



## 2. Leadership Course Standards

These following standards apply to all TDI Leadership Courses.

### 2.1 Administrative

Instructor trainers must ensure that all students complete the following forms – *for each and every leadership course and leadership specialty* the student participates in. They are:

1. *TDI Liability Release and Express Assumption of Risk Form*
2. *TDI Medical Statement Form* signed by a licensed physician, unless a course standard specifically states otherwise. A physician-signed medical is valid for up to 12 months with no change in medical condition unless a longer valid term is indicated on a specific medical form
3. The appropriate *TDI Dive Leader* form must be completed and submitted to TDI Headquarters for processing of leadership credentials. A copy of the *TDI Dive Leader Form* and all other course records must be retained for a minimum of 7 years

Leadership level registrations, including upgrades and crossovers, are not complete until SDI/TDI/ERDI Headquarters has verified and processed the individual's documentation and credentials. An individual may not function at the level(s) being registered until they have received verification of their certification level(s) from the SDI/TDI/ERDI Headquarters. Verification can be achieved by: checking online profile, email or verbal notification from SDI/TDI/ERDI Headquarters. Certain

instructor ratings have an administrative upgrade procedure; those procedures are typically found in the diver level standard for the course.

**All TDI instructors are required to have their own *TDI Standards and Procedures* and any required materials for any diver or leadership level course they conduct or take**

**Note:** All leadership level final exams require an 80 percent or better score, and 100 percent remediation

1. When TDI Leadership level courses are conducted consecutively, such as, divemaster followed by instructor, or any combination, instructors, or instructor trainers, must ensure that registration forms, *for each level of training* are submitted, and approval is received *before* the next phase of training is commenced. This ensures that the leadership certification prerequisites for each level are met.

## 2.2 Accidents

Hopefully a member will never have to do this; if the member was involved in an accident or simply witnessed an accident, the *TDI Accident Report Form* must be completed, and faxed or emailed to TDI Headquarters immediately after the accident occurred. Please refer to TDI Standards Part 1, Section 6.4.8

## 2.3 Definitions

**Assistant or Assisted by** = A person who is assisting a primary and certified instructor, IT staff instructor or instructor trainer for a course that they, the “assistant”, is not certified to teach. Assistants can be used for the purposes of additional supervision and to increase ratios where standards and environmental conditions allow. Assistants listed on registrations will receive experience credits for courses they have assisted with only if listed on the initial registration form.

**Co-Teach or 2nd Instructor** = A person who is certified to teach the course taking place and is working together with an also certified instructor, IT staff instructor or instructor trainer. The 2<sup>nd</sup> instructor will receive equal credit for the course if listed on the initial registration form.

**Student Prerequisites** = conditions that must be met by students prior to beginning a course. These cannot be completed during the course unless specifically outlined in the standard. Conditions listed here cannot be waived by the instructor. Written standards waivers for prerequisites may be issued by the HQ training department depending on the course, dive site, and the specific prior experience of course participants.

## 2.4 Confined Water Training

1. Confined water training must be conducted in a swimming pool or a confined body of water with the following conditions:
2. Approximately 3 metres / 10 feet of visibility
3. Calm surface conditions
4. Easy access to depths that allow students to stand with their head above water
5. Depths that allow skills, as defined in the confined water lesson guide, to be adequately demonstrated
6. Equipment appropriate for the training site
7. Confined water training sites, other than pools, must be approved by TDI Headquarters

## 2.5 Open Water Training

The instructor, with the following considerations, must carefully choose an open water training site:

1. Body of water similar to the regional diving conditions (ocean, lake, etc)
2. Swimming pools are not considered an open water environment
3. Water clarity
4. Temperature above and below the water
5. Weather conditions
6. Water access
7. Equipment adequate for the conditions
8. Thermal protection appropriate for the conditions
9. A complete briefing that includes:
  - a. The dive site
  - b. Water conditions
  - c. Skills to be performed
  - d. Entry/Exit to be used
  - e. Emergency procedures
10. A complete debriefing that includes:
  - a. Performance of divers as a whole
  - b. Areas that need improvement
  - c. Environmental observations
  - d. Question and answers
11. Team diving concepts are to be emphasized on all open water dives in all TDI courses

## 2.6 Required Subject Area for All TDI Instructor Courses

1. Review of the Instructor Package
2. History of TDI
3. Regional Offices
  - a. Locations
  - b. Rules for teaching in other areas of the world
4. TDI Code of Ethics and Conduct
5. Products and Procedures
  - a. How to place an order
  - b. How to fill out student registrations
  - c. Yearly renewals
6. Liability and Insurance
  - a. Risk management
  - b. Waivers and releases
7. Filling out an Accident Report

**Note:** Cylinder capacities used in the TDI Standards are based on manufacturer values or generalized conversions and are NOT exact conversions from metric to imperial due to variance in cylinder volume and working pressures. If you use metric cylinders, please use the metric size cylinder listed; likewise, if you use imperial cylinders, please use the imperial size cylinder listed, I.E. 3 litres / 18 cubic ft.