



WEST SURF PROJECT RULES OF PROCEDURE

GENERAL GUIDING PRINCIPLES

The purpose of these Regulations is to define the main guidelines governing the **West Surf Project** so that students know their duties and rights, as well as the main rules for running the school and defining the commitment we make to our athletes.

As such, **West Surf Project**, as a surf school, undertakes to:

- a) Ensuring the quality of the services provided;
- b) Ensure adequate equipment (board) and a specialised coach qualified by the Portuguese Surfing Federation;
- c) To provide all the services set out in these Regulations, in the forms and manner detailed below;
- d) Respect the specific characteristics of each student.

In return, **West Surf Project** reserves the right to demand that its students fulfil the following duties:

- a) Respect the rules of the school and how it works;
- b) Respect the coaches;
- c) Respect the payment deadlines for the different types of lessons mentioned below;
- d) Follow the instructions of the coaches;
- e) Be responsible;
- f) Looking after the material provided by the school (boards, costumes, vans);
- g) Comply with safety rules when training.



CHAPTER I

(SCOPE, DEFINITION, OBJECTIVES)

ARTICLE 1

1. These regulations apply to all students who attend the school. Each and every student must be in good health, know how to swim and be of the minimum age established by these Regulations in order to attend the school.
2. Have school insurance.
3. The purpose of these Regulations is to:
 - a. To establish the proper functioning of the school by being a working and guiding instrument for both Coaches and Athletes, clarifying the rules, duties and rights of both parties;
 - b. Promoting personalised care for each student;
 - c. Providing a healthy, serious and fun environment between Athletes and between Athletes and Coaches;
 - d. To promote contact with the sea and nature;
 - e. Improving students' quality of life;
 - f. Pass on basic safety rules to students;
 - g. Raising students' awareness of the defence and preservation of the environment, particularly beaches and the sea.
4. **West Surf Project's** aim is to offer surf training in the water and in the dry using training methodologies suited to the level and age of the athletes.

CHAPTER II

(TYPE OF CLASSES AND OPERATION)

ARTICLE 2

1. **West Surf Project** has the following offer for surf training:



- a. **Tuition** - can be 4, 8, 10 (or more) times a month, with timetables set at the start of the school year in September, depending on the level of surfing, the group you're in and availability.
 - i. 4 times a month
 - ii. 8 times a month
 - iii. 10 (or more) times a month
- b. **Lessons on wheels** - one lesson, which can be bought in advance and used within the times and places available, recommended for anyone who wants to try surfing in an uncompromising way.
- c. **One-to-one lessons** - these can be at regular times, or scheduled depending on the availability of the student and the school, and involve a personal trainer.
- d. **Surf Clinics** - these are week-long packages of lessons, including transport, with one lesson in the morning and one in the afternoon.
- e. **Internships** - training sessions that take place away from the usual space, involving travelling and staying in previously defined locations so that the athletes can get to know and surf in different areas inside and outside the country. These activities are subject to call-up by the coaches, as they are carried out with the aim of training specific groups.
- f. **Lesson packages** - lesson packages can be as follows:
 - i. 5 lessons
 - ii. 10 lessons
 - iii. Transport included.



ARTICLE 3

1. The school is divided into five levels of education:
 - a. **Leisure** - recreational aspect of surfing, always taking into account the age and level of the athletes - minimum 1 training session per week.
 - b. **Training** - athletes between the ages of 6 and 12 who are taking their first steps in surfing, knowing how to take-off and cut the wave, but are not yet independent - minimum of 1 training session per week.
 - c. **Pre-Competition A and B or Advanced Training** - Getting to the outside and controlling positioning on the peak; catching waves alone; performing Frontside and Backside Bottom; Trimming - minimum 2 training sessions per week. - B: Perform Cutback; Top Turn; Intensity in the water (number of waves) - minimum 2 training sessions per week.
 - d. **Competition Training** - have more than 3 manoeuvres in their repertoire, consistency in executing manoeuvres, surf more than 1.5m, do a minimum of 3 training sessions a week.
 - e. **High Performance** - an athlete over the age of 16, with proven competitive results at national and international level and who trains more than 4 times a week, both technically and physically.

2. The level to be integrated will be determined by the school management after careful observation of the student's abilities.

CHAPTER III

(OPERATING RULES)

ARTICLE 4

1. Classes are mixed.
2. The minimum to take part in the classes is four.



ARTICLE 5

1. The training sessions can take place on the water or in the dry.

ARTICLE 6

1. Training times are set at the beginning of the school year, depending on the level and availability of the athletes.

2. Training sessions will be made up if the absence is justified and with prior notice, and if it doesn't happen systematically.

3. Compensation must be made up within 15 days of the day on which the student was absent.

4. Students must report any delays, and if delay exceeds 10 minutes of the scheduled time without justification, the student will not take part in the training session.

5. The possibility of the Coach deciding not to carry out the lesson is safeguarded, given adverse sea conditions for the practice of the sport, and taking into account the safety conditions of the students and the use that each student will make of the lesson, considering their level of surfing and their objectives. As a result, training will now take place in Dry: Gymnasium, Skate Park or video analysis.

ARTICLE 7

1. Each student must comply with the following rules of behaviour:
 - a. Students must not jeopardise their own safety or that of the other students and the Coach involved in the lesson.
 - b. Students need to appreciate the material available to them.
 - c. Students must always stay close to group and follow the coach's instructions.



CHAPTER IV

ARTICLE 8

1. Enrolment at the school is done by filling the appropriate enrolment form, which can be sent digitally via the internet or handed in directly to the coach before the first training session of the year. In the case of minors, it is compulsory for the student's parent or guardian to sign the enrolment form. The form is renewed at the beginning of each calendar year.

- a. The school reserves the right not to accept all applications.
- b. Registration at the school costs 20 euros, which includes individual insurance.

ARTICLE 9

1. Tuition fees must be paid by the 15th of each month.
2. Failure to pay the monthly instalment by the 15th of each month results in a fine of 10 euros for every 15 days late.
3. Students are responsible for the material they are given
4. The coach is in charge of the class and is responsible for the safety conditions for the class.
5. If a lesson has to be interrupted for safety reasons, the school guarantees that it will be repeated.



ARTICLE 10

1. In the case of students opting for a package of lessons, payment is required for the first lesson. If the student chooses bank transfer, proof of the bank transfer is required.
2. Lesson packages cannot be used by third parties.
3. Lessons in the package option must be completed within the period indicated below, from the date of purchase and depending on the type of package:
 - a. 5 lessons - valid for 3 months.
 - b. 10 lessons - valid for 5 months.
4. Once a lesson has been booked, if the student fails to turn up, he/she forfeits the right to that lesson. Unless you give 12 hours' notice.
5. The validity of the packages is not cumulative. These periods may vary if the school is unable to teach or if the student presents a medical certificate.
6. If the package of lessons exceeds its expiry date, it can be reactivated at an extra cost of 25% for each lesson.

ARTICLE 11

1. Student transport is possible for athletes on a monthly or package basis.

ARTICLE 12

1. The school reserves the right to refuse to reimburse any sums duly calculated and received for the payment of its services, except when there is proof of the student's sudden illness, prolonged convalescence, or serious physical injuries resulting from accidents, both of which prevent the use of the school's services.



ARTICLE 13

1. Students coming from signed partnerships/protocols must proof their connection to the partner organisation, so that they can take advantage of the discounts or promotions stipulated in the respective partnership or protocol.

ARTICLE 14

1. In the case of minors, parents and guardians are obliged to ensure that their children comply with the terms and conditions of these Rules and Regulations, as well as their children's behaviour and attitudes during lessons.

CHAPTER V (FINAL

PROVISIONS)

ARTICLE 15

1. Any changes, additions or cancellations made to these Regulations will be communicated to the students and their guardians, in the case of underage students.

2. Different ways of communicating changes will be used, depending on the situation. For matters not included in these regulations, the school management may define rules and circulars that safeguard these aspects.

ARTICLE 16

1. The student acknowledges and accepts that the personal data provided to **West Surf Project** has been or may be organised and managed by **West Surf Project**, with the aim of complying with and ensuring compliance with these terms and conditions.

West Surf Project Internal Regulations



clauses or for the purpose of direct promotion or advertising of goods or services related to the school's activities or which may be of interest to the student. Without the student's express prior authorisation, **West Surf Project** may not transfer, sell or transmit personal data to third parties.