

Kiteboarding Australia Powered by revolutioniseSPORT

Kiteboarding Australia Accredited School Application

There is a simple 4 step process to become a Kiteboarding Australia School.

1. Prepare your documentation. You will need:

- To complete the below form and upload all nessesary documents (including your risk management plan and standard operating procedure) (templates can be found here scroll to the bottom of page)
- Terms and Conditions signed by the School Director (Download here)

2. Receive confirmation from KA of acceptance of documentation

We may ask some questions about your documentation and school during this risk review process. This will occur within 14 business days of receiving your completed documentation.

*In the event your school cannot meet the minimum requirements, we will refund the deposit.

3. Pay your membership fee

4. Receive the accreditation certificate from KA & receive your certificate of currency (if selecting insurance)

This can take a few weeks to process depending on the time of year, for quickest turn around start your documentation today! After you are a KA School Member, we will support you as your school and business grow. Don't forget you will need to attend a Conversion Course (if not previously attended) for existing staff within 6 months of becoming a member.

We can work with you to organise a conversion course at your school or at a location nearby. If you have a group of instructors that need to attend, we can offer a bulk discount, get in touch to find out more today. All overseas qualified instructors will have a 3 month grace period in which to qualify under the Australian system.

Instructor course dates will be made available on the Kiteboarding Australia events page here.

School Contact Details

1. Primary Contact Person

2. Email

3. Website

4. Mailing Adress

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5. Telephone
6. School Business Name
7. School Trading Name
8. ABN
9. ACN (If Held)
Size of Your School
10. Where is the school base located?
11. What is the schools capacity in terms of students on a given day?
12. How long has the provider been operating?
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13. How many students are taught in the school during a 12 month period (approx)?

14. What is the annual turnover (required for insurance coverage) (approx.)?
*
15. Are any other activities run by the provider (eg Windsurfing, SUP, Kayaking, Powerboating, Yoga etc)?
16. What time of year does the school teach?
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A: Staffing
17. Has your school previously been following another curriculum?

18. Have any of your instructors attended a KA ITC or Conversion Course?
19. If not, when would be most suitable to have your instructors attend that course (within 6 months of becoming a KA School Member)?
20. How many instructors are actively teaching at your school?
21. How many instructors does the school employ (break down by full, permanent part-time and casual)?
22. What are the annual hours taught by your school? (You could calculate this by determining average per month, or from wages paid to instructors)
23. What are the typical instructor:student ratios at your school?
24. Does your council limit the number of instructors teaching at your location? If not, what is the maximum number you think can safely teach in that location?
25. Do all members of staff have an induction period? Please describe and attach any relevant materials.
Safety Management Systems (If you would find it easier, you can email these documents to contact@kiteboardingaus.com.au) If you need template documents they can be downloaded here - https://www.kiteboardingaus.com.au/instructors/become-an-affiliated-school/
26. Emergency Action Plan
27. Risk Assessment NB: KA require a risk assessment for all activities provided and all locations used

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28. Standard Operating Procedures
29. Accident Book
30. Incident/Near miss book
31. Record of daily activity book
32. Waiver form for students
33. Medical Forms for students and staff
34. Maintenance Log
35. Council Permits
36. Additional Upload 1
37. Additional Upload 2
38. Additional Upload 3
39. Additional Upload 4
40. Additional Upload 5

41. Other licences for operation. List here:
42. Further Comments
Insurance
43. Do you wish to add the low cost KA Insurance package onto your accreditation? (Tick all that apply)
Yes
□ No
44. Existing Insurer
45. Claims History Attached
46. Liability Cover
47. Type of Policy
48. Expiry of current Policy
Equipment At School (Quantity and description)
49. Buoyancy aids
50. Helmets
51. Wetsuits

52. Footwear
53. Harnesses
54. Trainer Kites & Kites for on Land
55. Kites
56. Drinking Water/Sunscreen/Shade
57. Binoculars
58. First Aid Kits
59. Drinking Water/Sunscreen/Shade
60. Knife
61. Communication Equipment
62. Whistle
63. Other
Rescue Craft Provision
64. Does the school have Rescue Craft Provision? (Tick all that apply)
☐ Yes

□ No
65. Describe the type of craft (whether powered or not)
66. If the rescue craft is not a boat/rib, explain the suitability of this alternative:
67. Outline the extra training undertaken to ensure competence of use on the craft in question eg lifeguard course, sea kayak qualifications, SUP instructor or other
68. Can the instructor/provider get to any student within three minutes if a student needs rescuing? (Tick all that apply)
☐ Yes
□ No
Facilities & Location
69. Teaching Room (Tick all that apply)
☐ Yes
□ No
70. Changing Room (Tick all that apply)
☐ Yes
□ No
71. Toilets (Tick all that apply)
☐ Yes
□ No
72. Showers (Tick all that apply)
☐ Yes

□ No
73. Equipment Storage (Tick all that apply)
☐ Yes
□ No
74. Teaching Areas (please note if restricted or exclusive use, an attached image describing the area may be useful) (Tick all that apply)
☐ Yes
□ No
75. Other
Local Liason/Emergency Support (Contact Name and Contact Details)
76. Local Council
77. Parks Authority
78. Marine Safety
79. Local SLSC
80. Local Coast Guard
01 Other
81. Other
Terms and Conditions
82. (Required) Upload the signed terms and conditions here (download above)