



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

The training and examination regulations take effect on 03/01/2024

---

**VDWS - Verband Deutscher Wassersport Schulen e.V.**  
D-82362 Weilheim Am Achalaich 24  
Tel + 49 (0) 881 - 9311-0 Fax + 49 (0) 881 - 9311-15  
Mail [info@vdws.de](mailto:info@vdws.de) Web [www.vdws.de](http://www.vdws.de)

# TRAINING AND EXAMINATION REGULATIONS VDWS e.V.

## Contents

<b>Preamble</b>	<b>Page 3</b>
<b>1. Training levels and area of application for VDWS Licenses</b>	
1.1 Watersport Assistant	
1.2 VDWS Level 1 License	
1.3 VDWS Level 2 License	
1.4 X-Over Course	
1.5 Internship	
1.6 Internship License	
1.7 VDWS Level 3 License	
1.8 Centre Management License	
1.9 Continuing Education for public school teachers	
1.10 One-day Seminar for license renewal	
<b>2. Validity of VDWS Licenses</b>	
<b>3. Registration for VDWS Courses</b>	
3.1 Announcement	
3.2 Written preparatory materials	
3.3 Admission requirements	
3.4 Admission procedure	
3.5 Course fees	
<b>4. Recognition and Transcription</b>	
<b>5. Course Procedure</b>	
<b>6. Exams</b>	
6.1 Examination of practical skills	
6.2 Teaching ability	
6.3 Specific theory	
6.4 Instructional and professional experience	
6.5 Examination board	
6.6 Evaluation of examination performance	
<b>7. Infringements &amp; Exam Disqualification</b>	
<b>8. Missed examinations</b>	
8.1 Withdrawal from exams	
8.2 Abandonment of exams	
8.3 Re-examination	
<b>9. Enactment</b>	

## Special Regulations

<b>Watersport Assistant</b>	<b>Page 8</b>
<b>Windsurf Level 1 License</b>	<b>Page 9</b>
<b>Wingfoil Level 1 License</b>	<b>Page 11</b>
<b>Kitesurf Level 1 License</b>	<b>Page 13</b>
<b>Sailing Level 1 License</b>	<b>Page 15</b>
<b>SUP Level 1 License</b>	<b>Page 17</b>
<b>Internship License Instructor Level 3 Instructor</b>	<b>Page 18</b>
<b>Center Management License</b>	<b>Page 19</b>
<b>Internship License School</b>	<b>Page 19</b>

### Remarks:

*All terms, i.e. Instructor, Trainer or Watersports Instructor describe their role and include all genders.*

### Preamble

VDWS e.V.. (Verband Deutscher Wassersport Schulen e.V. – Registered Association of German Watersport Schools) principally promotes the recreational and popular outdoor-activities of windsurfing, wingfoiling, 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 abilities as well as practical skills are required. The instructors are expected to assume supervisory and advice activities in the field of recreational and popular sports as well as to communicate skills and knowledge. That is why VDWS considers the broad and demanding training of its instructors as an important and permanent obligation.

The tasks a VDWS Instructor is expected 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 in business management.

The everyday job of watersport instructors is largely made up of independent and situational decision-making, a big-picture view of course planning and implementation, the responsibility for individuals, fellow employees and trainees alike, as well as their health and joy of watersports.

The structure of this future role as a trainer and manager in watersports determines the fundamental conception of the VDWS training and continuing education courses. The acquisition of such skills and qualifications is made easier mostly through self-study of the training content, based on an understanding of the potential challenges one might face. Therefore, most seminars feature a high degree of professionally supervised, problem-oriented group work. Particular attention is paid to the link between theoretical and practical training.

By means of training and continuing education as well as supervision and advice of its watersport instructors, VDWS pursues the following objectives:

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

### 1. Training levels and area of application for VDWS Licenses

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

#### 1.1 VDWS Watersport Assistant

Training at a VDWS school entitled to supervise interns

Duration: 40 hours (2-8 weeks).

This training is a focused preparation for an instructor course in either windsurfing, wingfoiling, kitesurfing, catamaran and/or dinghy sailing or SUP and can be completed at any VDWS-school entitled to supervise interns. The main contents of the training are: school organization and rentals, its safety plans, customer and sales conversations, service, basic equipment knowledge, maintenance and repair, job shadowing during a beginner's-course.

This VDWS pre-qualification is not mandatory for any further participation in VDWS instructor courses.

Job title: VDWS Watersport Assistant

#### 1.2 VDWS Level 1 License

Training Seminar

Duration: 8 days (SUP 4 days)

Covers practical, theoretical and methodical skills specific for windsurfing, sailing, wingfoiling, kitesurfing or SUP.

All participants who successfully complete all portions of the seminar and exams, receive the VDWS Level 1 License. Those who only fail the theoretical exam, become VDWS Assistant Instructors. The seminar includes preparation for internship and full-time or part-time employment, ensures the start into instruction and examination activities in the respective area of watersport and its realm as well as the access to voluntary functions in clubs or associations.

Job titles:

- VDWS Windsurf Instructor Level 1
- VDWS Wingfoiling Instructor Level 1
- VDWS Kite Instructor Level 1
- VDWS Sailing Instructor Level 1
- VDWS SUP Instructor Level 1

## VDWS Training and Examination Regulations

### 1.3 VDWS Level 2 License

Those who acquired the VDWS Level 1 License and can show proof of

- Successful VDWS internship
- First Aid Training Certificate
- Rescue Training Certificate

Receive the status for VDWS Level 2 Instructor in their respective sport. With this license, it is additionally permitted to issue VDWS Basic Licenses in connection with a VDWS school.

Job titles:

VDWS Windsurf Instructor Level 2  
VDWS Wingfoiling Instructor Level 2  
VDWS Kite Instructor Level 2  
VDWS Sailing Instructor Level 2  
VDWS SUP Instructor Level 2

### 1.4 X-Over Course

Training Seminar

Duration: 6 days (SUP 3 days)

Covers practical, specific theoretical and methodical skills.

Shortened training seminar for already licensed VDWS Level 1 or 2 Instructors, for public school teachers, those studying sports at universities, those with special requirements as well as trainers of other sports coming from associations that negotiated special agreements. After successful completion of the seminar, a first license of Level 1 or Level 2 in the respective sport will be issued to the participant.

### 1.5 Internship

Duration: A minimum of 21 days with 100 working or training hours. (SUP 10 days/50 hours)

Registration at VDWS headquarters prior to the start of the internship is required for accreditation.

The internship can only be held at a VDWS recognized watersports school which is entitled to supervise interns. The VDWS list of authorized schools is the official reference. Only VDWS Level 2 or 3 instructors holding the VDWS internship license who have completed the mandatory VDWS continuing education can oversee the trainees.

The internship should primarily be composed of instructor activities, under a trainer's supervision. It should cover at least 21 days and 100 working hours (SUP license 50 hours/10 days).

The intern must keep a record of the contents and duration of the internship, the corresponding (digital) documents are distributed at the end of the instructor course. The exact process and technicalities of the internship are described in the internship booklet.

Before awarding the license, the intern supervisor's opinion will also be considered.

In case a second instructor license is acquired, a second internship can be waived if at least six months of professional experience under the first license can be proven. During the internship, a fair remuneration is to be paid to the intern.

For VDWS Watersport Assistants who complete their internship at the same school where they received their training, 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 were completed before the instructor course will only be recognized under the following conditions:

1. Written internship registration at VDWS headquarters, at least two months prior to 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 portion "teaching abilities" of the instructor course exam is successfully completed.

The remaining internship requirements remain unchanged.

### 1.6 Internship License

Online seminar incl. exam

To be entitled to supervise interns, a theoretical course must be completed online. The seminar prepares for the training of interns and ends with a test.

Requirements for participation:

1. Level 2 instructor license in the respective discipline.
2. Proof of teaching experience via Checkpoint: A minimum 25 basic licenses were issued

After meeting all the above requirements, the authorization to train interns is acquired.

## VDWS Training and Examination Regulations

To maintain this authorization, participation in a VDWS continuing education course within the last 3 years prior is required, as well as proof of 10 basic licences issued per year.

### 1.7 VDWS Level 3 License

Practical, theoretical and methodical seminar incl. exam for windsurfing, sailing, wingfoiling, kitesurfing or SUP.

Prerequisite VDWS Instructor Level 2  
Duration: 2 days

Contents of the Level 3 training: Advanced techniques in theory and practice, based on the current developments in the respective discipline. If the exam is not passed, seminar attendance counts as a valid license extension

Job title:

VDWS Windsurf Instructor Level 3  
VDWS Wingfoil Instructor Level 3  
VDWS Kite Instructor Level 3  
VDWS Sailing Instructor Level 3  
VDWS SUP Instructor Level 3

### 1.8 Centre Management License

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 manage a VDWS watersports school as well as obtain VDWS-basic licences and teaching materials.

Job title: VDWS Centre Manager

### 1.9 Continuing Education for Public School Teachers

Continued education seminar for teachers at public schools, who would like to organize and accompany school class excursions with a focus on watersports.

Duration: 2 days  
Public school teachers receive confirmation of their successful participation in the seminar.

### 1.10. One-Day Seminar for License Renewal

Duration: At least one day with 6 class hours.

The timeframe will be designed according to the requirements and will be specified in the seminar announcement.

The aim of the advanced training is to familiarize VDWS instructors to the current state of development in water sports in general and especially to the latest findings in teaching. A portion of the seminar covers the topic of internship.

## 2. Validity of VDWS Licenses

Licenses issued by the VDWS are valid for 3 years. In the 4th year after the license was issued or renewed, it is required to participate in a VDWS recognized continuing education seminar for the license's renewal. Among the recognized seminars are the one-day seminar for license renewal or seminars for VDWS Level 2 and 3 as well as the school management seminar.

The acquisition of a VDWS license requires VDWS membership as well as the minimum age of 18 years.

Members who have not regularly participated in continuing education, are not allowed to supervise interns.

A dormant internship license can be reactivated by fulfilling the requirements mentioned under 1.6. Other VDWS membership rights stay unchanged.

Upon withdrawal from the VDWS, a member's licenses expire.

An expired license can be later be reactivated by participating in a VDWS continuing education workshop. In case of specific reasons, the board, upon receipt of a written request, decides on exceptions to this regulation.

## 3. Registration for VDWS Courses

### 3.1 Announcement

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

### 3.2 Written preparatory materials

Training takes place on base of appropriate written preparatory and course materials, which are usually available online. Along with their

## VDWS Training and Examination Regulations

confirmation of registration, every participant receives access to the VDWS online learning portal. Familiarity with its contents is required for participation in the course and for course exam preparation.

### 3.3 Admission requirements

- ◆ Completion of 16 years for the Watersports Assistant qualification
- ◆ Completion of 16 years for training seminars
- ◆ Completed registration forms

Exceptions are the board's decision.

### 3.4 Admission procedure

Completed registration forms for all courses are processed following the date of receipt. Once the course is full, a waiting list is created, in case previously accepted course participants cancel. The registration becomes binding only after confirmation from the VDWS head office.

### 3.5 Course fees

VDWS charges fees for each course organization, preparation and follow-up. These fees are regulated by the VDWS scale of fees. They are established to be cost covering for the association. Course fees must be paid in advance; payment deadline is the same date as the final day of course registration. Travel costs, lodging and board at the course location as well as health-, accident-, liability- 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 regulated by the terms of course registration.

## 4. Recognition and transcription

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

## 5. Course procedure

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. Exams

The final exams of each license are divided into several portions. The specific requirements stem from the following general standards concerning qualified and safe watersports instruction.

### 6.1 Examination of practical skills

*Safe instruction on the water:* Any instructor must be able to reach trainees quickly, so that, if necessary, they can launch supporting and rescue measures.

*Observation and correction of trainees:* Any instructor must be able to control their equipment perfectly in close quarters to closely observe and correct trainees at any moment.

*Demonstration:* Any instructor must be able to demonstrate the basic techniques of their respective sport so that different motion sequences during all phases become clearly recognizable.

*Representation:* Any instructor should represent the watersports school and VDWS with superior practical skills.

Practical skills according to each respective license level will be examined.

### 6.2 Teaching ability

An instructor's ability to teach covers the different aspects of watersport instruction based on modern methods. These are developed by VDWS following the criteria of sport pedagogy, are tested and kept up to date. By consistently teaching responsible watersport practices with the highest possible degree of safety in an appropriate teaching atmosphere ensures that course goals are reached quickly and effectively. The methodology exam for each sport proves the future instructor's ability to demonstrate safe and energy-saving moves, to describe functional motion sequences and to use key words in an appropriate way. The live-teaching exam requires a teaching example featuring well-conceived methods and organization, flexibly executed in a true teaching situation.

### 6.3 Specific theory

Dealing with a school's customers and managing a watersport center requires expert knowledge and competence in the specific aspects of water sports. These are requirements to ensure optimal supervision in instruction, running the daily school business as well as fostering and maintaining the

## VDWS Training and Examination Regulations

VDWS image. Specific knowledge is usually examined in written form.

Alternatively, in case of dyslexia or lacking language skills, an oral examination based on the exam questions may be held.

### 6.4 Instructional and professional experience

Neither teaching nor professional experience can be acquired during the instructor course, but only through personal experience. Only then, watersport organization, instructional planning, implementation and follow-up will become part of the instructor's experience. Therefore, a supervised internship after the instructor course is an integral part of the training.

### 6.5 Examination board

The final examinations during the certification seminars are taken in front of a board of examiners, composed of 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 shall be communicated to the participants at the end of the course. The binding notification takes place after all documents have been evaluated by the VDWS-Office.

## 7. Infringements & exam disqualification

Before the examination starts, all candidates need to be instructed concerning the consequences of infringements. If a member of the examining body detects a deceit or an attempt to deceit, the examination can be cancelled. The examination board determines the consequences for infringements. A written record must be kept and submitted for signature by the examination board's president.

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

- Repetition of a single or of several examination portions
- The portions during which the infringement took place are considered as "failed"
- The whole examination is declared "failed". In grave cases, exclusion from a re-examination is an option.

Participants who became disqualified from taking part in the exams during the seminar can submit an objection to the VDWS Board within two weeks. The board makes the final decision concerning the objection. There is no right of appeal or litigation.

## 8. Missed examinations

### 8.1 Withdrawal from exams

In case the candidate is unable, through no fault of his/her own (especially for medical reasons), to take part in portions or the whole examination, he/she has to inform the examining body in written form without delay, stating the reasons. If the latter are considered sufficient, the board of examiners decides to allow taking part in another examination during the same course dates or at a later date.

### 8.2 Abandonment of exams

In case a candidate stops a part of an examination that is in session (practical skills, teaching ability, specific theory), this part will be considered as „failed“ - if the required minimum 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 or abandonment of an exam for a valid reason (8.1 and 8.2) the board of examiners decides on possible examination credits for the re-examination. Examination parts that have not been passed can be repeated the earliest after 4 weeks or the latest within 2 years.

If the examination of all portions is not completed within two years, the whole instructor course of the respective license level as well as all examinations have to be repeated. This does not apply for the Assistant Instructor License, which never expires.

## 9. Enactment

The training and examination regulations take effect 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, 01/02/2020, 01/02/2022 and 01/03/2024.

Weilheim, 01/02/2022

Signed  
Dietmar Damith, 1st Chairman  
Florian Krämer, Training and Examination Chair  
Tom Backhaus, Training Team and Secretary  
Verband Deutscher Wassersport Schulen e.V.

## **TRAINING AND EXAMINATION REGULATIONS**

### **Special Regulations for Watersport Assistant**

#### **1. Registration documents**

The registration will be made by the supervising school, which is also in charge of documentation of training and its subsequent presentation to the VDWS office. The minimum age is 16 years.

#### **Training**

The training represents a specific preparation for the instructor courses of windsurfing, kitesurfing, sailing or SUP. It takes place at a VDWS school authorized to supervise internships, under the responsibility of an authorized instructor. This supplementary qualification level, which precedes the VDWS Licenses is not a prerequisite for the participation in a VDWS instructor course.

The training should last 2-8 weeks.

#### **2. Training topics**

- School organization and rental
- The school's safety plans
- Customer contact and sales conversations
- Service
- Basic knowledge of equipment
- Maintenance and repair
- Assistance at a beginner's course

Additionally, the basic license of the respective water sport must be passed no later than by the end of the training.



## TRAINING AND EXAMINATION REGULATIONS

### Special Regulations for Windsurf Level 1 License

#### 1. Training topics

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

- Watersport methods (movement instructions and keywords, movement descriptions, movement exercises, instructor's behavior)
- Analysis and correction of mistakes
- Techniques for control of rig and board
- Learning of movements
- Introduction into planning and design of courses
- Example of a beginner's course: Course preparation, implementation and follow-up
- Watersport, natural and environmental problems
- Meteorology, equipment theory, safety and health
- Windsurfing for kids, animation
- Job description of a Watersport Instructor
- VDWS – an introduction to the association
- Internship introduction

#### 2. Examination VDWS Windsurfing License

##### 2.1 Practical examination

###### *General information*

The examination portion „skills for board control“ has to take place as early as possible. The participants might not have the opportunity to improve their riding skills in this area during the course.

If possible, the examination of the demonstration abilities of beginners' techniques should take place at the end of the seminar. Participants will have sufficient opportunities to improve their skills in this area during the seminar in preparation for 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 given sufficient notice of the date, place and organizational process of the examination.

###### *Outside conditions*

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

In the absence of wind, the examination can be abandoned or postponed to another time.

It can also be interrupted if the wind speed is below or above the authorized limit (except for gusts and smaller lulls) for short periods of time. If no appropriate exam conditions are expected over a longer period of time, the examination is interrupted and postponed to a later time. The decision is made by the seminar leader.

If the examination is postponed to a time within the same seminar, all previously completed performances remain valid. If the new exam time does not fall within the same seminar dates, the regulation for re-examination of practical portions applies and a video must be submitted (see re-examination). The time limit for re-examination does not apply in this case.

###### *Practical examination portions*

The practical examination consists of 2 parts: "Board control skills" and "Demonstration of practical beginner techniques". The exact exam contents result from the respective exam log.

###### *Evaluation Criteria*

The demonstrations are graded on a scale from 1 (very good) to 6 (insufficient). To pass, a grade of at least 3 (satisfactory) is necessary. When in doubt, the seminar leader makes the decision.

When examining the ability to demonstrate, the exactness, proficiency of movement, positioning to the trainees as well as the appropriate positioning of the demonstration will be evaluated.

The ability to demonstrate will be sufficiently trained during the seminar. The evaluation criteria will be clearly explained.

###### *Reexamination*

If a practical exam portion is not passed during the seminar, it should be repeated as a video reexamination. This reexamination should not take place earlier than 4 weeks after the course. The video is to be sent to VDWS headquarters. The exact form and exam portion will be determined in the respective exam log.

### 2.2 Teaching ability

#### *General information*

Generally, each participant's teaching ability is tested towards the end of the seminar.

The examination content takes up a considerable portion of the seminar week. The exam topics will be disclosed one day before the examination. The planning of the live teaching exam should be done in approximately 20 min.

The written lesson plan must be handed in to the examination board before the start of the exam.

#### *Examination content*

During the live teaching portion of the exam, each participant's teaching abilities are tested in connection with their required theoretical knowledge. Examination contents are the transmission of knowledge and abilities at beginner and intermediate levels.

A log is created about the progress of the demonstration lesson that corresponds to the evaluating criteria.

#### *Evaluation Criteria*

- Teaching preparation
- Written planning
- Choice of area and spot
- Teaching aids
- Teaching organization and safety
- Methodic decisions (lesson composition, student appropriate learning goals, appropriate choice and sequence of exercises)
- Instructor behavior: Positioning, appearance, language, situational program decisions
- Accurate demonstration
- Dealing with mistakes
- Motivating reactions
- Trainees' reactions
- Overall impression

#### *Evaluation scale*

The evaluation will be based on the respective examination log.

### 2.3 Theoretical examination

The written part of the examination should be possible to finish in a maximum of 90 minutes.

The questions will cover theoretical, practical and methodical aspects of the training. The examination is split into 2 parts. One part contains questions on general sport related knowledge for a watersport instructor. The other contains subject-specific questions on the respective sport.

The exam will take place preferably online on the VDWS E-Learning platform, but in exceptions can take place in paper form.

Allowed materials for the online exam are an appropriate device (smartphone, tablet or laptop) and for the paper exam: writing utensils as well as drawing tools.

Bags and seminar documents must be removed from the exam area.

In both exam portions, at least 70% of the attainable points are required to pass the written theoretical exam.

## TRAINING AND EXAMINATION REGULATIONS

### Special Regulations Wingfoil Level 1 License

#### 1. Training topics

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
- Riding techniques for board and wing control
- Learning of movements
- Introduction lesson planning
- Template of a beginner 's course: Course preparation, implementation and follow-up
- Issues around water sport, the environment and conservation
- Meteorology, equipment, safety and health
- Wingfoiling for kids, animation
- Job description of a watersports instructor
- VDWS – an introduction to the association
- Internship introduction

#### 2. Examination VDWS Wingfoil Licence

##### 2.1 Practical examination

###### *Outdoor conditions*

The riding skills examination can take place at a wind speed of 10 knots up to 30 knots at any area (except the surf).

In the absence of wind, the examination can be abandoned or postponed to another time.

It can also be interrupted if the wind speed is below or above the authorized limit (except for gusts and smaller lulls) for short periods of time. If no appropriate exam conditions are expected for a longer period of time, the examination is interrupted and postponed to a later time. The decision is made by the seminar leader.

If the examination is postponed to a time within the same seminar, all previously completed performances remain valid. If the new exam time does not fall within the same seminar dates, the regulation for re-examination of practical portions applies and a video must be submitted (see re-examination). The time limit for re-examination does not apply in this case.

##### Practical examination portions

The practical examination portions consist of

demonstration of beginner techniques on a longboard and foil board riding techniques.

The exact exam contents and sequence will result from the examination log.

##### Demonstration of beginner techniques on a longboard

Board orientation, lifting the wing, adoption of t-position, 180° turn, getting started and riding position, steering (upwind and downwind), the tack and jibe, tacking upwind, emergency stop.

The examination of demonstration ability can take place during the live teaching session or a specially arranged time.

##### Safety

- General safety, preparation for riding
- Confident overall impression
- Safety leash at wing and board

##### Examination riding technique foilboard

- Riding upwind
- Jibing toeside or
- Jibing heelside
- Controlled stopping at a buoy

##### *Reexamination:*

If a practical exam portion is not passed during the seminar, it should be repeated as a video reexamination. This reexamination should not take place earlier than 4 weeks after the course. The video is to be sent to VDWS headquarters. The exact form and exam portion will be determined in the respective exam log.

##### 2.2 Teaching ability

###### *General information*

Generally, each participant's teaching ability is tested towards the end of the seminar.

The examination content takes up a considerable portion of the seminar week. The exam topics will be disclosed one day before the examination. The planning of the live teaching exam should be done in approximately 20 min.

The written lesson plan must be handed in to the examination board before the start of the exam.

###### *Examination content*

During the live teaching portion of the exam, each participant's teaching abilities are tested in connection with their required theoretical knowledge. Examination contents are the transmission of knowledge and abilities at beginner and intermediate levels.

## **VDWS Training and Examination Regulations**

A log is created about the progress of the demonstration lesson that corresponds to the evaluating criteria.

### *Evaluation Criteria*

- Teaching preparation
- Written planning
- Choice of area and spot
- Teaching aids
- Teaching organization
- Methodic decisions (lesson composition, student appropriate learning goals, appropriate choice and sequence of exercises)
- Instructor behavior: Positioning, appearance, language, situational program decisions
- Accurate demonstration
- Dealing with mistakes
- Motivating reactions
- Trainees' reactions
- Overall impression

### *Evaluation scale*

The evaluation will be based on the respective examination log.

## **2.3 Theoretical examination**

The written part of the examination should be possible to finish in a maximum of 90 minutes. The questions will cover theoretical, practical and methodical aspects of the training. The examination is split into 2 parts. One part contains questions on general sport related knowledge for a watersport instructor. The other contains subject-specific questions on the respective sport.

The exam will take place preferably online on the VDWS E-Learning platform, but in exceptions can take place in paper form.

Allowed materials for the online exam are an appropriate device (smartphone, tablet or laptop) and for the paper exam: writing utensils as well as drawing tools.

Bags and seminar documents must be removed from the exam area.

In both exam portions, at least 70% of the attainable points are required to pass the written theoretical exam.

## TRAINING AND EXAMINATION REGULATIONS

### Special Regulations Kitesurf Level 1 License

#### 1. Training topics

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

- Watersport methods (Movement instructions, keywords, movement descriptions, lesson organization)
- Mistake analysis and correction
- Ability to demonstrate flying and riding techniques
- Aerodynamic and hydrodynamic theory
- Safety aspects during the lessons and free kitesurfing
- Equipment knowledge

#### 2. VDWS Kite Instructor examination

##### 2.1 Practical skills examination

###### *General information*

The riding skills examination must 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.

The participants will be given sufficient notice of the date, place and organizational process of the examination.

###### *Outside conditions*

The riding skills examination can take place at a wind speed of 12 knots up to 30 knots at any area (except the surf). In the absence of wind, the examination can be abandoned or postponed to another time. The exam can also be interrupted if the wind speed is below or above the authorized limit (except for gusts and smaller lulls) for short periods of time. If no appropriate exam conditions are expected for a longer period of time, the examination is interrupted and postponed to a later time. The decision is made by the seminar leader.

If the examination is postponed to a time within the same seminar, all previously completed performances remain valid. If the new exam time does not fall within the same seminar dates, the regulation for re-examination of practical portions applies and a video must be submitted (see re-examination). The time limit for re-examination does not apply in this case.

###### *Practical examination portions*

The practical kitesurfing examination consists of the following techniques: launching, steering, going upwind, jibing and stopping as well as a jump or another advanced move. These skills are completed by safe kite handling on the beach and on the water.

All moves must be completed without falling into the water, and if possible, in a demonstrative way. The exact exam contents will result from the examination log.

###### *Grading scales*

The possible grades for the exam portions are passed or not passed.

###### *Reexamination*

If a practical exam portion is not passed during the seminar, it should be repeated as a video reexamination. This reexamination should not take place earlier than 4 weeks after the course. The video is to be sent to VDWS headquarters. The exact form and exam portion will be determined in the respective exam log.

##### 2.2 Teaching ability

###### *General information*

Generally, each participant's teaching ability is tested during a live teaching session. This examination portion can take as soon as the middle of the seminar, since the main part of the seminar week consists of the examination content. The exam topics will be disclosed one day before the examination. The planning of the live teaching exam should be done in approximately 20 min.

The written lesson plan must be handed in to the examination board before the start of the exam.

###### *Examination content*

During the live teaching portion of the exam, each participant's teaching abilities are tested in connection with their required theoretical knowledge. Examination contents are the transmission of knowledge and abilities at beginner levels.

A log is created about the progress of the demonstration lesson that corresponds to the evaluating criteria.

## VDWS Training and Examination Regulations

### *Evaluation criteria*

- Lesson preparation
- Written planning
- Choice of the area and spot
- Teaching aids
- Lesson organization and safety
- Methodic decisions (lesson composition, student appropriate learning goals, appropriate choice and sequence of exercises)
- Instructor behavior: Positioning, appearance, language, situational program decisions
- Accurate demonstration
- Dealing with mistakes
- Motivating reactions
- Trainees' reactions
- Overall impression

### *Evaluation scale*

The evaluation will be based on the respective examination log.

## **2.3 Theoretical examination**

The written part of the examination should be possible to finish in a maximum of 90 minutes. The questions will cover theoretical, practical and methodical aspects of the training. The examination is split into 2 parts. One part contains questions on general sport related knowledge for a watersport instructor. The other contains subject-specific questions on the respective sport.

The exam will take place preferably online on the VDWS E-Learning platform, but in exceptions can take place in paper form.

Allowed materials for the online exam are an appropriate device (smartphone, tablet or laptop) and for the paper exam: writing utensils as well as drawing tools.

Bags and seminar documents must be removed from the exam area.

In both exam portions, at least 70% of the attainable points are required to pass the written theoretical exam.

## TRAINING AND EXAMINATION REGULATIONS

### Special Regulations Sailing Level 1 License

#### 1. Training topics

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

- Watersport methods (movement instructions and keywords, movement descriptions, movement exercises, instructor's behavior)
- Analysis and correction of mistakes
- Techniques for control of dinghy and catamaran
- Learning of movements
- Introduction into planning and design of courses
- Example of a dinghy and catamaran beginner's course, course preparation, implementation and follow-up
- Natural and environmental problems
- Meteorology, equipment theory and safety
- Animation
- Job description of a Watersport Instructor
- VDWS – an introduction to the association
- Internship introduction

#### 2. Examination

##### 2.1 Practical examination

###### *General information*

The sailing skills examination can be completed as soon as possible. During the seminar, the participants will only have limited opportunity to improve their sailing skills for the upcoming examination.

Usually, the exam requirements will be worked through methodically once and then tested in examination conditions.

The participants will be given sufficient notice of the date, place and organizational process of the examination. For the sailing skills exam, two participants pair up and sail on a two-man dinghy or catamaran. The helmsman's safe steering of the boat will be examined.

###### *Outside conditions*

The sailing skills examination can take place at a wind speed of 8 knots up to 20 knots in any area (except the surf). In the absence of wind, the examination can be abandoned or postponed to another time. The exam can also be interrupted if the wind speed is below or above the authorized limit (except for gusts and smaller lulls) for short periods of time. If no appropriate exam conditions are expected for a longer period of time, the examination is interrupted and postponed to a

later time. The decision is made by the seminar leader.

If the examination is postponed to a time within the same seminar, all previously completed performances remain valid. If the new exam time does not fall within the same seminar dates, the regulation for re-examination of practical portions applies and a video must be submitted (see re-examination). The time limit for re-examination does not apply in this case.

###### *Examination course*

The examination course must be sailed through with the appropriate sailing techniques.

The maneuvers have to be carried out in a demonstrative way. The exact exam contents will result from the respective examination log.

##### 2.2 Teaching ability

###### *General information*

The live teaching examination usually takes place towards the end of the seminar.

The examination content is the main portion of the seminar week. The exam topics will be disclosed one day before the examination. The planning of the live teaching exam should be done in approximately 20 min. The written lesson plan must be handed in to the examination board before the start of the exam.

###### *Examination content*

During the live teaching portion of the exam, each participant's teaching abilities are tested in connection with their required theoretical knowledge. Examination contents are the transmission of knowledge and abilities at beginner and intermediate levels.

A log is created about the progress of the demonstration lesson that corresponds to the evaluating criteria.

###### *Evaluation criteria*

- Lesson preparation
- Written planning
- Choice of the area and spot
- Teaching aids
- Lesson organization
- Methodic decisions (lesson composition, student appropriate learning goals, appropriate choice and sequence of exercises)
- Instructor behavior: Positioning, appearance, language, situational program decisions
- Accurate demonstration
- Dealing with mistakes
- Motivating reactions
- Trainees' reactions
- Overall impression

## **VDWS Training and Examination Regulations**

### *Evaluation scale*

The evaluation will result from the respective examination log.

### **2.3 Theoretical exam**

The written part of the examination should be possible to finish in a maximum of 90 minutes. The questions will cover theoretical, practical and methodical aspects of the training. The examination is split into two parts. One part contains questions on general sport related knowledge for a watersport instructor. The other contains subject-specific questions on the respective sport.

The exam will take place preferably online on the VDWS E-Learning platform, but in exceptions can take place in paper form.

Allowed materials for the online exam are an appropriate device (smartphone, tablet or laptop) and for the paper exam: writing utensils as well as drawing tools.

Bags and seminar documents must be removed from the exam area.

In both exam portions, at least 70% of the attainable points are required to pass the written theoretical exam.



## TRAINING AND EXAMINATION REGULATIONS

### Special Regulations SUP Level 1 License

#### 1. Training contents

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

- Movement instructions, movement tasks
- Instructor behavior, mistake analysis and correction
- Techniques of board control and paddling
- Introduction into lesson planning
- Example of a beginner course
- VDWS SUP system, teaching aids, Basic License
- Environmental and ecological problems
- Meteorology, equipment knowledge
- Safety and health
- Watersport lesson methodology

#### 2. Examination VDWS SUP License

##### 2.1 Practical examination

The practical examination consists of safe handling skills of board and paddle. The candidates paddle in a course between two buoys that they must circle. The examination course has to be paddled correctly; maneuvers should be completed in the most demonstrative way. The exact examination contents result from the respective examination log.

##### 2.2 Teaching ability

###### *General information*

The live teaching examination usually takes place towards the end of the seminar.

The examination content is the main portion of the seminar. The exam topics will be disclosed one day before the examination. The planning of the live teaching exam should be done in approximately 20 min. The written lesson plan must be handed in to the examination board before the start of the exam.

###### *Examination content*

During the live teaching portion of the exam, each participant's teaching abilities are tested in connection with their required theoretical knowledge. Examination contents are the transmission of knowledge and abilities at beginner and intermediate levels.

A log is created about the progress of the demonstration lesson that corresponds to the evaluating criteria.

###### *Evaluation criteria*

- Lesson preparation
- Written planning
- Choice of area and spot
- Teaching aids
- Lesson organization
- Methodic decisions (lesson composition, student appropriate learning goals, appropriate choice and sequence of exercises)
- Instructor behavior: Positioning, appearance, language, situational program decisions
- Accurate demonstration
- Dealing with mistakes
- Motivating reactions
- Trainees' reactions
- Overall impression

###### *Evaluation scale*

The evaluation will result from the respective examination log.

##### 2.3 Theoretical exam

The written part of the examination should be possible to finish in a maximum of 30 minutes. The questions will cover theoretical, practical and methodical aspects of the training. The examination is split into two parts. One part contains questions on general sport related knowledge for a watersport instructor. The other contains subject-specific questions on the respective sport.

The exam will take place preferably online on the VDWS E-Learning platform, but in exceptions can take place in paper form.

Allowed materials for the online exam are an appropriate device (smartphone, tablet or laptop) and for the paper exam: writing utensils as well as drawing tools.

Bags and seminar documents must be removed from the exam area.

In both exam portions, at least 70% of the attainable points are required to pass the written theoretical exam.

**TRAINING AND EXAMINATION REGULATIONS**  
**Special regulations**  
**Internship Licence Instructor**

**1. Training contents**

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

**2. Examination Internship Licence**

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

**TRAINING AND EXAMINATION REGULATIONS**  
**Special regulations Level 3 Instructor**

**1. Training contents**

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

**2. Examination**

A theoretical or practical examination will take place according to the description in the announcement or examination log.

**TRAINING AND EXAMINATION REGULATIONS**  
**Special regulations**  
**Center Management License**

**1. Training contents**

- School marketing and management
- Labor and liability law basics
- General legal framework of teaching and rentals
- Insurance in the school business
- Business start-up and planning
- Financial planning for watersport schools
- Introduction to intern supervision
- Quality management in watersport schools
- Concepts for national and international watersport schools

**2. Examination Center Management License**

No examination takes place.

**TRAINING AND EXAMINATION REGULATIONS**  
**Special regulations Internship License School**

Internships can only be completed at a VDWS school „authorized 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 license examination according to the VDWS guidelines for the respective discipline per year. VDWS must be informed of the supervising instructor (staff member notification).
2. Training and supervision of the instructor-trainees must be carried out by an instructor who holds an internship license, regularly follows continuing education training and has supervised at least ten basic license courses during the past year.
3. The detailed course of the internship is described in the internship notebook.
4. All schools authorized by VDWS to supervise internships are listed in the official VDWS list of internship schools.
5. When becoming an approved Internship Training School, part of the instructor training process is transferred to this center. The status of the centre can be changed any time, if significant reasons occur. Especially if the supervision of interns is done incorrectly or lacking.