



Site Accreditation Information Pack

This pack contains key information about the British Water Ski & Wakeboard Federation Limited (BWSW) Accreditation Status and Process.

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Once you have read all the information included, please contact the office (accreditation@bwsf.co.uk or 01932 579938) with any questions you may have.

What is Accreditation?

Accreditation is the process by which boat and cable sites join BWSW to support the sport in the UK and be part of a wider network of voluntary clubs, commercial sites and partner organisations. It is intended to add value to a site's business as a result of the site confirming compliance with a checklist of certain core requirements. In addition, BWSW carrying out certain specific visual checks (including limited mechanical operation checks) and ascertaining that staff have the required BWSW qualifications commensurate with their role. As a result, accreditation is intended to recognise and promote sites that meet those requirements and therefore raise the quality of experience for the customer participating in water skiing and wakeboarding in the UK. It is also intended to give sites access to programmes, support and funding through BWSW.

Accreditation is not in any way a substitute for a site taking responsibility for all relevant requirements of health and safety legislation.

It is also important for sites to understand that BWSW does not seek to interrogate underlying documentation. For example, it will ask for a copy of an insurance policy but does not have the resources or the legal responsibility to check the validity or breadth of cover afforded by such policy and its exclusions and limitations. Every site must continue to take sole responsibility for the safety of its operation by undertaking appropriate risk assessments by a competent person and ensuring that the necessary safety procedures/rules exist and are complied with on a day to day basis. This is a matter for the relevant site and its own advisors.

It should also be recognised that BWSW's site visit can only speak as at the date of its visit. It does not carry out spot checks or otherwise update the accreditation other than as contemplated in the biennial visit and annual check. However, BWSW will make enquiry if any issue is brought to its attention by any third party. BWSW reserves the right to terminate accreditation if it considers it appropriate.

The accreditation scheme will check the existence (but not the content or appropriateness) of core site obligations and protections in relation to:

- Health & Safety
- A Site Specific Risk Assessment
- Insurance
- Operating Standards & Procedures
- Facility Standards
- Safeguarding & Equality
- Staffing and Qualifications
- Customer Service

Eligibility

The scheme is open to all commercial water ski and wakeboard sites in the UK. The accreditation scheme is applicable to both boat and cable tow operations. As with affiliated centres any site with a membership scheme is required to ensure all its members become associate members of BWSW.

Fees

The annual fee for BWSW accreditation is:

- **Ski & Wake School** £485 + VAT
- **Full Cable System** £1210 + VAT

NB. If your site has more than one of the above facilities, you will be invoiced for the accreditation fee of the highest value.

What is involved?

Accreditation Check Form (in the year there is no visit)

You will need to complete the Accreditation Check Form to confirm whether the site meets certain aspects of the Accreditation Criteria (see Appendix 1) in the intermediate year when a visit does not occur. Once accredited, your site will be subject to a follow up site visit every second year, and in the intermediate year, you will need to complete and submit the accreditation check form as part of the re-accreditation process, for the year without a visit. After the first season of being accredited, sites will receive an accreditation renewal in March, to be completed by April.

Staffing Listing

A staff listing must be submitted with all staff and roles prior to accreditation – BWSW will check the staff members have the relevant BWSW qualifications for the role they hold at the site. All staff must be appropriately qualified and licensed for their role. Guidance regarding the qualifications required for certain roles can be found in the 'Staff Roles and Qualifications' document (see Appendix 2).

Sites will also be required to submit an updated staff listing to record any new appointments to ensure all new staff are fully qualified.

Technical Inspection Report (Cables Only)

Cable sites must organise for an annual technical inspection for all cables (two tower and full cable systems) at their site. It is recommended that this is carried out by the manufacturer of the cable however you may choose an inspection report from an appropriately qualified engineer with appropriate public liability insurance.

Site Visit

A site visit will be carried out prior to accreditation and then every 2 years following. The site visit will consider if the centre continues to meet the specific Accreditation Criteria (see Appendix 1).

The visit will be carried out by a BWSW representative and will take approximately 2-4 hours (depending on the size of the site). You will receive a report following the visit with any action points and recommendations from the BWSW representative. Action points must be addressed before accreditation is awarded other than e.g. a matter such as a missing welfare officer poster which might be addressed by subsequent email confirmation (including, where appropriate, through photo attachment).

Invoice Payment

Payment of the accreditation fee is required before the site visit is arranged and subsequently accreditation is awarded.

Accreditation Benefits

The information below outlines the key support available to accredited sites:

Shared knowledge and practice – Become part of a group of commercial water ski and wakeboard sites that are passionate about developing the industry and offering a fantastic service and experience to its customers. BWSW seeks to host a minimum of two meetings a year so that commercial sites can exchange views and concerns.

Development support - BWSW has a development capability. Its role is to assist accredited sites to drive traffic to their facility and achieve an increase in the number of people water skiing and wakeboarding. We can arrange centre visits where we will help centres with new development initiatives, funding applications and facilitate partnerships within the local community. Please see the BWSW Family poster (appendix 3) for more information.

Access to participation programmes - Accredited sites have the opportunity to participate in funded programmes. These programmes include the 'Cutting Edge', 'Progressive Edge' and 'Cutting Edge Inclusive' programmes along with a number of other club bursaries and development initiatives. For more information on BWSW's funded programmes, have a look at the following link:
www.bwsw.org.uk/participation/cutting-edge/

Website listing and promotion – As an accredited site, you will be **promoted** on our website which is one of the central points of information for all things water skiing and wakeboarding related in the UK. It is seen as an important first point of contact by e.g. a family seeking information on UK facilities on a return from an overseas holiday.

Local contacts – BWSW Accreditation gives the recognition that records certain procedures have been put in place by the site. BWSW can help you to form relationships with groups in your local area including Active Partnerships (previously - County Sports Partnerships).

Reduced membership fees for members - By joining BWSW, you can access a discounted membership rate for your staff and members.

Resources - BWSW publish a number of documents and resources that contain a wealth of information for clubs and sites.

Information to sites - BWSW send out information, reports, and E-newsletters to its network at frequent intervals. These newsletters include information such as calendars of events, information on coaching courses, items of financial interest to clubs, etc. They are intended as general information for the club, and we hope they will be posted on the club notice board or electronically shared for the information of the membership.

Event Calendar – Accredited sites have the opportunity to have their events included on the BWSW Calendar – this will increase promotion of the event and may attract new skiers and riders to your site.

Support for water skiing & wakeboarding – The aim of BWSW is to work with clubs and centres to assist them in improving the quantity and the quality of the water skiing and wakeboarding and associated discipline facilities in the UK. We firmly believe this cannot readily be achieved without water ski and wakeboard centres in the UK belonging to the governing body. Our aim is to ensure that everyone who tries the sport for the first time has a positive experience and wants to come back for more. A good first experience is key to newcomers returning and being retained in the sport.

What to do next (if not previously accredited)

Once you have read all the information provided, you are ready to decide whether becoming an accredited site is the right thing for you.

If you want to proceed with the accreditation, you will need to do the following:

1. Inform BWSW that you would like to go through the accreditation process by emailing accreditation@bwsf.co.uk
2. Ensure you meet all the criteria outlined in the 'Accreditation Criteria' (see Appendix 1)
 - Develop any documents and procedures that are required that are currently not in place taking third party advice as necessary
3. If you have a **cable centre**, send the latest technical inspection report(s) to BWSW or make arrangements for a technical inspection (if your cable has recently been installed then the installation report should be acceptable)
4. Ensure all your staff are appropriately qualified and licensed with BWSW and complete a Staff Listing form – see the Staff Roles and Qualifications document for guidance (see Appendix 2)
5. Complete the Self Declaration – Accreditation Check Form
6. Upload the Accreditation Check form, Staff Listing form and technical inspection report (if required) to the Club Portal. Alternatively, there is an online Accreditation Check form with the option to attach the Staff List and Technical report to or you can send copies via email to accreditation@bwsf.co.uk
7. Pay the accreditation fee as per the invoice received from BWSW. A site visit will then be arranged with a BWSW representative to complete a site check. You will receive a copy of the 'Site Check List' form with this information pack, for you reference.

Once all the above has been completed and checked, BWSW will be in touch to arrange a site visit.

Appendix 1 – Accreditation Criteria

All sites that apply for the British Water Ski & Wakeboard Accreditation Scheme are expected to be satisfied they meet certain core requirements in particular as regards the existence of specific policies and procedures which should be produced to the BWSW representative (but will not be vetted). These are detailed in the criteria below along with the method of review and support resources.

	Centre Requirements	On site Checks	Support resources
HEALTH & SAFETY	That a site specific health & safety policy that is reviewed annually by the centre and issued to all staff exists. This is not a substitute for a formal audit by a suitably qualified health and safety consultant in compliance with all relevant health and safety legislation	Production of policy plus evidence of method of distribution to all staff	
	That key policies are included within the health & safety policy; <ul style="list-style-type: none"> - Fire procedure - Emergency Action Plan - Water Recovery Plan - Communications plan 	Production of policies	
	All staff members aware of responsibilities in relation to health & safety. Full details of Safety, Medical support, infrastructure, and deployment to be included in the SOPs.	Site representative confirmation on site visit and in intermediate years the Accreditation Check form	
	Confirmation that the site has carried out a risk assessment for the site including on and off water activities	Production of risk assessment	
	Written record of all accidents and incidents maintained in an accident book	Site visit – production of accident book or online form records. The BWSW representative will take a photo of all accidents recorded since the last visit for further review.	Accident books available from www.hse.gov.uk
	Users (participants and observers) are given safety briefing as standard	Site visit – confirmed by site representative	BWSW Safety Recommendations
	Users are required to wear helmets and other protective equipment as appropriate with appropriate warnings as to the limited protection afforded	Site visit – confirmation from site representative Helmets should be brightly coloured	BWSW Safety Recommendations makes clear the limited protection afforded and the fact that the helmets have not undergone any third party testing. NB manufacturers warnings to be made clear.
	Safety signage around site exists	Site visit – visual check	e.g. 'No swimming', 'Staff Only' etc.

	Centre Requirements	On site Checks	Support resources
OPERATING STANDARDS & PROCEDURES	Standard operating procedures that are communicated to all staff. Staff must be made aware of the importance of delivering all services in accordance with Health and Safety and Risk Assessment procedures set out in the Standard Operations documents of the centre	Site representative – confirmation appropriately addressed in risk assessment or in third party Health and Safety consultant review of risk assessment	
	Communications plan - Appropriate communication methods between staff (from boat/dock to office/rescue assistance)	Site visit and in the intermediate years the Accreditation Check form	
	Daily, weekly and monthly checks of cable adhered to (CABLE SITES ONLY)	Site visit – evidence of maintenance log	Contact your cable manufacturer for more info
	Annual technical inspection	Technical report shown on Site Visit or submitted to BWSW	
	Suitable access for emergency vehicles	Site visit – visual check	
	Suitable rescue craft available as per requirements in site risk assessment	Site visit – evidence of craft and demonstration	
	First aid kit available	Site visit – evidence of first aid box. No review of specific contents but confirmation of identity of person responsible for checking appropriately stocked	First Aid Kit contents - HSE: https://www.sja.org.uk/get-advice/i-need-to-know/what-to-put-in-a-first-aid-kit/
FACILITY STANDARDS	Adequate changing rooms with showers and lockers available on a visual check NB this is not a review of the safety or integrity of any premises.	Site visit – visual check	
	Range of appropriate equipment incl. skis/boards, wetsuits, helmets, handles	Site visit – visual check	
	Covered area for skiers and riders whilst waiting	Site visit – visual check	
	Site is clean and tidy in line with customer expectations	Site visit – visual check	
	Adequate, clean toilet facilities	Site visit – visual check	
	Safe, usable jetties/docks	Site visit – visual check	
	Boats in good working condition (BOAT SITES ONLY)	Site visit – visual check of maintenance record	
	All on-water features safe and in appropriate locations	Site visit – visual check or when appropriate from the shore	

	Centre Requirements	On site Checks	Support resources
Accidents / Incidents	Appropriate Serious Accident/Incident plan	Confirmation from site representative that advice has been taken on an annual basis from an appropriate adviser	All Accidents/Incidents should be reported to BWSW.
	Reporting Serious Accidents/Incidents and Accident Report Book	<p>Site will record or accidents and incidents in and accident report book which is to be checked on site visit.</p> <p>Sites will observe the reporting requirements of RIDDOR (the Reporting Of Injury, Diseases and Dangerous Occurrences Regulations) and MAIB (Marine Accident Investigation Bureau) in the case of a death.</p>	
INSURANCE	Appropriate public liability insurance in place	Confirmation from site representative that advice has been taken on an annual basis from an appropriate adviser and production of relative certificate or other appropriate documents	Speak to your insurance provider to ensure you have adequate cover in place for the activities you provide
	Appropriate employers' liability insurance in place		
	Boat insurance covering water skiing and wakeboarding as designated activities		
STAFFING	All staff fully qualified and licensed with up-to-date training for their role	Staff listing submitted	Staff Roles and Qualifications Document
	Staff recruitment policy	Evidence produced by site representative and Accreditation Check form in the intermediate year	
	Staff job descriptions and terms and conditions of employment		
	Appropriate staff training and induction		
	Staff handbook available to all staff	Site visit – evidence shown to site representative	
	Staff files and training record kept in secure location	Site visit – site representative confirmation	
	Suitable line management system in place		

	Centre Requirements	On site Checks	Support resources
SAFEGUARDING & Equality	Safeguarding policy and procedures document that is consistent with BWSW's policy	Evidence produced by site representative of existence of relevant documentation and in the intermediate year the Accreditation Check form	BWSW safeguarding documentation
	Appointed club welfare officer with appropriate training (Safeguarding workshop and DBS Check)	Evidence produced by site representative of existence of relevant documentation and in the intermediate year the Accreditation Check form	Club Welfare Officer Role Staff Roles & Qualifications Guide
	Diversity policy that is in line with BWSW's policy	Evidence produced of existence of policy by site representative and in the intermediate year the Accreditation Check form	BWSW diversity documentation

CUSTOMER EXPERIENCE	Customer charter that outlines what a customer can expect	Production by site representative and Accreditation Check form in the intermediate year	Customer Charter Template
	System of progression e.g. Cutting Edge, package bookings	Production by site representative and site visit – site confirmation	
	Clear reception area and easy 'booking in' process	Site visit – visual check	
	Cancellation policy	Site visit – evidence of policy displayed	

In order to achieve these criteria, an accredited site should have the following documents in place:

Documents:	
Health & Safety Policy/Statement	Risk Assessment
Fire Policy & Procedure	Standard Operating Procedures
Serious Accident Policy	Communications Plan
Emergency Action Plan	Staff Handbook
Water Recovery Plan	Customer Charter
Diversity Policy (site can adopt BWSW documentation)	Cancellation Policy
Safeguarding Policy (site can adopt BWSW documentation)	Staff Induction Checklist

Appendix 2 – Staff Roles and Qualifications

In order to become an accredited site, all staff and volunteers need to have the relevant qualifications for their role. The table below outlines the qualifications that are required for certain 'common' roles at commercial ski and wake schools and cable centres;

Role \ Qualification	BWSW Member	Ski Boat Driver	Instructor Licence	Coaching Licence	Cable Operator Licence	DBS Check	First Aid	SPC
Receptionist								
Administrator								
Club Welfare Officer	✓					✓		✓
Boat Driver	✓	✓						
Instructor (Pre 2012 coaching)	✓		✓			✓	✓	✓
Coach	✓			✓		✓	✓	✓
Cable Operator	✓				✓	✓	✓	✓

You can find more information about how to get the relevant requisites and qualifications below;

BWSW Membership – as an accredited site, you can access a discounted membership rate for your staff and members. You can join staff and any members as members via the Club Portal on the BWSW website. Guidance on how to do so can be found here -

www.youtube.com/watch?v=lqob2fi6xkw&list=UUrCLO78jBhQPCuTkwqDgHyg (join new members) or www.youtube.com/watch?v=wwtjijyH_DrY (renew members)

Ski Boat Driver (2 and 3) – SBD2/3s can be taken at a number of SBD Centres across the country, find your local centre here www.bsw.org.uk/coaching-and-qualifications/driving/sbd-2/

Instructor Licence (old syllabus) – instructor courses are no longer available however existing instructors can still renew their licence so long as experience is still regarded as current (valid for 3 years), complete the form here - <http://www.bsw.org.uk/forms/coach-licence-renewal-form/>

Coaching Qualifications & Licence – find out all the information you need about coaching qualifications here - <http://www.bsw.org.uk/coaching-and-qualifications/coaching-courses/> & <http://www.bsw.org.uk/coaching-and-qualifications/bsw-coach-licence/>

Cable Operator Licence (Straight Line Operator (SLO) and Full Cable Operator (FCO) – in order to be a fully qualified cable operator, a current DBS check, First Aid qualification and SPC certificate is required. Full details are available here - www.bsw.org.uk/coaching-and-qualifications/cable-operator/

DBS Check – details about how to apply for a DBS check can be found here - www.bsw.org.uk/aboutthesport/safeguarding/dbs/

First Aid – must be an attended course valid for 3 years. It is strongly recommended that courses should have a material water based component.

Safeguarding & Protecting Children (SPC) Workshop – find a local workshop here - <https://www.ukcoaching.org/courses/workshops/safeguarding-protecting-children>

For any queries regarding membership, licences and qualifications, please call BWSW HQ on 01932 560007

Appendix 3 – BWSW Family Poster








BE PART OF THE BWSW FAMILY

CUTTING EDGE

- Participation programme for Water Ski disciplines
- Disability, Water Ski, Barefoot and Kneeboard
- Skills development
- Cutting Edge Competition
cuttingedge@bwsf.co.uk

PROGRESSIVE EDGE

- Participation programme for Wake disciplines
- Wakeboard, Cable Wakeboard and Wakesurf
- Skills development
- Progressive Edge Competition
progressiveedge@bwsf.co.uk

COACHING

- Level 1 in Water Ski & Wakeboard
- Level 2 in Water Ski & Wakeboard
- Beginner Level Cable Wakeboard
- Intermediate Level Cable Wakeboard
- Inclusive & discipline specific workshops
coaching@bwsf.co.uk

CLUB DEVELOPMENT SUPPORT

- Funding
- Volunteering
- Equality, Diversity and Inclusion
- Development plans
- Marketing/Communication

QUALIFICATIONS

- Ski Boat Driver 1 (SBD1)
- Ski Boat Driver 2 (SBD2)
- Ski Boat Driver 3 (SBD3)
- Straight Line Operator 1 (SLO1)
- Straight Line Operator 2 (SLO2)
- Full Cable Operator (FCO)



Find out more – bwsf.org.uk