



Affiliation Guide: Accreditation: Boat Centre



This guide will show you how to initially manage/view your centre profile, and complete/renew your centres' accreditation

Boat Accreditation Guide

You will have certain permissions and functions available to you depending on the role that has been allocated to your account for your centre.

As an existing centre you will automatically be granted the relevant access permissions by logging in to your own personal account



Accrediting a **New** Centre

An individual will not have permissions on the new database to initiate/setup a new centre directly. As before, this will be managed by BWSW HQ. Individuals will still be required (as in the past) to complete the new club/centre form on the BWSW website . The information you provide will help us determine the most appropriate affiliation type for the centre.

Following a commitment to affiliation a profile will be setup for the centre by BWSW HQ, and the appropriate permissions will be assigned to an individual for managing the centre



New Centre: Getting Started

1. At the top of the BWSW website there is an option titled- 'Forms'



Home | About Us | Resources | **Forms** | Magazine | Jobs | Contact Us



2. Once selecting you will be taken to the forms. On page 2 is the 'New Affiliate Information Request'

Your are here: [Home](#) > [Forms](#)

Forms

- FCO Course Registration Form
- Inclusive & Accessible Facilities and Activities Check-list
- Information for Job Advert
- **New Affiliate Information Request**
- Photo Consent - Opt Out
- Registration of New Family Members - Club
- Safeguarding Enquiry / Report Form
- Safeguarding Incident Referral Form
- Safeguarding Spot check Form
- SBD Course Registration

previous 1 **2** 3 next

3. Complete the form and BWSW will be in contact

New Affiliate Information Request

Please complete this short form about your club / centre to request information about joining British Water Ski & Wakeboard. The information you provide will help us to determine the most appropriate joining process for you.

All fields are required unless otherwise stated.

CLUB DETAILS

Please complete the club's details below.

Club/Centre Name *

Contact Name *

Address

Country

Centre Number

Country

Email Address *

TYPE OF CLUB

Please answer the following questions about your club or potential club.

What type of facility are you?
Please tick all that apply.

Boat Club

Full Cable

Straight Line Cable

Which of the following statements best describes your club? *

Do you offer an annual membership scheme? *

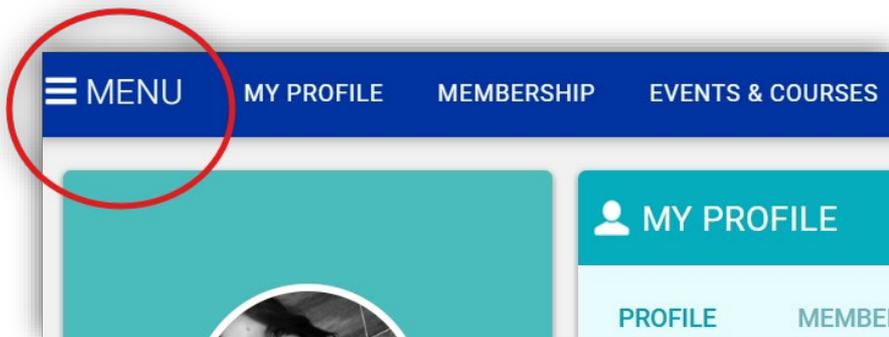
If yes, how many members does your club currently have?
Optional

Does your club currently have it's own public liability insurance policy? *

Does your club offer, or plan to offer, pay and play sessions? *

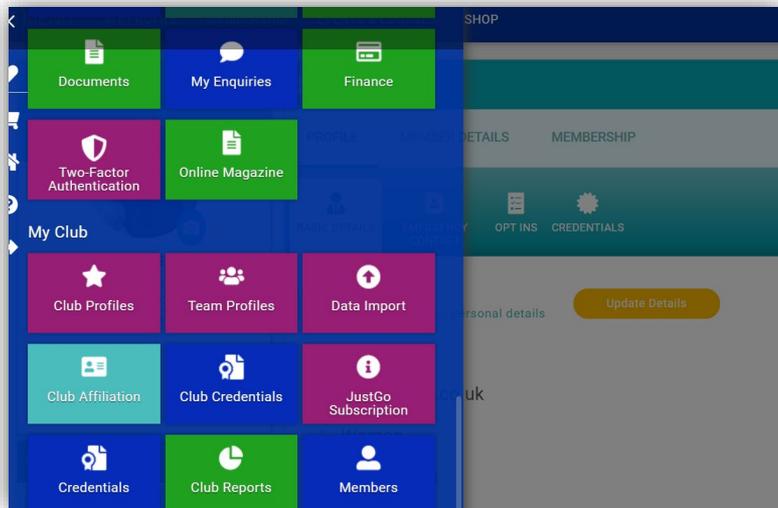
ADDITIONAL COMMENTS

Getting Started



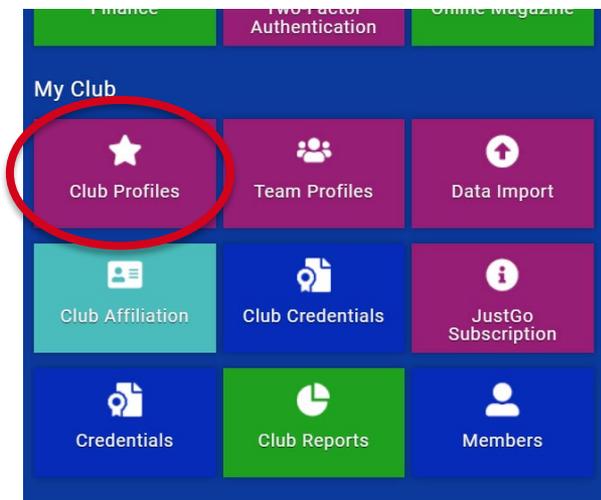
Once you have logged in, click on the 'menu' button which is shown, on the top left-hand side of the screen

My Club



Depending on your role and permissions, you will then see various tiles available to you. Under the 'My Club' section, you will have tiles available to you which are **only** related to your centre

Club Profiles Tile

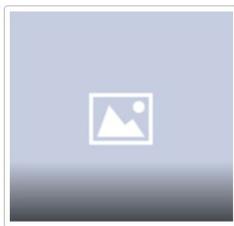


To view/edit the centre's profile, click on the 'Club Profiles' tile. For quick access to the Club Credentials or Affiliation you can select the tiles or go into the centre's profile and view from there.

Club Profile: Adding a centre image or logo

You will be able to add an image to the centres' profile. (e.g. the facility, wake park or logo)

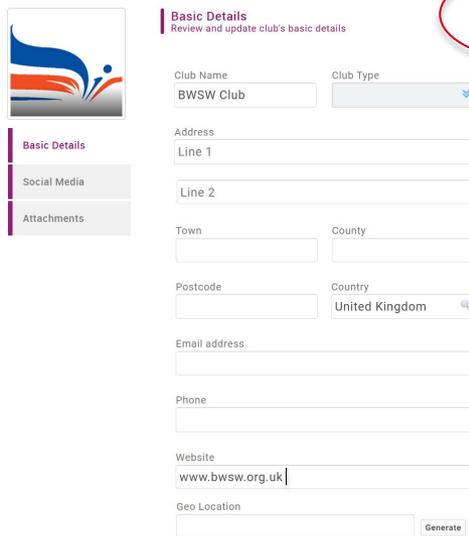
Click on or press directly on the image space and you will be able upload and image from a file or phone gallery



Basic Details

Updating Basic Details

As an existing centre all the previous details that have been provided in the past, will be pre-migrated on to the new system. However, if the information is incorrect/old these are easily updatable in the profile by clicking 'Update Details'



Basic Details
Review and update club's basic details

Club Name: BWSW Club Club Type: [Dropdown]

Address:
Line 1: [Text Field]
Line 2: [Text Field]

Town: [Text Field] County: [Text Field]

Postcode: [Text Field] Country: United Kingdom [Search Icon]

Email address: [Text Field]

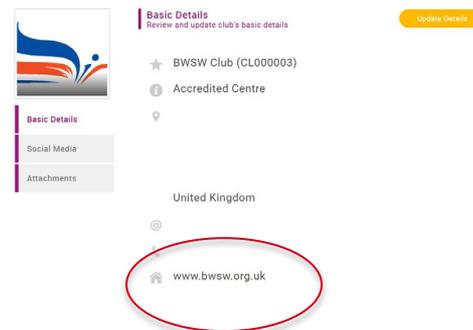
Phone: [Text Field]

Website: www.bwsw.org.uk

Geo Location: [Text Field]



Once complete, click Save



Basic Details
Review and update club's basic details

★ BWSW Club (CL000003)
Accredited Centre

United Kingdom

www.bwsw.org.uk



N.B. the 'Club Type' can only be changed by BWSW admin

Basic Details: Social Media



Basic Details

Social Media

Attachments

Social Media

Review and update social media details



<https://www.facebook.com/BBSWHQ>



Update Social

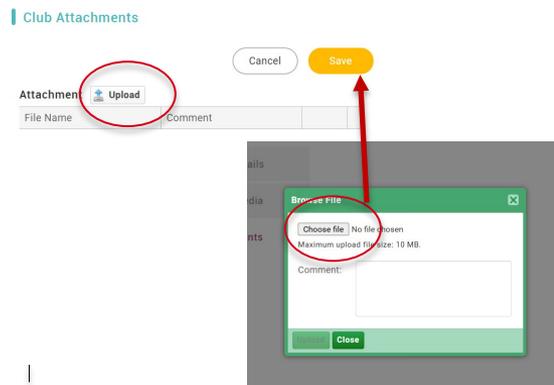
Like the Basic Details all social media links can be added to your profile. (again, all these channels will be viewable on the centres' profile on the 'Club Search')

N.B. if the centre does not have a website and uses a Facebook for example, then this section is where the link will go. The website section in the Basic Details will not allow for links to social media channels



Basic Details: Attachments

You can add attachments to the centres' profile that can be stored on the system. For example, the boats service certificate



N.B. be aware that any attachments here are viewable by BWSW and other centre admins. This is where you will also find certificates and attachments added by BWSW.



Club Details

★ Club Profile

- ★ CLUB PROFILE
- CLUB DETAILS**
- CLUB AFFILIATION
- CREDENTIALS



Basic Details
Review and update your club's basic details

Update Details

Club Profile

- ★ CLUB PROFILE
- CLUB DETAILS**
- CLUB AFFILIATION
- CREDENTIALS



British Water Ski & Wakeboard Profile



Accessible Facilities

- Coaches with specialist disabled qualifications/training
- Accessible Changing Rooms
- Accessible Club House
- Adaptive Equipment
- Access Ramps
- Accessible Shower
- Accessible Toilets
- Accessible Dock

Discipline

- Adaptive Cable Wakeboard
- Adaptive Water Ski
- Adaptive Wakeboard
- Boat Wakeboard
- Cable Wakeboard
- Barefoot
- Jump

Existing centres will have previously selected details pre generated from old system profile, these can be updated/amended here

N.B. be aware that any images are publicly viewable on the club/centre search



If you scroll down to the bottom, you will see you can add a description of the club and upload photos to a gallery

Description

A short description. This is displayed to prospects on the finder

Photo Gallery

Displayed on the BWSW website

No record found.

Drag file(s) here or click to upload

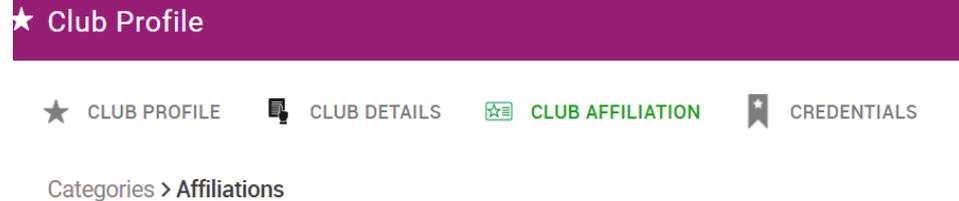
Save

Don't forget to (it's at the bottom of the page)

Club Affiliation

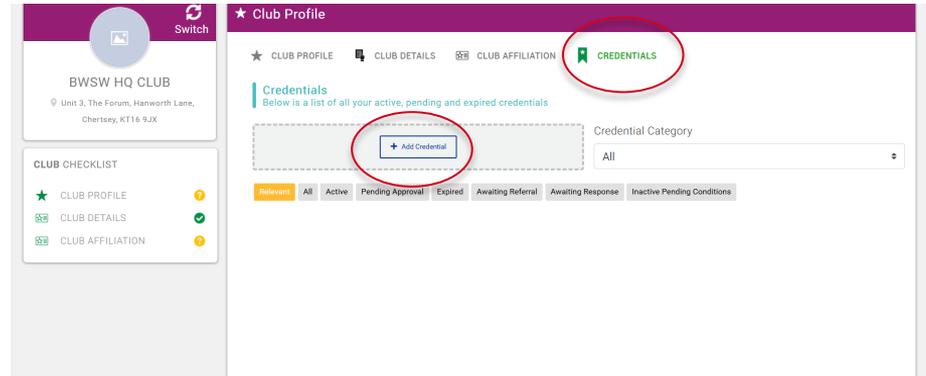
The club affiliation tab will be representative of the type of affiliate the centre is and will display the accreditation for the season. This will not be an editable field and is predesignated by BWSW on completion of accreditation

N.B. the accreditation fee will not be payable on the new platform and must be paid via credit card or bank transfer, following receipt of the renewal invoice



Club Credentials

The credentials tab is where you are asked to upload or complete certain elements for accreditation. As a cable centre there will be several steps and items that will be added in this section.



Club Credentials

Accreditation Check form Boat Sites

After selecting + Add Credential You will be taken to a popup menu, select Accreditation Check Form Boat sites.

The online form will then pop up to be completed

Setup credential Save

Accreditation Check form Boat Site

VIEW EDIT

Start date: 19/03/2025

Expiry date: 31/03/2027

Have you renewed your site specific Health and Safety Policy? (this must be reviewed annually) *

Is the Emergency Action Plan Displayed correctly so the public and staff are able to view it clearly? *

Is your Risk Assessment, that is specific to your site, up to date having taken on board all necessary third party advice where appropriate? Does it identify and minimise hazards and risks for both on the water and off the water activities? *

Are your Standard Operating Procedures, that are specific to your site, up to date having taken on board all necessary third party advice where appropriate? Does it identify and minimise hazards and risks for both on the water and off the water activities? *

SHOP

Club Profile

CLUB PROFILE CLUB DETAILS CLUB AFFILIATION

Credentials

Below is a list of all your active, pending and expired credentials.

+ Add Credential

Select a credential type

Credential Category: All

Type here to search

- Accreditation Check form Boat Site ✓
- Accreditation Check form Cable Site ✓
- Accredited Centre ✓
- Accredited Centres Site Visit Checklist ✓
- Club Constitution ✓
- Club or Center Payment ✓

Scroll all the way down to the bottom making sure you complete every field and remember to save when completed



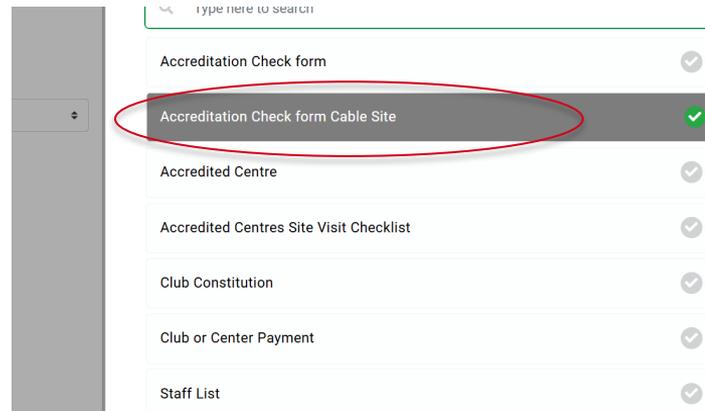
Club Credentials

Accreditation Check form Cable Sites

After selecting + Add Credential

You will also see in the popup menu, Accreditation Check Form Cable site. For those centres that also have cable facilities this check form must also be completed.

For more information, please see [Cable Accreditation \(Renewal\) Guide](#)





Club Credentials

Credential Category

All

Type here to search

- Accreditation Check form
- Accreditation Check form Cable Site
- Accredited Centre
- Accredited Centres Site Visit Checklist**
- Club Constitution
- Club or Center Payment
- Staff List

Accredited Centre Site Visit Checklist

After selecting [+ Add Credential](#)

You will see an option for the Accredited Centre Site Visit Checklist; this is for the use of BWSW.

Once BWSW has uploaded the check, you can access it by clicking the credential and then you can download it

Club Profile

CLUB PROFILE | CLUB DETAILS | CLUB AFFILIATION | CREDENTIALS

Credentials

Below is a list of all your active, pending and expired credentials

+ Add Credential

Credential Category: All

Relevant | All | Active | Pending Approval | Expired | Awaiting Referral | Awaiting Response | Inactive Pending Conditions

- Accredited Centres Site Visit Checklist** (CR063921)
- Governance
- ACTIVE
- Starts 19/03/2026
- Expires 31/03/2028



Setup credential

Save

Accredited Centres Site Visit Checklist

OVERVIEW | NOTES

CR063921

Start date: 19/03/2026

Expiry date: 31/03/2028

Site Visit Checklist

AccreditationSiteVisitChecklist18.01.2024KBedV3.docx

Drag file(s) here or click to upload



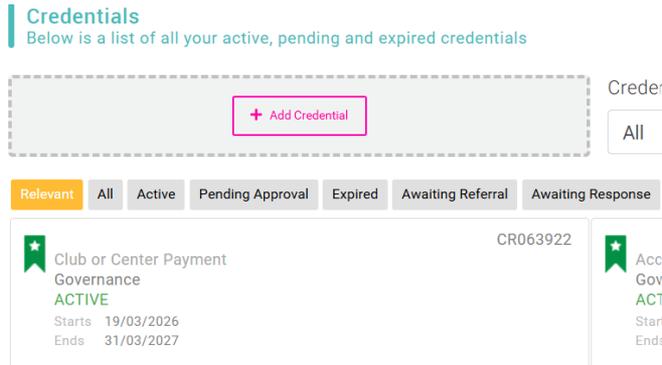
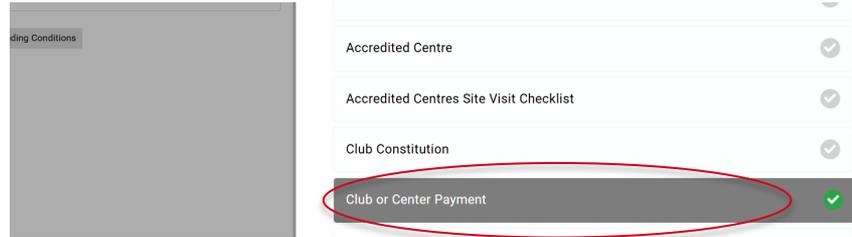
Club Credentials

Club or Centre Payment

After selecting + Add Credential

You will see an option for the Club or Centre Payment; this is for the use of BWSW. This will appear in the credentials tab.

(BWSW will add this Credential when we have received payment)

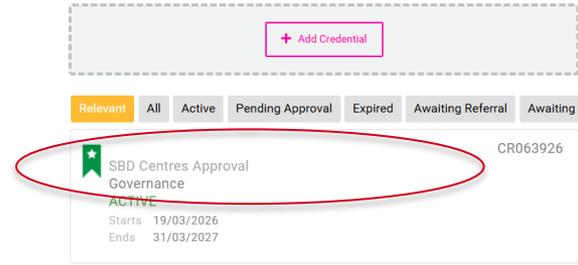


Club Credentials

SBD Centre Approval

BWSW will add this Credential for your SBD status when we have received payment of the invoice. You then will see an SBD Centre Approval credential

N.B. If you are due a verification visit or installing a new principal/examiner this credential will not show until a site visit has taken place



Welfare Officer

Another prerequisite for accreditation is to have an **ACTIVE** Welfare Officer

This requires:

1. *Active Membership*
2. *In date Safeguarding and Protecting Children (SPC) Certification*
 - a. *A Time to Listen Certification (TTC) is recommended (a Welfare Officer specific course)*
3. *In date Enhanced DBS Check (this must be applied for via the BWSW website or be on the Update Service)*

Affiliation will not be completed until a Welfare Officer has completed the above. For more information see the Welfare Officer How to Guide.



Completing Accreditation

Once BWSW has received payment of renewal invoice and all the accreditation prerequisites have been completed – Accreditation will be completed. You will then see these credentials confirming the status.

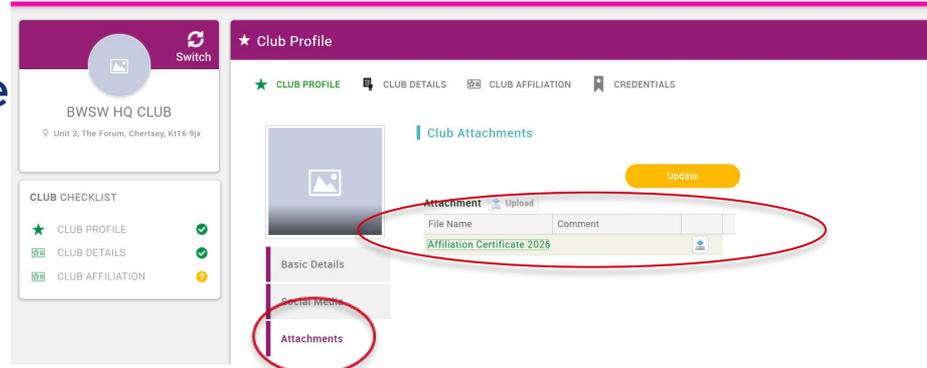


The Accreditation certificate will be uploaded to the centre's profile.

It can be stored on the system and be downloaded/printed at anytime

To view or download:

- 1. Go to your profile*
- 2. Click on attachments*
- 3. Download by selecting*



Staff

On this new platform you are able to view, add and remove staff from the centres profile. Check credentials for certification, licences and qualifications and pay the discounted membership for your staff.

Click here to view

You will then see the list of staff/members credentials and filter them by type and status or in the search bar

The 'My Club' navigation menu contains the following items:

- Club Profiles
- Team Profiles
- Data Import
- Club Affiliation
- Club Credentials
- Credentials** (highlighted with a red circle)
- Club Reports
- Members

The table displays the following data:

Reference	Credential Name	Credential Category	Start Date	Expiry Date	Owner ID	Owner Name	Status	
CR063916	BWSW L2 Watersurf Coach	Coaching (Instructing)	18/03/2026	31/12/2199	87130	Kylie Test	Active	
CR063915	Boat Wakeboard/Wakesurf	Competition Licence	01/11/2025	31/03/2027	42718	Kylie Cooper	Active	
CR063914	Coach Licence Fee	Coaching (Instructing)	26/11/2025	31/03/2029	87130	Kylie Test	Active	
CR063912	Disclosure Betting Service Check (DBS)	Safeguarding	01/05/2025	30/04/2028	87130	Kylie Test	Active	
CR063911	BWSW L1 WS/WB Coach	Coaching (Instructing)	01/04/2025	31/12/2199	87130	Kylie Test	Active	
CR063910	Coach Licence Fee	Coaching (Instructing)	26/11/2025	31/03/2029	88025	Richard Kelly	Active	
CR063821	Cable Wakeboard/Wakeskate	Competition Licence	01/11/2025	31/03/2027	88025	Richard Kelly	Active	
CR063820	BWSW L1 WS/WB Coach	Coaching (Instructing)	17/03/2026	31/12/2199	88025	Richard Kelly	Inactive Pending Conditions	
CR063819	First Aid	Safeguarding	17/03/2026	14/03/2028	88025	Richard Kelly	Active	
CR063818	Safeguarding & Protecting Children	Safeguarding	17/03/2026	16/03/2029	88025	Richard Kelly	Active	



Staff and certification

For more information, please see other guides. Links are as follows:

- ❖ [Sign-up and buy membership](#)
- ❖ [Buy/renew family membership](#)
- ❖ [Request a DBS](#)
- ❖ [Upload first aid/safeguarding certificate](#)
- ❖ [Pay operating/driving licence](#)
- ❖ [Renew Coach/Instructor licence](#)