
- Check to be sure all participants have appropriate clothing and footwear for the trip.
- Let any parents or staff members know when to expect the participants back.
- Do a headcount before leaving.
- **Offer snacks to participants who may not have eaten breakfast of food recently.**
- Give basic overview of the day.
- Verify that everyone is wearing their seatbelt.
- Drive safely to the beach.
- Upon arrival you may want to have the participants apply sunscreen and use bathroom before meeting with the staff.

Welcome the volunteers:

- Meet and greet.
- Introduce yourself and other Instructors.
- Discuss their Roles and Responsibilities on the trip.
- Address any safety concerns:

Leashes

Stingrays

Tides and Currents

Boundaries

- Clarify any parts of the previous phone conversation if needed.

If it's the volunteers 1st trip, spend some time before participant's arrival to go over:

- Overview of the day.
- Explain beach set up.
- How to teach the pop up.
- How to fit the wetsuit.
- How to push participants in waves.

If it is not a volunteer's 1st trip:

Asses if they need a refresher on above part then for both scenarios:

- Assign specific task (refer to the lesson staffing plan).

Pre-surf Set-up and Inspection:

- S1 Introduces his/herself to the lifeguards (if present).
- Ask lifeguards about tides, rip current, stingray activities, and any special concerns for the day.
- Communicate this information with other instructors and volunteers.
- Unload van, and set up tent table and chairs.
- Hang wetsuits on tent in order of size.
- Check that leashes are in proper working condition.
- Check that fins are firmly attached to surf boards.
- Assess in-water crowds and select an appropriate location for group surf instruction.

Welcome the participants:

The greeting of the participants is an important part of the Outdoor Outreach Program Model delivery. It will help set the tone for the day and is an opportunity to make an initial assessment of the needs of the participants and the group.

- Greet the participants and direct them to the canopy or circle of chairs.
- Introduce yourself.
- Touch on site boundaries and explain where the restrooms are located.

General Lesson:

Introduction:

- Overview and flow of the day.
- Rules and boundaries:
 - Rule of 3 to go to the bathroom, grab a buddy or another staff or volunteers.
 - Participants need to ask for permission if they want to go beyond boundaries.
 - General boundaries.
 - Close boundaries: general area of the canopy.
 - Participants must wear rash guards at all time.
 - Apply sunscreen (urge the use of sunscreen to ALL participants regardless of race)
 - Drink lots of water

Name game:

- Pick an icebreaker that is both fun and short, that will help you connect with the participants and get to know their name (ex: say you name and your favorite food, animal, etc).
 - Example 1: say your name and your favorite food, animal, etc and group repeats

- o Example 2: “Memory” 1st person says name, second say their name and the 1st person’s name, 3rd person repeats 2nd and 1st person’s name and so on.

Stretching:

Spend 5 minutes stretching major muscle groups, explaining why stretching is important, and what muscles are being stretched. You can follow this routine:

- Neck roll.
- Shoulder circles.
- Arm circles.
- Triceps side stretch.
- Touch your toes.
- Butterflies.
- One leg over the other.
- Any other additions or favorite stretches.

Ocean Safety talk:

- Baseline participants comfort level in the water and swimming ability.
- Ask group what they think are the biggest hazards in surfing. Usually you get answers like sharks, drowning, shells, riptides...
- **Points to focus on include:**
 - o Rip tides.
 - o Sting rays- sting ray shuffle, only an issue in warmer months.
 - o Jellyfish.
 - o Other surfers, each other, you (Your own surfboard is 8 to 10 feet, maintain 5-10ft away from one another.
 - o Hold on to your board (keep board perpendicular to the wave).
 - o Sharks- there are no sharks, explain why. (Don’t just say there are none).
 - o Drowning- shallow water- just stand up, wetsuits provide buoyancy.
 - o Be careful at the end of your ride if you jump off your board: shallow water with uneven ground, maybe sit in the water, and land on you derriere.
 - o If you are underwater, protect your head with your arms until you’ve come up.
 - o Sun: drink water and apply sunscreen.

Ground School (including gear and suit fitting):

- Briefly overview surfboard anatomy
- Explain how to hold onto your board while in the water: by the nose or hands on each side of the board close to nose, perpendicular to the waves.
- **Body position:**
 - Lay down centered on the board.
 - You want your toes over the leash plug, or at the very hand of the board. Demonstrate with participant proper position (it depends on the size of the participant).
 - Lift up your chin and look straight ahead.
- o **Paddling:**
 - o Paddle one hand at a time, demonstrate.
- **Pop-up:**
 - Place your hands under chest (also called chicken wing) demonstrate.
 - Place your feet at the edge of the board.
 - Look ahead.
 - Demonstrate pop up.

- Importance of quick “pop-up”. Inform group that there are 2 stable positions: on belly and on feet.
- For larger or less agile participants, use the double pup up method:
 - Pop 1- Front foot on the board, back knee on board
 - Pop 2- Front foot on board, back foot on board.
- Emphasize importance of practicing many times on land so it is easier in the water.
- **Surfing position:**
 - Keep knees slightly bent.
 - Feet centered on the board.
 - Don’t break your waist, keep your back straight.
 - Look where you are going.
 - Chin, shoulder and hips pointing in same direction.
 - Decide which foot feels most natural, goofy/regular. Try both if no previous experience on boards.
- **Wetsuit fitting**
 - Demonstrate how to size, put on and take off a wetsuit. Inform participants that instructors will assist with this.
 - Explain the importance of rash guards

Pair up Participants with Instructors by skills and personality

- Practice pop ups with Instructors.
- Emphasize the importance of doing more than once; the more secure on land the better they will be in the water.

Once pop up is correctly demonstrated:

- Instructors will fit wetsuits to their assigned participants.
- Practice pop up more if needed.
- Go surf.

Wetsuit and Surfboard fitting:

- Be sure to hang wetsuits by size (this will speed up the fitting process).
- Fitting of wetsuits and rash guards often depends on the weather. (For example, participants should not be stretching and engaged in land based lessons while wearing a wetsuit if it is really hot outside.) .
- Ensure that instructors are paired up with 2 participants each to help with process.
- Wetsuits should fit snugly, if not try another size.
- Rash guards go on top of the wetsuit and should also fit snug. Instructors wear red, kids wear white.
- Surf boards:
 - 6’ = experienced surfers only
 - 8’ = less than 90lbs
 - 9’ = less than 160lbs
 - 9’ 4” = less than 200 lbs
 - 10’ 10” = over 200lbs

During the Surf Lessons:

Throughout the surf trip, OO senior surf instructors should:

- Maintain Role as a Leader.
- Maintain safety procedures.
- Maintain Surf/Tide awareness.
- Maintain 3 to 1 maximum ratio.
- Be aware of drifting, establish limits and rotate when off limits.
- Keep close supervision on students in and out of the water (headcounts).
- Switch participants only if it is safe to do so and the trip leader is informed.
- Don't go surfing unless trip leader is ok with it.
- Check in with volunteers' needs and coach volunteers on surf instruction.
- Communicate all day and practice frequent checking with each other.

Lunch:

The instructor assigned to lunch will:

- Leave the water before lunch time.
- Have the participants he was assigned to help set up lunch.
- Make sure to clean up after lunch and before resuming to surfing.
- Talk about surf etiquette and beach environment (when applicable) while eating.
- Instructor and volunteer meeting to reassess groups and afternoon plan.
- Make sure to clean up after lunch before returning to the surf.
- More surfing or beach games!

Afternoon surf:

1. Re-assign group by skill if necessary
2. Go back surfing
3. Organize alternate activities (volley ball, soccer, sand castles, hike)

Breakdown:

Gather participants, staff and volunteers to explain how the break down works.

- Rinse wet suit and place in wet wetsuit bucket.
- Rinse surfboards and ensure that they remain sandless (stack on sidewalk, rocks, etc.)
- Change clothes.
- Use bathroom before leaving if necessary.
- Gather Instructors and Participants back at canopy.

Beach cleanup:

- Everybody form a line and stand arm width apart and walk towards van in a straight line, pick up trash as you go.
- Pick 1 or 2 participants to carry trash bag.

Say goodbye:

It is as important as welcoming the participants, apply the same principle and energy to:

- Congratulate the participants on their achievement.
- Conduct a wrap-up with participants giving a shout-out and a highlight of the day.
- If you know when their next trip is, encourage them to come back.
- Be engaging and share your excitement to see them on their next trip.
- Solidify the relationship built during the day.

Back at the office:

- Gas up the van.
- Rinse wetsuit and hang to dry.
 - Check rash guards and wetsuits for tears.
- Check leashes for damage
- Put gear and food away.
 - Check surf boards for fin damage.
 - Check surf boards for tears or cracks.

- Wash and put away water bottles.
- Clean out the van.
- Wash and put away plates, cups and/or water bottles.
- Instructor group post trip wrap-up

Section III

Day at a Glance Overview

Overview of day	
8:00 am	Senior guide #1 and OO staff meet at office- Pack van
8:45 am	Senior guide #1 and OO staff drive to beach
9:15 am	Beach set up
8:00 am	Senior guide #2 arrives at office- Brings trip log and departs for program
8:45 am	Senior guide #2 picks up participants at program site
9:30 am	Volunteers arrive. Senior guide(1) reviews teaching methods/responsibilities
9:45 am	Kids arrive, orientation and stretching, Safety and boundaries
10:00 am	Land based instruction ,Ocean Safety
10:30 am	Wetsuits and Rash guards fitted
10:45am	Surf
12:00 pm	Set up lunch
12:15 pm	Eat lunch
1:00 pm	More surfing/ games on the beach
2:30 pm	Break down talk
2:45 pm	Rinse off wetsuits / change
3:00 pm	Clean up site / Load Van
3:30 pm	Senior guide #2 drives participants back to program
3:30pm	Senior guide #1 drives equipment and staff to OO
4:00-5pm +	Staff unload van, rinse wetsuits and hang to dry, wrap up

Section IV

Surfing instructor Cheat Sheet

Pre-Trip: 8:00am

- o Gather trip log, camera, 1st Aid kit, and sunscreen.
- o Check medical forms for concerns such as allergies, asthma, and other pre-existing issues
- o Pre trip group talk (lesson staffing plan, trip log pre-trip task)
- o Van pre-trip inspection
- o Load van with gear and food

Participant pick-up: 8:45am

- o Introduce yourself
- o Collect and verify waivers
- o Fill out Trip Log with participant names
- o Check that participants have necessary medication with them
- o Let any parents or staff members know when to expect the participants back
- o Distribute snacks en route
- o Upon arriving at the beach, have participants use restrooms if needed

At arrival at beach: 9:15am

- o Unload equipment
- o Make sure not leave 1st Aid kit and waivers in van
- o Park van
- o Check in with lifeguards (if present)
- o Communicate new information with staff
- o Set up beach
- o Welcome volunteers (Discuss roles and expectations of the day)
- o Welcome participants

Lesson: 10:00am

- o Group name game
- o Introduction
- o Stretching
- o Wetsuits fitting (this can happen anytime, dependent on weather)
- o Apply sunscreen
- o Ocean safety
- o Ground school
- o Pair up instructor with participants max ratio 3/1

Surf session: 10:45am

- o Drink water before surfing
- o Help maintain safe distances between groups
- o Rotate if current is pulling too close to danger zone
- o Take pictures or delegate an assistant guide or volunteer to do so

- o Maintain a positive atmosphere during the surf

Lunch: 12:00pm-1:00pm

- o Lunch is approximate, check with your group
- o Set up lunch
- o Make sure participants are drinking water
- o Check in with other staff about 1st session
- o Discuss any issues and address them
- o Connect with the participants
- o Clean up

Afternoon surf session: 1:00pm-1:30pm

- o Re-apply sunscreen
- o Start second session
- o Or any activities that might be appropriate for the group (be in tune with your group. It's their day, make it fun, soccer, hike, Frisbee, sand castle)

End of the day: 2:30pm

- o Stop activity
- o Regroup staff, participants and volunteers
- o Pre breakdown talk
- o Breakdown
- o Go and get the van
- o Start loading equipment
- o Beach clean up
- o

Departure: 3:30pm

- o Have participant start getting in van.
- o Say goodbye to participants
- o Finish loading equipment
- o Thank the volunteers
- o Head back to the office

Participant drop off: 4:00pm

- o Drop off participants on time.
- o Check to make sure participants have gotten all of their belongings from the van and picked up their trash

Back at the office: 4:00pm

- o Gas up the van.
- o Rinse wetsuit and hang to dry
- o Put gear and food away
- o Clean out the van.
- o Wash and put away cups or water bottles.
- o Group post trip wrap-up
- o Go home and rest

Surfing (LEAD)

(DAY TRIP)

Date:		Lead Instructor:		
PLAN	Trip Log			
	Waivers			
	Discuss medical issues and trip agenda			
	Attendance (Check Staff and Volunteers off Trip Log)			
	Orient Volunteers to their roles and days agenda			
	Assign roles and responsibilities / Lesson Staffing Plan			
	Pre-trip	Partner Guide :	Volunteer Guide :	
		Camera :	ID #	
		Food:		
		Gear:		
		Kid's Van:		
	On-trip	Medic:		
		Intro:		
		Name Game:		
		Stretching:		
		Ocean Safety:		
		Ground School:		
		Wetsuit fitting:		
	Post-trip	Lunch:		
		Photographer:	(at least one good pic of each youth)	
Break down talk:				
Beach clean up:				
PACK	Ensure all food is packed			
	Ensure all gear is packed			
PUT AWAY	Ensure van is left with 3/4 tank or more			
	Ensure van is clean & trash can is emptied			
	Ensure all food is put away & dishes / cups are washed			
	Ensure all gear is put away and storage room is clean			
	Put any Incident reports on Field Program Managers desk			
	Complete "Wrap Up" as a group (Fill out Trip Summary form)			
	Make sure Trip Log/Checklists are ACCURATELY filled out .			
	Make sure all doors accessed are locked and lights are out			

Check Off Boxes as Completed

Section V

Teaching Tips

There are hundreds of teaching tips. Here are a few that we have found helpful to be an effective instructor and team member.

- Most likely, participants will be excited and anxious about the surfing outing. Try to relieve any fears or tension by explaining that you will teach them what they need to know about surfing.
- When teaching a skill set, ask a volunteer or staff to demonstrate the skill. Also, you can ask a qualified participant to demonstrate the skill set (assuming they know how to properly execute and teach the skill).
- Present an outline for what they will be learning and make sure that everyone's expectations are in line with one another.
- Have a clear idea as to which instructors are capable of teaching what.
- The large group approach to teaching is effective, keeping in mind that the instructors vary greatly in teaching experience. This gives less experienced instructor an opportunity to observe teaching methods and content of lessons. It also allows for continuity.
- The small group approach to teaching is effective when all instructors are knowledgeable and very clear on what is to be taught.
- Don't overwhelm your students with too much info at once. Teach them what they need to know to get surfing and slowly introduce them to new information throughout the outing. This will help to keep them engaged and excited throughout the day.
- Process with them what they have learned. Try to create metaphors that are easily understood and transferable to other aspects of life.
- Be methodical in your teaching. Participants need to see you do things the same way each time to truly understand the method.
- Teach surfing ethics and etiquette. We have an obligation to introduce participants to at least some of the ethics that have guided the development of surfing.