



# AIDA INSTRUCTOR STANDARD

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## PREFACE

The following general standards apply to all AIDA Courses. These standards relate primarily to matters of safety and therefore **MUST** be adhered to **AT ALL TIMES** by AIDA Instructors whenever training or supervising student divers undertaking AIDA training activity.

The AIDA standards cannot supersede any local laws. If in doubt about any local laws, please consult your AIDA National.

Detailed standards for specific courses are addressed in the individual Course Outlines.

Pushing limits, or mistakes of judgment, that result in LMC or blackout is not appropriate for recreational freediving, and creates significant risk for the diver, Instructor, and other students. Any diver that has an LMC or blackout during any AIDA course must **IMMEDIATELY** stop in-water training for the day. In the case of underwater blackout, or any blackout with complications (e.g. squeeze), the Instructor may require medical approval before continuation of in-water training.



# PREREQUISITES

## 2.1 REQUIRED DOCUMENTS

Each student freediver should complete and sign the AIDA Medical Form at the beginning of each AIDA Course. If a student answers “yes” to any question in the Medical History section, the student must secure written medical approval prior to any in-water activity. (N.B. Some countries may have additional medical screening requirements to this, please check with your AIDA National)

Any question of medical fitness is solely the area of expertise of a Doctor. Ultimately, you as the Instructor have the right to make the final decision about whom you will accept into your freediving course after medical approval is obtained. Instructors have no obligation to accept every applicant.

Student freedivers who are Doctors cannot sign their own medical statement or give themselves medical clearance.

Review and have each student freediver sign the AIDA Liability Release and any other paperwork required by your AIDA National prior to any in-water activity regardless of the training level.

Create a course in EOS and ask each student to enter their email address to register themselves onto the course. Students who participate for the first time in an AIDA Course will be sent an email to register themselves on EOS

## 2.2 INDIVIDUALS WITH DISABILITIES

A disability is defined as a physical impairment that may interfere with the ability of an individual to perform one or more specific required freediving motor skills. Although meeting skill performance requirements may be challenging, AIDA Instructors can and should suggest adapted techniques and make reasonable accommodations to assist individuals with disabilities in learning freediving skills. For example a blind person would have trouble being able to buddy or rescue a freediver without some prompt from another person. The instructor may provide that prompt.

People with disabilities may

- Participate in freediving activities some students may need approval from a licensed physician. The AIDA Instructor however has the right to make the final decision about who will be accepted to a course. Instructors have no obligation to accept every applicant.
- If a student with a disability is unable to complete one or more of the requirements for the course as a direct result of their disability then the instructor may adapt those requirements to allow them to finish the course.
- Receive certification when they satisfactorily fulfill all equivalent performance requirements for the particular certification level

## 2.3 EXAMINATION POLICY FOR STUDENTS WITH LEARNING DISABILITIES

Knowledge Development: The most appropriate form of knowledge development should be used with students with learning disabilities. Written Exam: Although it is preferable for students to read exam questions and provide multiple choice options independently, provisions may be made during written examinations for students who have learning disabilities. These provisions may include, but are not limited to, the use of reading aids, reading out loud, or having someone read the questions and multiple choice options to the student. The goal is to provide students with a testing environment that remains objective while allowing them to clearly demonstrate their understanding of the questions and possible answers. Choosing an examination method that best suits each student is left to the discretion of the Instructor.



## CONTROL

An active AIDA Instructor must be present and in control during all freediving activities for any course that results in an AIDA certification.

The primary responsibilities of an Instructor are safety and instruction. The effort for the Instructor or assistant to do so in open water greatly depends on the in-water visibility and can lead to a reduction of student ratios if necessary.

Instructors can use video of student performances as an instruction tool: Though demonstration and prompt feedback are the primary tools of an Instructor, video can be an effective addition, helping students understand how to improve their performances.

### 3.1 AIDA4 MASTER FREEDIVER ACTING AS ASSISTANT

A freediver certified as AIDA4 Master Freediver may assist the AIDA Instructor. An assistant is not allowed to teach new skills, but can supervise students while they perform a skill after the AIDA Instructor has introduced it. If an AIDA 4 Master freediver is used as an assistant then AIDA 4 Master freediver should carry valid Professional Liability insurance if required by the local law and hold a current first aid qualification including CPR valid within the last two years.

### 3.2 SUPERVISING YOUNG ADULTS BETWEEN THE AGE OF 16-18 YEARS OLD

Some of the AIDA Courses may be conducted, with the permission of a parent or guardian, for young adults between the ages of 16 and 18. The signature of the parent or guardian is mandatory.

### 3.3 STUDENT FREEDIVER TO INSTRUCTOR RATIOS

Use discretion to determine if conditions warrant reduced ratios for student freedivers or participant safety and control. Consider whether you can maintain appropriate control in the prevailing conditions, perform the required evaluations, meet the required standards and provide a positive experience for the freedivers.

The maximum ratio for Knowledge Development Sessions (Knowledge Review or Classroom Session) is limited only by Instructor control. When determining appropriate knowledge development session ratios, consider the ability of all students to hear and see clearly and interact with the instructor.

The maximum in-water ratio for confined water sessions is 8 students per Active AIDA Instructor. With an AIDA4 Freediver acting as an Assistant, 4 additional students may be added to this ratio to a maximum of 12 students. Adding further AIDA4 Freedivers to the confined water session does not allow to raise this maximum number of students.

The maximum in-water ratio for open water sessions is 4 students per Active AIDA Instructor. With an AIDA4 Freediver acting as an Assistant, 2 additional students may be added to this ratio to a maximum of 6 students. Adding further AIDA4 Freedivers to the open water session does not allow raising this maximum number of students.

In an AIDA4 Course, if an AIDA Instructor acts as an assistant to the AIDA Master Instructor or AIDA IT conducting the course, 2 additional students may be added to this ratio to a maximum of 6 students. Adding further AIDA4 Freedivers or AIDA Instructors to the open water session does not enable an increase in this maximum number of students.



## KNOWLEDGE DEVELOPMENT

### 4.1 OPTION 1: INSTRUCTOR-LED CLASSROOM SESSIONS

These sessions take place in a classroom-like environment. The minimum number of Classroom Sessions should not be less than outlined in the corresponding Course Outline. The minimum duration of all Classroom Sessions are outlined in the individual course outlines.

The classroom environment should have comfortable seating for all students. The slide set of the corresponding AIDA Course can be displayed on a laptop, TV-screen, projector or an A4 single slide to a page printed copy of the slide set. All students must have a good view of the presentation.

Students must be provided with an electronic copy of the corresponding AIDA Manual (PDF) as soon as reasonably possible after signing up for the course. It can be used for personal preparation for the course, future reference and preparation for the exam.

It is not allowed to modify or omit slides, however, AIDA Instructors may supplement their teaching with updated information such as current world records or information specific to freediving in the local area. It may be useful to have other reference books handy such as an anatomy atlas, freedive videos, magazine articles or reference books.

Distractions should be kept to a minimum, for example there should be no loud music, or people walking through the area.

### 4.2 OPTION 2: STUDENT SELF-STUDY

Students will be given an electronic copy of the corresponding AIDA Manual (PDF) to read at their own leisure and to complete the knowledge reviews. It is the responsibility of the AIDA Instructor to provide the student a copy of the manual as soon as reasonably possible after signing up for the course and with enough time for the students to prepare for the Knowledge Reviews. This may happen via download link, email attachment, handing over by memory stick, etc.

It is recommended by AIDA that some form of monetary deposit is taken for the course, before the student is given the corresponding AIDA Manual.

As part of the self-study process, the Instructor will need to review the answers to the Knowledge Reviews with the candidate to ensure that their level of knowledge is sufficient before starting the first open water session. Answers to Knowledge Reviews should be given in the students own words. If a student simply copy-pastes answers from the manual, the Instructor should ask the student to rephrase the answers in their own words, or the Instructor can modify the questions so that the student has to prove a basic understanding of the content to answer correctly.

The knowledge reviews are an excellent opportunity to reinforce the key learning points from the materials.

The Instructor will explain all topics the student has not fully understood by means of the corresponding AIDA Slide Set or AIDA Manual.

### 4.3 EXAMS

Any student wanting to be certified on a particular Course level must complete the Exam of the corresponding AIDA Course. The passing score is 75% unless stated otherwise. Any missed questions must be explained to the student by using the corresponding AIDA Slide Set and/or AIDA Manual. The student must sign at the bottom of the exam to indicate that this has taken place. If students do not pass an exam, they may re-sit the exam 24 hours after they sat the first exam. The passing score is also 75%. If there are several versions of an exam available (e.g. AIDA2 Exam Version A, Version B), another version of the exam must be used for the second sitting.



## WATER SESSIONS

Note for AIDA1 and AIDA2 Courses: Before or at the beginning of the first confined water session, the AIDA Instructor needs to review and exercise the skills of the Breathing Cycle (Relaxation Phase, One Full Breath, the breath hold and Recovery Breathing) with the students.

### 5.1 MASTERY OF SKILLS AND PERFORMANCE REQUIREMENTS

The goal for students is to be able to demonstrate all required skills and performance requirements in a relaxed and technically correct manner as can be reasonably expected from a student at a certain certification level. A one-time performance is not enough, students must meet skills and performance requirements in a repeatable, comfortable and controlled way.

### 5.2 CONFINED WATER SESSIONS

Confined water refers to either a swimming pool or an open water site that offers swimming-pool-like conditions with respect to clarity, calmness and depth.

Whether conducted in a swimming pool or an alternative confined water environment, the student freedivers themselves must always have access to either a floatation device or solid surface at the end of each breath-hold activity.

For Static Apnea STA, the depth for the pool or the confined water site must be chosen so that it is possible for the student to stand. For Dynamic Apnea DYN, a minimum length of the pool of 20m with a minimum depth of 1.50m is recommended, while the students need to be able to comfortably stand during their Relaxation Phase (at the shallow end of the pool or provide props to stand on if needed).

### 5.3 OPEN WATERS SESSIONS

Open water is any body of water considerably larger than a swimming pool that exposes student freedivers to an environment similar to that used by freedivers training or freediving for recreation.

Open water can also be an enclosed facility with the required depth such as Nemo 33 or Y40.

Use discretion to choose an open water site that represents an appropriate freediving environment while offering conditions conducive to completing the required training. Consider the following:

- water conditions including current, temperature, visibility, depth and aquatic life
- course level
- course requirements
- number of students enrolled
- type of equipment, especially exposure protection, available
- weather conditions
- personal familiarity with the site
- access to first aid and emergency services
- other water users

The maximum depth of an open water session must not exceed the depth specified in the particular Course Outlines.

Open water sessions must include all activities outlined in the particular Course Outline and must also include

- a briefing
- preparation to dive (putting on and checking equipment)



- an entry
- an exit
- a debriefing

The instructor must conduct open water sessions only during daylight hours. Daylight is defined as the time from one hour after sunrise until one hour before sunset. This regulation can be omitted in a tank situation with daylight-like artificial light conditions.

An AIDA instructor cannot conduct more than three open water sessions in a single day. An AIDA student on a course may not complete more than two open water sessions a day.

Do not conduct open water sessions in any situation where vertical access to the surface is hindered (such as, but not limited to, in caves, caverns, under ice, etc.).

#### 5.4 EQUIPMENT REQUIREMENTS

All open water dives must be conducted with a fixed line to be used as a point of reference by the student freediver. This line should be sufficiently buoyed and weighted so that the student freedivers can use it to pull themselves down along the line. The line diameter must be between 8mm and 12mm in diameter.

During all open water sessions, each student freediver, assistant and AIDA Instructor must have:

- mask
- fins (for AIDA 3 students and above: freediving fins)
- snorkel
- adequate exposure protection
- for Instructors: freediving fins

During all open water sessions, each AIDA Instructor must have the following devices within easy reach at all times:

- timing device
- depth gauge
- floatation device
- guide line
- signaling device e.g. whistle, flare or radio (not mandatory in a deep tank situation with the corresponding infrastructure)

Immediately available at the shore or on the boat the instructor must have:

- Oxygen administration kit capable of delivering oxygen to both breathing and non-breathing casualties (in countries where permitted by local law).
- First Aid Kit

Other equipment that may be required (see individual Course Outlines for full detail) includes:

- lanyard
- bottom plate
- tags
- lights
- weights and weight belt
- underwater video camera
- goggles and nose-clips (pool only)



All open water requirements in AIDA1-4 must be performed with a mask and snorkel. No fluid goggles and nose-clips allowed.

### 5.5 **ADVICE ON TEACHING IN LOW VISIBILITY**

When teaching in low visibility of (typically less than 10 m), additional considerations are required. These include but are not limited to:

- Students must use lanyards on all dives other than those when acting as a buddy.
- A white or bright-colored rope must always be used.
- A strobe or other light on the bottom plate will greatly assist student divers. This is mandatory in a lake or quarry with nearly no light.
- The Instructor (or an assistant) may have to dive very close to the students, which can lead to deeper and longer dives for the Instructor. This can involve reducing student-to-Instructor ratios and/or making greater use of AIDA 4 assistant instructors.
- Discourage “hangs” and any other form of deep static deeper than the visibility from surface.

As the Instructor or AIDA 4 assistant Instructor will be making more dives whilst teaching in low visibility than in clearer conditions, ensure adequate surface intervals between dives to protect the health of the Instructor and AIDA 4 assistant instructors.

### 5.6 **ADVICE ON TEACHING WHEN MOORED UP IN STRONG CURRENTS**

If the current is moderately strong and freediving is still safely possible, students should use a lanyard for all dives, except when acting as a buddy. The Instructor must cancel the session if the current gets too strong. Clear signs the current is too strong are:

- students cannot keep themselves within arm’s reach of the diving rope during CWT
- considerable angle of the diving rope while student is performing FIM
- the diving rope is clearly kinked at the carabineer of the lanyard of the student performing CWT

The Instructor has an obligation to cancel the session when the currents are perceived as too strong, too demanding (multiple currents at various depths) or unpredictable.

### 5.7 **ADVICE ON TEACHING WHILE DRIFTING WITH THE CURRENT**

An accompanying boat must stay within reach at all times. The boat crew must react on signals of the Instructor immediately (call, whistle, hand signals, etc.). The boat can carry emergency Oxygen (see local regulations).

If more than one buoy is used for the session they must be safely connected to each other with a surface tethering line, starting with the deepest line and ending with the shallowest, which will help to keep the floats lined-up. The Instructor is advised to bring with the float a device for emergency calls, such as a cell phone in a dry-bag where signal is guaranteed. In areas without mobile signal, other means for emergency signaling must be carried, such as a hand-held radio dialed to emergency boat-frequencies or Emergency Positioning Indicating Radio Beacon (short: EPIRB or EPIRP).

The Instructor should take reasonable precautions to ensure that the float, line and weight (“dive line”) do not become entangled with any object below the surface (e.g. tree, rock, wreck). If diving in an area without reliable charts, or if the Instructor is unsure of the risk of entanglement, AIDA recommends having the sea bottom at least 10m deeper than the maximum depth for the session.

If the bottom weight gets caught on the seabed while drifting in strong current and the float starts to submerge while a student is diving, the situation must be handled as an emergency. The Instructor **MUST**

1. Immediately inform the other students to let go of the float and drift with the current.



2. Immediately dive down to the student by FIM, meet the student at depth and accompany the student safely to the surface. If the diving student wears a lanyard, the Instructor must remove the carabiner of the lanyard from the dive line under water. Otherwise the student might be held under water by the lanyard as the float can be fully submerged.
3. Upon surfacing, regroup with the other students and signal to the boat to be picked up.



## ADMINISTRATIVE PROCEDURES

The following administrative procedures apply to ALL AIDA Courses. These requirements are specific to documenting, processing, promoting and administrating AIDA Courses. Abiding by administrative procedures assists AIDA Instructors in documenting their adherence to AIDA Education Standards. It also helps AIDA Instructors to better serve their students by avoiding certification processing delays and misunderstandings relating to course procedures.

### 6.1 STUDENT DOCUMENTATION

After completing the session with a student freediver, the Instructor personally signs and dates the relevant sections on the Course Completion Form. After completing all requirements, the Instructor signs at the bottom of the Course Completion Form. The student must also sign at the bottom of the Course Completion Form as well to be certified. If the student does not complete all requirements, both the student and the AIDA Instructor must sign the parts of the training the student has completed.

Maintain completed and signed Course Completion Forms and all other course paperwork of every certified freediver for a minimum of seven years, or longer if stipulated by local law.

If the student cannot complete one or more sections of a Course Completion Form, the Instructor should hand over the form to the student.

### 6.2 ISSUING CERTIFICATIONS

If you promote a freedive training course as an AIDA Course, you MUST conduct it following AIDA Standards and Guidelines and issue an AIDA Certification to all freedivers who satisfactorily meet the performance requirements of the course.

If you offer a 'combo' Course of for example an AIDA 2 and AIDA 3 combo, a certification is required for both the AIDA 2 and AIDA 3 course.

If you conduct the final part of a course with a student freediver, you are the certifying Instructor. Proceed with the certification procedure on EOS. The Instructor who has started the course with a certain student has created a course on EOS already (and registered the student if needed) and shared this course with you. If the course has not been shared with you yet, contact the initiating Instructor directly via email. Before issuing a certification, you must ensure that the freediver has satisfactorily completed all the performance requirements of the course (knowledge development, confined water training and open water training).

- As the certifying Instructor, login to EOS and go to the course that you or the sharing Instructor has created, tick all the requirements that the student has already fulfilled and click "save"
- Tick the student(s) name(s) that you want to certify and "certify selected"
- Transfer the certification fees by bank transfer or Paypal at [bank@aidainternational.org](mailto:bank@aidainternational.org). If paying via bank transfer, please ensure that your payment is marked clearly with the name of the student(s), the reference number stated on the EOS system, the course that it relates to and your name.

Do not withhold certification as a means of settling personal disputes. However, as long as the student freediver is made aware upfront of what fees are due for the course and the certification, an Instructor may withhold certification if the student does not pay for the course as originally agreed.



## AIDA CERTIFICATION FEES

<b>AIDA Bronze/Silver/Gold Dolphin</b>	<b>€ 10</b>
<b>AIDA1 Introduction to Freediving</b>	<b>€ 10</b>
<b>AIDA2 / AIDA2 Pool / AIDA2 Depth</b>	<b>€ 20</b>
<b>Upgrade from Pool/Depth to Full</b>	<b>€ 10</b>
<b>AIDA3 / AIDA3 Pool / AIDA3 Depth</b>	<b>€ 20</b>
<b>AIDA4 / AIDA4 Pool / AIDA4 Depth</b>	<b>€ 20</b>
<b>AIDA Competition Freediver</b>	<b>€ 10</b>
<b>AIDA Monofin Freediver</b>	<b>€ 10</b>
<b>AIDA Monofin - Advanced Freediver</b>	<b>€ 20</b>
<b>AIDA Monofin - Master Freediver</b>	<b>€ 20</b>
<b>AIDA Competition Safety Freediver</b>	<b>€ 10</b>
<b>AIDA Competition Safety - Master Freediver</b>	<b>€ 20</b>
<b>AIDA Freediving Instructor / Annual renewal</b>	<b>€ 50</b>
<b>AIDA Judge E Pool / E Depth / E Pool and Depth</b>	<b>€ 50</b>
<b>AIDA Judge D Pool / D Depth / D Pool and Depth</b>	<b>€ 20</b>
<b>Judge upgrade to Pool or Depth</b>	<b>€ 20</b>



## AIDA ADMINISTRATION

### 8.1 AIDA BANK ACCOUNT DETAILS

Bank name: PostFinance

Account owner: AIDA International Association for the Development of Apnea IBAN (International Bank Account Number): CH7509000000153342604

BIC: POFICHBEXXX

Please ensure that you reference every Bank Transfer with the name of the student(s), the reference number stated on the EOS system, the course that it relates to and your name.

### 8.2 AIDA INTERNATIONAL ADDRESS

AIDA (International Association for the Development of Apnea)

coo MENTHA Avocats

Rue de l'Athénée 4

CH-1211 Genève 12

SWITZERLAND

### 8.3 USING PAYPAL

Payment can be made to AIDA by Paypal at [bank@aidainternational.org](mailto:bank@aidainternational.org)

### 8.4 CERTIFICATION CARDS AND CARD REPLACEMENT

AIDA does not issue printed certification cards and would request that Instructors do not promote Plastic cards.

### 8.5 REFERAL PROCEDURES

Occasionally, student freedivers may begin their training with one Instructor and wish to continue it elsewhere. this may happen in cooler countries where students prefer to travel abroad to complete the open water training. In this case, use the Course Completion Form to indicate which parts of the AIDA Course the student freediver has completed with you and hand it to the student. The form must be signed both by the instructor and the student to show what has been done.

Any course may be conducted in this way provided that the completion date of the last signed section of the Course Completion Form was within the last 12 months.

When receiving a referred student freediver, you must verify that the student has the proper referral documentation and that the referral has not expired: the last skill signed off by the referring AIDA Instructor is not older than one year.

- Pre-assess the knowledge and skills of the student as necessary before any open water training
- In EOS, register a new course for the student. (The course-sharing option in the current EOS should only be used for co-teaching but not for referrals)
- Have the student fill in an AIDA Medical Form, an AIDA Liability Release and any other locally required paperwork.



- If you sign off the last section on the Course Completion Form of the student, you are the certifying Instructor. It is your responsibility to ensure all course completion requirements have been met and to submit the certification request via EOS and make payment to AIDA

#### **8.6 SUPPORT AND COMMUNICATION WITH THE AIDA COMMUNITY SUPPORT**

For specific questions about certifications, please contact: [support@aidainternational.org](mailto:support@aidainternational.org)

AIDA Instructors are encouraged to become members of the closed Facebook group “AIDA Instructors”, where you can post more general questions and engage in discussions about AIDA education.



## CROSSOVER / CERTIFICATION EVALUATION

If a freediver, who has already completed some training with another freediving agency, wants to enrol in an AIDA course, the AIDA Instructor must conduct an AIDA Crossover Evaluation with each student wishing to cross over to the AIDA Education system. Currently there are too many freediving agencies to provide a complete and accurate crossover table.

To participate in an AIDA3 Advanced Freediver Course, the crossover candidate will be evaluated on all skills as outlined in the AIDA2 Course Completion Form. To participate in an AIDA4 Master Freediver Course, the crossover candidate will be evaluated on all skills as outlined in the AIDA3 Course Completion Form. To participate in the AIDA Instructor Course, the crossover candidate will be evaluated on all skills as outlined in the AIDA4 Course Completion Form.

The Evaluation consists of:

- Assessment of the level of knowledge of the student by means of passing the written exam of a given course level. Passing rate is 75%. Discuss every missed answer and have the student sign the exam afterwards. For a successful AIDA3 Evaluation, the candidate must pass the AIDA2. The successful candidate for an AIDA4 Crossover candidate must pass the AIDA2 and AIDA3 exams.
- Assessment of all Confined Water Skills as outlined on the corresponding Course Completion Form
- Assessment of all open water skills as outlined on the corresponding Course Completion Form

A certification may be issued on the assessed course level before enrolling the course of the next level or without enrolling in any other course. The certification proves the skills & knowledge of the student, but it is not a prerequisite to issue the certification to join the course of the next level.



## AIDA INSTRUCTOR STATUS

AIDA Instructor Status provides individuals with services and opportunities that help them promote and teach safe freediving. As members of the largest freedive training agency in the world, AIDA Instructors benefit from distinct marketing advantages from the public recognition of AIDA. AIDA Instructors also benefit from access to the unique expertise of AIDA by

- Contacting the AIDA National Organization
- Contacting Members of the AIDA International Education
- Receiving emails, newsletters and internet updates by AIDA Education
- Contacting AIDA Instructor Trainers

Along with the received benefits, AIDA Instructors take on the responsibility to conduct themselves appropriately as professional representatives of AIDA.

### 10.1 ETHICAL REQUIREMENTS OF AIDA INSTRUCTOR STATUS

As an Active AIDA Instructor, you **MUST**

- Abide by the listed requirements and intent of all AIDA Standards and Procedures as published in the AIDA INSTRUCTOR STANDARDS, AIDA COURSE GUIDELINES and other updates while conducting AIDA Courses.
- Conduct yourself and your AIDA-related activities in a professional manner
- Be Active (renewed as an Instructor for the current year with AIDA) to represent yourself as being capable of issuing AIDA Certifications
- Not wrongfully disparage AIDA or other AIDA professionals
- Exhibit common honesty in your AIDA-related activities
- Co-operate during official AIDA investigations by responding fully and promptly to inquiries

### 10.2 RENEWAL AIDA INSTRUCTOR STATUS

To maintain AIDA Active Status, Instructors need to yearly renew their AIDA Instructor Status through EOS (Education Online System). Instructors need to upload a copy of their First-Aid/CPR certification, which is no older than two years, and a copy of a current liability insurance if teaching in a country where it is required by the local law. Also, the payment of the membership fee through Paypal or Bank Transfer must be issued.

The active status remains valid for a period of 1 year from the date of the payment.

### 10.3 FIRST AID AND CPR TRAINING REQUIREMENTS

All Active AIDA Instructors and AIDA4 Freedivers acting as assistants must maintain current training in basic First Aid and Cardio Pulmonary Resuscitation (CPR). Your AIDA National should be able to advise on which courses are acceptable. You will need to renew your training at least once every two years.

### 10.4 PROFESSIONAL LIABILITY INSURANCE

All active AIDA instructors must maintain current professional liability insurance for teaching freediving, if they are active in countries in which the local law makes professional liability insurance mandatory. AIDA Nationals should be able to advise on which insurances are acceptable in the country in which you intend to teach.



### 10.5 ADDITIONAL REQUIREMENTS FOR ACTIVE AIDA STATUS

Chapter 11 outlines the minimum requirements for Instructors to remain in active status. In addition to these requirements set by AIDA International, please check with your AIDA National for supplementary requirements.



## LEVELS OF AIDA INSTRUCTOR STATUS

There are four levels of AIDA Instructor Status, as listed below:

### 11.1 AIDA POOL INSTRUCTOR

An AIDA Pool Instructor is an AIDA4 Freediver who has completed an AIDA Instructor Course, without completing the performance requirements for OW. An AIDA Pool Instructor is qualified to teach the knowledge development and confined water modules of the: AIDA1 Introduction to Freediving, the confined water modules of the AIDA2 Freediver Course, the confined water modules of the AIDA3 Advanced Freediver Course and the confined water sessions of the AIDA Monofin Course.

An AIDA pool instructor who acquires a specialization can teach additional courses:

- Youth courses (Dolphin Bronze, Dolphin Silver, Dolphin Gold) require the validation of the AIDA Youth Instructor specialization course;
  - AIDA Advanced Monofin freediver require the validation of the AIDA Monofin Instructor specialization course;
  - AIDA Competition Master Pool Safety Freediver requires the validation of the AIDA Pool Safety Instructor specialization course
- To be listed as Active with AIDA, the AIDA Pool Instructor must have submitted an AIDA Instructor Renewal via EOS together with the appropriate renewal fee to AIDA for the current year. The AIDA Pool Instructor must have also completed training in basic First Aid and Cardio Pulmonary Resuscitation (CPR) within the last two years and the AIDA Pool Instructor must also hold current liability insurance for teaching freediving if required by the local law.

### 11.2 AIDA INSTRUCTOR

An AIDA Instructor is an AIDA4 Freediver who has completed an AIDA Instructor Course. An AIDA Instructor is qualified to teach the AIDA1 Introduction to Freediving, AIDA2 Open Water Freediver Course, AIDA3 Advanced Freediver Course and the AIDA Monofin Course.

An AIDA Instructor is also qualified to teach the AIDA Competition Freediver and AIDA Competition Safety Freediver if the Instructor is also an AIDA Judge.

An AIDA instructors who acquires a specialization can teach additional courses:

- Youth courses (Dolphin Bronze, Dolphin Silver, Dolphin Gold) require the validation of the AIDA Youth Instructor specialization course;
- AIDA Advanced Monofin freediver and AIDA Master monofin freediver require the validation of the AIDA Monofin Instructor specialization course;
- AIDA Competition Master Safety Freediver requires the validation of the AIDA Safety Instructor specialization course.

To be listed as Active with AIDA, the AIDA Instructor must have submitted an AIDA Instructor Renewal Request via EOS together with the appropriate renewal fee to AIDA for the current year. The AIDA Instructor must have also completed training in basic First Aid and Cardio Pulmonary Resuscitation (CPR) within the last two years and the AIDA Instructor must also hold current liability insurance for teaching freediving if required by the local law.



AIDA Instructors who have been inactive for 4 years or more need to take the online instructor exam and prove they are still fit to dive (evaluation by an IT or AIDA Ranking result of min 40m depth dive in the last 2 years or Judge certification of CWTB 40m). After passing the online exam and until the dive ability is checked, the instructor can be reactivated as Pool Instructor.

### 11.3 AIDA MASTER INSTRUCTOR (AIDA MI)

An AIDA Master Instructor is an AIDA Instructor who has been active for minimum 12 months and has issued at least 50 AIDA Certifications, of which at least 20 have to be AIDA2 and at least 10 have to be AIDA3 certifications. The number of certs may be made up of certifications from another organization which will only count as half a credit. You will still need 50% of the credits coming from AIDA certifications.

For example you have 25 AIDA certifications of which at least 10 are AIDA2 and 5 are AIDA3 you will then need a further 50 certifications at the required levels from another agency to become eligible for application to become Master Instructor.

In exceptional cases an application can be made to the EC for promotion without meeting all the requirements stated above. As an absolute minimum you will have to have been active as an AIDA Instructor for at least six months and you should have at least 50% of the certs needed. We will then consider your application on other merits such as competition experience, education experience, more years experience with limited number of certs, voluntary activity within AIDA, other sport activities experience as instructor, work undertaken for the Education committee to advance freediving, be it translations, surveys, education material creation, etc.

The AIDA education committee may use feedback surveys on an instructor's performance and adherence to standards to evaluate whether they are ready to become an AIDA Master Instructor.

AIDA Instructors who have met these requirements may submit the AIDA Master Instructor Application Form by email to [support@aidainternational.org](mailto:support@aidainternational.org) together with the application fee to gain this recognition.

An AIDA MI is qualified to teach AIDA4 Master Freediver Course in addition to the courses from paragraph "11.2 AIDA Instructor"

To be listed as Active with AIDA, the AIDA MI must have submitted an AIDA Instructor Renewal Request via EOS together with the appropriate renewal fee to AIDA for the current year. The AIDA Instructor must have also completed training in basic First Aid and Cardio Pulmonary Resuscitation (CPR) within the last two years and the AIDA Instructor must also hold current liability insurance for teaching freediving if required by the local law.

AIDA Master Instructors who have been inactive for 4 years or more need to take the online instructor exam and prove they are still fit to dive (evaluation by an IT or AIDA Ranking result of min 40m depth dive in the last 2 years or Judge certification of CWTB 40m). After passing the online exam and until the dive ability is checked, the Master instructor can be reactivated as Pool Instructor.

### 11.4 AIDA INSTRUCTOR TRAINER (AIDA IT)

An AIDA Instructor Trainer is an AIDA MI who has been active for minimum 12 months and has issued a minimum of 100 certifications, with a minimum of 30 AIDA2 certifications, 20 AIDA3 certifications and 10 AIDA4 certifications. The number of certifications may be made up of certifications from another organization which will only count as half a credit. You will still need 50% of the credits coming from AIDA certifications. For example, you have 50 AIDA certifications of which at least 5 are AIDA 4 you will then need



a further 100 certifications from another agency with at least 10 level 4 equivalents to become eligible for application to become Instructor trainer.

To be promoted from AIDA Master Instructor to AIDA Instructor Trainer, the AIDA MI must first obtain required number of certification and after that co-teach a full AIDA Instructor Course with an experienced AIDA Instructor Trainer who has issued a minimum of 10 AIDA Instructor Certifications. Only after co-teaching may the AIDA MI apply to by e-mail to support@aidainternational.org for promotion to AIDA IT Status by filing in a completed AIDA IT Candidacy Form. AIDA Education Committee (EC) will then make a recommendation to the AIDA Board for the promotion.

In exceptional cases an application can be made to the EC for promotion without meeting all the requirements stated above. As an absolute minimum you will have to have been active as an AIDA Master Instructor for at least six months, and you should have at least 50% of the AIDA certs needed. We will then consider your application on other merits such as competition experience, education experience, more years experience with limited number of certs, voluntary activity within AIDA, other sport activities and experience as instructor, work undertaken for the Education committee to advance freediving, be it translations, surveys, education material creation, etc.

The AIDA education committee may use feedback surveys on an instructors performance and adherence to standards to evaluate whether they are ready to become an AIDA Instructor Trainer.

An AIDA IT is qualified to teach the AIDA Instructor Course in addition to the courses from paragraph “11.2 AIDA Instructor” and paragraph “11.3 AIDA Master Instructor”.

Newly qualified AIDA Instructor Trainers will be on a 12 months probationary period during which the IT has to run a minimum of two AIDA Instructor Courses. If the AIDA IT on probation shows no activity or is in breach of any other requirements as outlined in this document, AIDA IT status may be removed at any point during the probationary period by the AIDA Education Officer and will be automatically downgraded to AIDA MI.

To be listed as Active with AIDA, the AIDA IT must have submitted an AIDA Instructor Renewal Request via EOS together with the appropriate renewal fee to AIDA for the current year. The AIDA Instructor must have also completed training in basic First Aid and Cardio Pulmonary Resuscitation (CPR) within the last two years and the AIDA Instructor must also hold current liability insurance for teaching freediving if required by the local law.

AIDA Instructor Trainers who have been inactive for 4 years or more need to take the online exam and prove they are still fit to dive (evaluation by an IT or AIDA Ranking result of min 40m depth dive in the last 2 years or Judge certification of CWTB 40m). After passing the online exam and until the dive ability is checked, the Instructor Trainer can be reactivated as Pool Instructor.

## **11.5 CROSSING OVER TO BECOME AN AIDA INSTRUCTOR OR AIDA MASTER INSTRUCTOR FROM ANOTHER ORGANISATION**

AIDA will consider application from instructors from other organisations.

To successfully complete the crossover then the applicant will have to complete the 5 day AIDA Instructor crossover course, conducted by an AIDA Instructor Trainer. If successful, then the applicant may cross over to the AIDA equivalent of their instructor level in their current organisation (Instructor or Master Instructor).

The AIDA application fee for the crossover is €50. This covers the certification cost for the rest of the current year.



### **11.6 CROSSING OVER TO BECOME AN AIDA INSTRUCTOR TRAINER FROM ANOTHER ORGANISATION**

The candidate may apply for the AIDA Instructor Trainer (AIDA IT) crossover by submitting an AIDA IT Candidacy form to [support@aidainternational.org](mailto:support@aidainternational.org). The AIDA Education Committee (EC) will individually assess each application, and may require that the candidate gains additional experience before they can be granted the AIDA IT status, such as co-teaching an AIDA Instructor Course with an experienced AIDA IT or teaching a certain number of AIDA courses to familiarize with the AIDA educational system. Candidates receiving a positive evaluation from the EC will be recommended for promotion to the AIDA Board, which will decide with simple majority to either approve the promotion, reject it, or ask the candidate to meet additional requirements.

### **11.7 VALIDATION OF ACQUIRED EXPERIENCE**

The “Validation of Acquired Experience” is an alternative procedure for obtaining any AIDA certification based on the evaluation of already existing skills, knowledge and experience.

The evaluation is done by the EC based on the overall profile of the candidate and in case of Instructor Trainers, the certification requires the approval of the AIDA Board.



## RISK MANAGEMENT

As a freedive professional, it is important to understand your responsibilities and to know how to manage risks to avoid or minimize problems. Although you may not expect something to go wrong, when you teach or assist with a course, you should always practice risk management as a precaution. Besides helping prevent accidents, solid risk management techniques also offer a degree of liability protection because you can prove that you did everything that seemed necessary to avoid problems. Important reasons for practicing risk management include:

- Keeping students and yourself safe—the primary and most important need for risk management
- Public relations – freediving will only grow and remain relatively unregulated as long as it is perceived by the public and by governments as safe
- Liability protection—risk management plays an important role in protecting you legally in case something goes wrong despite your best efforts. By following a proven standard of practice you maintain a level of liability protection.
- Liability insurance—this is important for defense purposes and will only be available if risk is managed. The most important step is to reduce claims by preventing accidents. The second step is to reduce claim size by being able to defend what occurred through proper risk management.

Before teaching in a new location or in unfamiliar conditions, an Instructor should consider potential risks to their students and/or themselves. Such risks may include: current; lightning; strong winds and/ or waves; hazardous marine life; mechanical (e.g. engine) failure; and boat/jet ski/wind surf traffic. When considering such risks, the Instructor should evaluate the likelihood of such risks, possible outcomes, options to mitigate such risks, and emergency/evacuation procedures. Not only does this help the Instructor to become more aware of all risks but also in case of incident it helps to show that he/she acted appropriately.

### 12.1 EMERGENCY ACTION PLAN

AIDA mandates that all sites where freediving takes place must have an emergency action plan. The plan will dictate

- The local contact number, a map or directions, driving time, distance and opening times for the closest emergency hospital.
- The contact number a map or directions, driving time, distance and opening times for the closest hyperbaric facility.
- The list of the recognized medical emergency first aid kit specific to that dive site.
- The communication process for contacting emergency services, including numbers, charged phones (with Credit) or landlines.
- An evacuation plan for getting the casualty to the emergency facilities or Hyperbaric facility.

### 12.2 PERSONAL HEALTH AND SAFETY OF AIDA INSTRUCTORS

Part of assuring the safety of your students is assuring your own safety as a professional. Take steps to manage your risk and safety by:

- Only teach freediving when you feel physically and mentally fit and capable of conducting any given course.
- Have a full annual medical check-up with a doctor who understands freediving.
- Maintain adequate surface intervals between your dives when teaching to minimize the risk of decompression sickness.



- Co-teach with another AIDA Instructor or engage certified AIDA4 Advanced Freedivers as assistants when you have larger groups of students (to the limits given by the Instructor to student ratios).
- Maintain personal dive accident and health insurance.

### 12.3 THE ROLE OF STANDARDS

AIDA Standards help freedive Instructors organize and conduct effective training courses. They also assist in reducing legal risk.

Educational and professional standards establish much of the conduct or code of practice expected of a reasonably prudent freedive Instructor. Responsibility for those standards falls on AIDA International and not on the individual. Adhering to these standards makes your teaching practice easier to defend because you are following proven practices. Deviating from standards makes defending the teaching practice of an Instructor much more difficult because the burden shifts back toward proving that the actions of an individual were prudent.

### 12.4 THE ROLE OF PAPERWORK

Forms, files and other course documentation show that the freedive Instructor followed the standards and used the AIDA Education System as it was designed. Paperwork also provides the proof needed in many legal systems to show that the Instructor acted appropriately.

The forms that all student freedivers must complete as part of the AIDA Course document state their understanding of the risks and requirements associated with freediving. The AIDA Liability Release establishes that the student freediver assumes or understands the risk and releases the Instructor from liability. The Medical Statement warns the student of potential risks associated with medical conditions and provides assumptions of risk by the student/participant or transfers liability to a Doctor.

Paperwork should be retained for each student in accordance with local law, or for seven years, whichever is longer. Failure to properly use the required documentation can make it difficult to defend the teaching practices of a freedive instructor.



## QUALITY MANAGEMENT

All AIDA courses are subject to Quality Management Procedures. AIDA International may monitor AIDA courses for quality control and risk management purposes. To enable this, Course Evaluation Surveys can be sent to student freedivers who have completed an AIDA Course. These surveys ask participants specific questions about their training and how they were instructed. When survey participants provide answers that indicate possible lack of compliance with AIDA Standards, the AIDA Education Commission opens an inquiry.

The AIDA Education Commission may also open an inquiry after receiving written complaints from student freedivers, other freedive professionals, or as a result of an incident occurring during AIDA training. An inquiry will NOT be opened based solely on hearsay or rumors. All Quality Management inquiries will be held fully confidential between the AIDA Education Commission and the AIDA Instructor concerned.

All AIDA Instructors are expected to help maintain AIDA Standards as agreed upon renewal of AIDA Instructor Status each year. In support of this obligation, AIDA Instructors must:

- Report in writing all violations of AIDA Standards personally witnessed. This should be done by email to the AIDA Education officer within seven days of witnessing the violation. Please be specific and include as much detail as possible and any possible evidence.
- Not make false reports of Standards violations for competitive, political or financial reasons. Making a false report will definitely be grounds for action against the reporter.
- Cooperate fully during all AIDA Quality Management inquiries by responding fully and promptly to information presented. Failure to respond to an inquiry, or purposely delaying a response, will result in an AIDA Instructor being temporarily suspended until the matter is resolved.

During all inquiries, if AIDA determines that the seriousness of a situation requires immediate action, the AIDA Instructor may be temporarily suspended pending further investigation.

### 13.1 QUALITY MANAGEMENT INVESTIGATION

The AIDA Education officer will create a report detailing the alleged violations against the instructor. The report will not include the name of the member making the complaint, this information shall be held only by the Education officer and shall be considered confidential. The report of the violations of that instructor shall be sent to the instructor and the instructor will have seven days to respond to the allegations. After that the Education Committee will then be able to consider the initial accusations and the response from the instructor and then make a recommendation as to the action (if any) to be taken against the instructor alleged to have been in breach of AIDA standards.

### 13.2 QUALITY MANAGEMENT DECISIONS

The AIDA Education Commission will make any Quality Management decision. Unless the accusation is about a member of the education committee, in this case then the initial accusation and the response will be passed to the Disciplinary committee for evaluation.

Decisions made by AIDA and any action required as a result of a Quality Management investigation, are considered binding. Decisions may include but are not limited to:

- Inquiry closed with no action required.
- AIDA Instructor is counseled regarding AIDA Standards and procedures.



- AIDA Instructor is required to sign an agreement stating that they understand the Standard(s) with which they may not have complied, and will do so in future.
- AIDA Instructor is asked to assist an AIDA MI or AIDA IT assigned by the AIDA Education Commission to teach the course that has resulted in the inquiry, to gain a better understanding of the course Standards.
- AIDA Instructor is required to retake the AIDA Instructor course.
- AIDA Instructor is suspended from AIDA Instructor status for a given period. This may be a set time or for the duration of the inquiry, until AIDA is convinced that the Instructor is able to teach within AIDA Standards. In case of suspension, the AIDA Executive Board must be consulted.
- AIDA Instructor is expelled from AIDA Instructor status. In case of expulsion the AIDA Executive Board must be consulted.

### 13.3 APPEALS

Appeals regarding the decision of the AIDA Education Commission may be made to the AIDA Executive board. If the board deems the appeal worthy of a review, the board will make their decision.

Appeals will only be taken into consideration within 10 days after the initial decision. It is wholly at the discretion of the AIDA Education Commission or the AIDA board to decide whether or not an appeal is worthy of a review.

The decision of the AIDA board shall be final.

### 13.4 CONFIDENTIALITY

All questions and mail addressed to the AIDA Education Commission have to include full name, citizenship and e-mail address. People who send mail to the AIDA Education Commission will always remain anonymous outside of the commission and all information will also remain completely confidential. Anonymous mail will not be taken into consideration.

Public commentary on the process is not allowed while the case is under review. All parties involved should respect the process and need for the ability to proceed without addressing the public. The process can only work if all involved are able to speak freely.

### 13.5 PUBLISHING

The AIDA Executive Board will make the decision about publishing information when it comes to an Instructor that is suspended or expelled, this include also all information about the case itself.



## ASSOCIATED DOCUMENTS

The individual course outlines for the following courses are now contained in individual documents

- AIDA1 Introduction To Freediving Course outline
- AIDA2 Freediver Course outline
- AIDA3 Advanced Freediver Course outline
- AIDA4 Master Freediver Course Outline
- AIDA Instructor Course outline
- AIDA Instructor Crossover Course outline
- AIDA Competition Safety Freediver Course outline
- AIDA Competition Freediver course outline
- AIDA Monofin Freediver

The following course has been retired

- AIDA Deep tank freediver



## RECORD OF CHANGES

### Version 3.0 changes

- The splitting of the documents in to individual standards and separate course outlines to make both the review process and the updating of the documents easier
- Better definition of the quality management investigation process including the anonymity of the complainant
- The inclusion of the requirement to have an emergency action plan, in the risk management section.
- The addition of the minimum number of certifications required to be upgraded to MI or IT
- Better definition of the freediving for disabled section
- Inclusion Of crossover to higher level of instructor from other organization
- Inclusion of limitation of number of ow sessions for students
- The option to use feedback surveys to evaluate instructors for promotion

### Version 4.0 changes

- The Instructor insurance is now mandatory only in the countries where the local law requires it
- Introduction of the «Certification for Life» concept: suppression of the requirement to do all-over again an Instructor course in case of inactivity and facilitation of maintenance of the active status

### Version 4.1 changes

- (Art. 10.2) The instructor yearly reactivation does not expire on the 1st of January anymore and remains valid for 1 year from the date of the payment.
- Appendix 01 is updated to be clear with what to fill in spaces.

### Version 4.2 changes

- Chapter 9
- Chapter 11 changes in Instructors Promotion requirements in Art. 11.3, 11.3,11.6 also Adding Art. 11.7

### Version 4.3 changes

- Chapter 11 changes in Instructors Promotion requirements in Art. 11.6 and 11.7

### Version 4.4 changes

- Addition of the Monofin series Art. 11.2, 11.3, 11.4
- Addition of new/missing course certifications in the Certificates fees table



# APPLICATION FORM EXEMPTION FROM REQUIREMENT TO HAVE LIABILITY INSURANCE

To AIDA (Association Internationale pour le Développement de l'Apnée)

I (Full Name)\_\_\_\_\_the undersigned certify that according to the law of the country in which I'm teaching the AIDA courses, (Country Name)\_\_\_\_\_I have no legal obligations to issue a valid Instructor Liability Insurance.

In case I will later teach AIDA courses in a country where the local law requires it, I commit to take a professional liability insurance and to notify AIDA by uploading it on the AIDA Education Online system.

**Name :** \_\_\_\_\_

**Date :** \_\_\_\_\_

**Signed :** \_\_\_\_\_

(Please submit this form in place of your liability Insurance in EOS)