

Official Safety Manual & Policy Handbook

2007



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USA Water Ski

Official Safety Manual

0.00 PREFACE

This manual is written to address the safety requirements for the operation of tournaments sanctioned by USA Water Ski. It is designed to cover both general and sport-specific procedures and policies.

The general sections of this manual pertain to all sports divisions of USA Water Ski. Where indicated, some procedures and policies pertain to specific sport divisions. The following abbreviations are used throughout the manual to identify the sports divisions.

ABC	American Barefoot Club
AKA	American Kneeboard Association
AWA	American Wakeboard Association
AWSA	American Water Ski Association (three-event water skiing)
NCWSA	National Collegiate Water Ski Association
NSSA	National Show Ski Association
NWSRA	National Water Ski Racing Association
WSDA	Water Skiers with Disabilities Association

All sections not so identified are general in nature and apply to all USA Water Ski Tournaments for all Sports Divisions. However, if sport division specific language differs from or contradicts general language, the sport division specific language should be used to govern the specific rule in that particular sport division's tournaments.

NATIONAL SAFETY COUNCIL DEFINITIONS

SAFETY - "The control of recognized hazards to attain an acceptable level of risk."

RISK - "Measure of the probability and severity of adverse effects."

1.00 PURPOSE

Safety is everyone's responsibility. It is "Rule One". It is an attitude in which everyone assumes responsibility for their own equipment, safety and well being and looks out for the safety and well being of others as well. This Official Safety Manual (OSM) of USA Water Ski (USA-WS) identifies standards and procedures supporting the appropriate official tournament rule book. The Safety Director should rely on these and all available resources, as well as common sense and practical experience, in performing in the capacity of Safety Director. Changes to rules of each division's rule book that are used in this manual will be considered automatic changes to this manual as well, unless otherwise indicated.

2.00 INTRODUCTION

The OSM is designed to assist all tournament participants and the Safety Director in assuring that skiers and officials are protected from danger, risk and injury to the extent possible during a tournament. Both general and specific guidance is provided. Some specific details in this manual will by necessity vary to suit the peculiarities of each site and the demands of competition.

Special acknowledgment is made to Dr. John Horne, MD., Chairman of the International Water Ski Federation (IWSF) Group I Medical Committee for use of material contained in the IWSF Safety Manual.

3.00 HOST TOURNAMENT RESPONSIBILITIES/PREPARATION

Safety preparations for a tournament should begin well before the tournament day arrives. The sponsoring club of a USAWS sanctioned tournament is responsible for the following safety preparations:

At least two months before the tournament, the Tournament Committee shall appoint a Safety Director, who will appoint such assistants as necessary. Additionally the sponsor will appoint swimmers, safety boat drivers, and workers as needed.

ABC Specific:

A USAWS trained Safety Director for ABC sanctioned tournaments, shall be selected by the organizers early enough to participate in the planning, and organization of the tournament to help eliminate foreseeable safety deficiencies, or other problems with tournament equipment or the site.

Locate safety equipment, forms, checklists, maps, first aid station, and phone numbers of law enforcement, emergency medical services, hospital, etc.

Make sure that all required and recommended safety equipment, as listed on the safety equipment checklist provided in the sanction package, and in section 6.03 of this manual is on site.

Make sure that adequate medical personnel are on site or can be available within a reasonable period of time. **suggestion for

reasonable period of time: <4 minutes.

Make sure there is transportation to medical facilities present or can be available in a reasonable period of time. **Suggestion for reasonable period of time:5-10 minutes.

Make sure that there is adequate access for emergency vehicles to respond in and to leave. Make sure that this route remains clear during the course of the competition.

Make sure there is an adequate Safety Boat or PWC (Personal Watercraft), available if they will be needed. See section 6.01.1 safety Boat Design.

Use of safety boats, PWCs, shore swimmers, or boat timer/swimmer combination should be established in consultation with the assigned chief safety Director well in advance of the tournament date. .

See that there is a means of communication available for Safety Director, Chief Judge, and Safety Crew.

Follow the Safety Director's checklist as shown in appendix IA.

Notify the following entities that an event will occur and what will be needed:

- Local hospital
- Local law enforcement
- Water regulatory authorities as appropriate
- Local ambulance/fire department/rescue squad of the tournament date and site location

NSSA Specific:

Safety Announcements - the sponsoring club shall make announcements that spectators should not try the stunts performed during the tournament without proper experience or expert instruction before each show during the tournament.

State/Federal Boating regulations - At the option of the sponsoring club, the Safety Director shall see that all competing clubs or **participants (added)** conform to all state and/or federal boating regulations prior to the start of their show, he should:

Insure that the requirement of meeting all applicable boating laws was made in the tournament announcement.

Insure that all competing clubs from a state other than the state the competition is to be held in shall have been sent a copy of such laws.

Sponsor - Required Site Plan - The sponsor shall furnish a site plan for the Chief Judge, Safety Director, and all competing clubs prior to the start of the tournament.

4.00 SAFETY DIRECTORS RESPONSIBILITIES

The Safety Director is responsible for enforcement of the Official Tournament Rules as they relate to safety for their specific sports division and their applicable rules addenda. Any infractions of these rules must be communicated immediately to the Chief Judge so that appropriate action may be taken..

The Safety Director shall be responsible for oversight of the safe condition of all equipment, facilities, and operation of the competition, and have the authority to stop competition whenever he/she feels an unsafe condition exists. The Safety Director should also be aware of weather conditions. The Safety Director along with the Chief Judge, will be responsible to delay or call off the tournament if a (potentially) dangerous situation exists. (The Chief Judge may overrule any contemplated action or decision of the Safety Director.)

Prior to the Start of the competition the Safety Director should meet with the all of the Appointed Officials and go over the emergency procedures established in the event of an injury.

Prior to day one (the first day) of the tournament, the Safety Director should:

- a. See that Assistant Safety Directors are appointed as needed.
- b. With the Chief Judge, monitor the host club's completion of the Official Safety Manual (OSM) Section 3.
- c. Identify tasks and needs involving tournament safety:
 1. Obtain the running order of the entire tournament.
 2. Check the competition area to be sure it is free from potentially dangerous obstacles and/or hazards, if not, mark them.
 3. Make sure that the jump as well as sliders, kickers, and other obstacles meets USAWS specifications.
 4. Make sure that performance platforms, starting docks, refueling area meet USAWS specifications and can hold mass numbers of skiers and equipment where needed

AKA Specific:

The Safety Director has the final say, as per AKA rules.

Basically, the Safety Director is responsible to make sure that the competition is safely conducted, and that all teams or (changed word) participants perform safely, both on the water and off. To achieve this, several things need to be completed prior to, during, and after competition.

NSSA Specific:

Prior to each competing teams performance, the Safety Director should meet with the - entire team and go over the emergency procedures established in the event of an injury. They must be aware of the necessary signals to call for help and/or stop the competition.

All competing club boat personnel, Safety Director, and Show Director/Chairman shall meet with the tournament Safety Director and Chief Judge prior to the start of that day's competition. The sponsor shall state the time and place in the tournament announcements. All other club participants shall meet with the Safety Director prior to their 20-minute setup time. This meeting shall be a location convenient for club members and no earlier than during the competition time of two shows preceding a club's performance and stated in the tournament announcements. If not specified, the meeting will take place in the pre-staging area prior to the 20-minute setup time.

Changes in the schedule during the competition shall be made only for weather, water conditions, safety or similar reasons, and not for the convenience of any skier. A majority of the Appointed Judges must approve the change and all show chairpersons of the affected clubs shall be notified. Although schedule changes are to be discouraged, the Judges should not hesitate to make adjustments required for safety. Provisions for weather-related delays and the effect on tournament running order and completion of the tournament shall be stated in the tournament announcement.

When unfair water or weather conditions or a malfunction of sponsored equipment occurs, the Judges may grant a reride of the act affected. Keep in mind that the competition is sponsored for spectator appeal and as though the "show must go on". The conduct of the competing club must be considered by both the competing club and the Judges as though the club were presenting a road show in which case conditions affecting the quality of the show are judged in the minds of the spectators.

If sponsor-supplied equipment fails, the show may be stopped at the option of the competing club until the equipment is repaired or replaced. The clock will not run during such time and will be started with enough lead time for competition to continue. The competing club shall have the option of rerunning an act which was discontinued due to such failure, or of not scoring the act and continuing on with a different act. If the act is rerun, the timer will start the competition time at the point at which the show was stopped. The Judges will score the act, at the club's option, from either the beginning of the act or at the point of time restarting.

4.01 Site Inspection

General - The Safety Director should survey the tournament site to check the following:

- a. Take-off and landing areas to see that they are free of rocks, glass, and/or other hazards.
- b. General hazards such as judges' towers and stairs, spectator bleachers, boat launching ramps, moorings, and re-fueling areas.
- c. All other hazardous objects not specific to the operation of the tournament, should be removed or rendered safe. If that is not possible these hazards should be marked in manner to distinguish them from ski course markers, and the skiers and officials warned of their existence.

ABC Specific:

WBC Jump Specifications

- a. The part that is submerged shall be painted a dark color or of a dark material. The exposed part above the waterline shall be of a light color.
- b. The jump ramp surface shall be the equivalent of 18 or 19 millimeter marine plywood in strength and stiffness, suitably braced and with smooth integral or glued safe surfacing. Suitable buoyancy properly disposed shall be used to ensure stability and the dimensions in 1) and 2) above. Centerline markings of a strongly contrasting color shall be placed on the front face of the ramp just below the top edge and also at the waterline, to facilitate sighting the ramp, and measuring to the inner and outer course buoys.

ABC Ramp inspection:

Jump ramp inspection shall be required after any part of the skier's body other than the feet strikes the ramp to determine if any changes have occurred which might create a hazard to further jumping unless eliminated.

AWSA/NSWSA/ABC/NSSA/AWA Specific:

The Safety director's site survey should include an inspection of the jump ramp, sliders, kickers, and/or other obstacles for damaged surfaces, aprons, exposed nails/bolts, and sharp edges.

NSSA Specific:

The Safety Director should survey the tournament site to check the following:

- a. Common take-off and landing areas to see that they are free of rocks, glass, and/or other hazards. Also, relay the depth of take off and landing areas to competing teams.
- b. The skiing area must be clearly marked off and any hazards should be marked with a different marker or color.
- c. The end of the performance platform or starting dock should have a rub rail such that a boat cannot go under it.
- d. The performance platform should be checked to make sure it is sturdy considering the number of skiers and equipment.
- e. It should also be checked to make sure there aren't any splinters, screws, or nails sticking out.
- f. It also must be the right size. The sponsor shall provide a performance platform for the use of all clubs.
- g. It is recommended that the performance platform be at the left edge of the show course and will generally be used as the starting platform for most acts.
- h. For National, Regional, and Class A NSSA tournaments, the recommended minimum size shall be 20 feet x 36 feet of 720

square feet, with the short dimension parallel to the shoreline and the surface 12 to 20 inches above the surface of the water.

- i. It is recommended that the shore edge be in at least 3.5 feet of water, and that the platform end farthest out in the water be skirted from the surface of the platform to below the water line.

Make sure the jump meets USAWS specifications, check to see that it is anchored securely, check to see that there are no protruding objects, check the wax and the watering system should be tested. The dimensions of a jump for NSSA purposes will be an inclined plane with mounted six aprons that meets the following specifications. This rule applies to tournament-sponsored supplied jumps only.

- a. Height: A level take-off edge which may be adjustable from 5 to 6 feet, with the primary position at 5.5 feet.
- b. Surface width: 14 feet at all points + 2 inches.
- c. Surface length out of the water: 21 feet to 22 feet evenly.
- d. Surface length under water: 2 feet minimum evenly.
- e. Side aprons on both sides shall extend the full length of the jump and shall be at least 6 inches under the water when the ramp is raised to its full height. The recommended apron angle is no less than 30 degrees to no greater than 60 degrees from vertical.
- f. Buoy: 49 feet from the middle of the jump surface to the right of the jump as you approach go go off it. The buoy shall be in a line even with the take-off edge of the jump.

The landing stage(s) should be checked to be sure that it (they) is (are) sturdy and stable. Also, check the slickness when wet.

For safety reasons due to the site, restrictions may be added to the listed restrictions by the majority of the Judges. Any restrictions must be determined before the start of the tournament and Show Directors from all competing clubs be notified prior to the tournament or upon their arrival at the site.

4.02 Safety Crew

4.02.1 The Safety Director shall provide the safety crew the following:

- a. Review of:
 1. duties
 2. use of spine board
 3. use of flotation device
 4. cervical immobilization device (CID)
 5. safety boat operation/swimmer positioning
 6. instruction in rollover and basic water rescue techniques
- b. A review of emergency procedures in the event of an accident.
- c. Identification of location of all safety equipment and first aid facilities.

4.02.2 Discussion of any possible problems that might arise and needs such as maps and phone locations, alternate personnel positioning. The safety personnel, in cooperation with the Chief Judge, are responsible for the safe operation of the tournament.

4.03 Participant Conduct

All sports divisions: See appropriate rule book.

ABC Specific:

WBC RULE C806: Disqualification

- a) The Safety Director shall monitor whether rules C803, C804 and C805 are being observed. Failure of a skier to comply with these rules shall be cause of immediate disqualification from the event.
- b) No skier shall be allowed to compete or continue to compete if, in the opinion of the Safety Director and a majority of the event judges, his competing would be a danger to himself or to other skiers in the tournament. Failure to wear a life jacket as described in C803 or C804 shall be reason for this action, as shall failure to wear a helmet in jump. During the competition the Safety Director may at any time request the Chief Judge to halt the tournament for a poll of the judges in regard to a skier's actions or condition.

Whenever practical, the advice of a doctor should be obtained. See C802.

ABC Addendum A409: General Qualifications A Competitor disqualification -

The Chief Judge, with the recommendation of a majority of the appointed judges, may disqualify a skier who appears to be a danger to himself or other competitors. During the competition, they may take this same action if any competitor indulges in unsportsmanlike conduct, or displays any other actions considered detrimental to the skiers, the organizers, or the sport of bare-foot skiing. A competitor may also be disqualified by the actions of a parent, guardian, or other person who may be charged with unsportsmanlike conduct because of extended or unwarranted harassment of officials on behalf of the competitor.

NSSA Specific:

Mind-Altering Substances - Any competitor under the influence of any mind-altering substance, including alcohol, will cause their team to be disqualified. Under the influence is defined as: "any detectable level of the substance". Competitor is defined as: "any person that participates in the performance during the competition time in any manner".

5.00 EQUIPMENT

On each day of a tournament the Safety Director and all safety personnel should be at the site at least one hour prior to the first event. They should verify procedures, division of duties, set up inspection stations, check for last-minute changes, check that safety radios are working and that all safety duty stations are covered.

5.01 Equipment Approval:**Skier responsibility:**

Each skier will be solely and personally responsible for the quality of safety of his/her equipment

All equipment of all participants may be inspected to insure that no obvious hazards are observed. If hazards are observed the skier is responsible for all necessary repairs. This should be done each day of the tournament. In all cases the skier shall initial the running order next to his/her name (or an appropriate document) to indicate that his or her equipment has been self inspected and they are satisfied with its' condition, or it has been inspected by the safety director.

At the request of the sponsoring club, and with the approval of the appointed judges a "formal" inspection of personal equipment may be conducted. If this option is used the equipment will be clearly marked and the dock starter will check for such markers before allowing a participant to ski. Such a marker however does not release the skier from responsibility for the condition of his/her equipment.

Tournament officials will not repair skiers equipment.**5.01.1 Ski(s):**

The ski or wakeboard should be smooth with no splinters, gouges, or sharp edges cracks or delaminations that render the ski unsafe which might cause injury. Fins should be firmly attached without protruding fasteners and must not be cracked, or broken. Fins should not protrude above the fin block without protective covering .

AKA Specific:

The Safety Director has the final authority to prohibit the use of any equipment he deems to be unsafe

Kneeboards must not have sharp edges or exposed corners or any additions or devices that may pose a hazard or potential danger to the kneeboarder.

All kneeboards will be subject to inspection by the Safety Director or a Safety Appointee prior to entering the water.

All after-market prototype kneeboards or any kneeboards that have been altered in any way after manufacturing must be approved by the safety director prior to the start of the tournament.

Fins must be attached firmly to the kneeboard with no protruding or sharp edges.

All after-market fins must be approved by the Safety Director prior to the start of the tournament. The Safety Director has the final decision.

AWA Specific:

Towboat: Additional weight may be added to the towboat as long as the weight (including towboat's occupants) does not exceed the limits specified on the towboat's maximum occupancy plate.

Towing Pylon / Attachment: Towing attachments other than those supplied as standard equipment or approved by the towboat manufacturer may not be used. (Note: Currently, several boat manufacturers include extended pylons as standard equipment.)

Obstacles: No obstacles may be placed in the wakeboard course. The use of a grind rail is acceptable in the Professional events when approved by the Safety Director. Grind rails must be free of sharp edges, and protruding objects. ie; Jumps, Docks, Boats ect.

NWSRA Specific

Each competitor's ski will be painted bright international fluorescent orange on the top and bottom of the tip, nine inches minimum.

5.01.2 Bindings: Bindings should be firmly attached to the skis. Torn bindings shall be called to the skier's attention. In severe cases, where mechanical integrity may be compromised, the equipment will not be allowed to be used. Quick release binders shall be in good working conditions.

WSDA Specific:

Sit ski cages and slings are defined as bindings.

AKA Specific

The binding may have only one side that is permanently affixed to the kneeboard.

The binding may have only one side that uses a:

- a. Buckling device
- b. Release device
- c. Any device that acts as a permanent fixture

These devices must not have any protrusions or sharp edges. These devices must not pose a danger to the kneeboard competitor. The side of the binding that is not permanently affixed to the kneeboard must be a hook and loop closure (i.e. velcro type) fastening device that is easily removable with one hand.

5.01.3 Screws: Screws are to be checked and no loose screws shall be permitted. Sharp heads, fittings, exposed bolts or nuts, including wing nuts, which might cause injury shall not be permitted.

5.02 Safety Apparel: Additional safety apparel is strongly recommended by the USAWS Safety Committee:

- a. Jump pants, specially designed, which protect the skier from forceful injection of water during falls and seated landings.
- b. All known non-swimmers must wear an approved flotation device in all events.
- c. Personal Protective Equipment.- Flotation devices shall be of non-inflatable design, meeting the following specifications:
 1. They must be of a smooth, soft material not likely to cause injury in a fall.
 2. They must be fastened in such a manner that they are unlikely to be torn loose, so as to render them useless in a hard fall.
 3. They must float the skier.
 4. They must be constructed so as to provide adequate protection from impact damage to the ribs and internal organs.
(A life belt shall not be considered adequate protection in this respect.)

All contestants in Slalom and Jumping events must wear a Coast Guard-approved Type III PFD or a Coast guard approved type V PFD. At the skier's own personal risk, he may wear a NON coast Guard approved device, such as a neoprene, nylon (or similar material) covered suit or vest specifically designed by a manufacturer for that purpose if it does not violate the state laws where the competition is being held . In every instance, it must be capable of floating the skier.

ABC Specific:

Wet suit protection

Either a neoprene wet or dry suit or neoprene wet suit pants must be worn in all events and may have a life jacket incorporated in or be an integral part of the suit, if it meets all of the requirements in C803, it may be held to satisfy this requirement. A dry suit alone does not comply unless the material itself contains hermetically closed air or gas cells of adequate quantity. e.g. a neoprene dry suit of adequate thickness.

In case of doubt, the Safety Director shall have the final decision, ordering a practical test in the water if necessary.

NWSRA Specific

Life Jackets & Ski Vests

- a. All drivers, observers and navigators shall be required to use unaltered jackets, which includes the proper use of leg straps. Life jackets must be equipped with material high on the chest and must follow American Powerboat Association guide lines, with the exception of color restrictions. Life jackets must be certified every three years.
- b. Skiers shall have a life jacket with a minimum of three functional buckles.
- c. A skier's vest must have a satisfactory method of attaching to the body to ensure that it will not come off as a result of a fall. The following methods are approved:
 1. Two leg straps connected to existing jacket and legs
 2. Vest connected securely to both sides of protective swimsuits
 3. Vest (step in or twist locks on crotch straps) over wetsuit
 4. Flotation wetsuits will be inspected and approved by the National Race Committee prior to use in any NWSRA-sanctioned event.
- d. A skier's outerwear must be of a bright color on 50 percent of the upper body front and back. Acceptable colors will be safety orange, yellow or an outstanding fluorescent color (not blue or black).

5.02.1 Protective Head Gear: Use of protective head gear in an AWSA, NCWSA, or ABC (see appropriate rule book) jumping event is mandatory, as well as an AWA (see rule book) event whenever sliders, kickers, or other obstacles are used by a rider. Protective head gear is defined as an article of apparel whose manufacture and use is solely for the purpose of protecting the head from injury. It is recommended that such head gear be constructed of high impact material and have a three-point chin strap suspension, be non-bucketing, and be of good fit.

NWSRA Specific

Race Helmets

- a. Driver, observer and navigator helmets must be of a racing competition type and must cover the lower back of the head and ears. No half-shell or sports-car racing type helmets will be permitted.

- b. All crash helmets and skier headgear must be painted bright international fluorescent orange. Headgear is defined as a helmet or nylon cap which provides coverage for the ears and fits securely on the head.

Note: All participants must race with all safety equipment intact and worn as intended and required from start to the completion of the race or the entire team will be disqualified for that event and they will not earn any points.

NSSA Specific:

Safety Deductions. Any of the judges or the Safety Director may poll the scoring judges for a 1% to 3% point deduction from the total score of a club for each instance that, in the opinion of the majority of the judges, there was a serious failure to exercise proper safety precautions during their show. The following will constitute automatic penalties under the rule:

- a. Failure to wear a helmet at any time a competitor skis under another competitor or a competitor's rope - 5% deduction. The exception to this rule would be before changing positions.
- b. Failure to apply and properly use a quick release for all acts in which the skiers do not hold the "normal skiing handle" in their hands at all times - 5% deduction. Also, to include "flip starts", which the towline is wrapped around the skier's body. A release person (observer) may hold no more than one release per hand. It is the intent of this rule to allow for pulling up on the ropes for the purpose of changing positions without penalty.
- c. Failure of aerial acts to land in the water or aerial acts coming over land while the participant has his skis on - 5% deduction. This rule may allow for the flyer to choose a safe alternate area away from spectators for reasons of his own safety.
- d. Failure to wear a personal flotation device which will float the skier under the following circumstances:
 - 1. Any time a competitor goes over a jump ramp.
 - 2. During rope braid acts.
 - 3. During 360s around the boat.
 - 4. While barefoot skiing.
 - 5. All clowns on the water.
 - 6. If any part of a formation being towed is three or more tiers, then all members being pulled by that towboat must wear flotation.
 - 7. At least one rider/spotter (if any) in all boats must wear flotation while skiers are on the water.
Life belts are not considered adequate personal flotation devices for parts A through E and G. NSSA rules. Life belts are considered adequate flotation devices for part F.
(All of the above violations - 5% deduction.)
- e. Failure to initiate all boat washouts, high-speed boat spins, or similar stunts with an approach parallel to the shoreline and beginning the turn-away from the spectators and dangerous boat driving, in the opinion of the judges, to include thread-the-needle maneuvers, leaving the driver's seat, or failing to maintain control of a boat while in motion - 5% deduction.
- f. Failure to complete or finish barefoot acts in more than knee-deep water - 3 % deduction. It is the intent of this rule to keep barefooters from approaching shore to the point where a forward fall becomes dangerous. Judges should use reasonable judgment and not try to determine the exact level of the water to the skier's knee.

5.03 Ropes and Handles: All ropes and handles must be free of signs of excessive wear. Areas of note are the splices, loops and knots.

ABC Specific:

The contestant may furnish his own line(s) and handle(s) for tricks, of any size, length and material. Detachable handles must be finished with a 15cm minimum loop through which the handle and all attachments can be passed, unless a clip or clips are fitted.

AWSA Specific: Ropes and handles shall not contain any knots that were not specifically inserted by the manufacturer as part of the original rope and handle design.

NSSA Specific: Ropes and handles may contain knots that were not specifically inserted by the manufacturer as part of the original rope and handle design.

AWA Specific: Ropes and handles may contain knots that were not specifically inserted by the manufacturer as part of the original rope and handle design.

5.04 Shock Tubes: Shock tubes shall be used during all slalom events except boys and girls 1&2 in AWSA tournaments. The use of shock tubes are recommended during the jump events for both three event and ABC. Shock tubes shall be of the standard length unless used with the slalom / jump switch where it can be shortened.

ABC Specific:

In the jump event a shock tube shall be fitted on the towline at the pylon end.

AKA Specific:

The use of a shock tube is mandatory for all AKA events.

5.05 NSSA Specific:

Inclined Ramps: Inclined ramps fastened to starting docks, (and/or any other equipment), and intended to be skied up, must be at an angle of not greater than 17 degrees to the surface of the water. In addition, the surface must be a minimum of 42 inches wide and the lower edge at least 6 inches below the surface of the water vertically.

6.00 SAFETY EQUIPMENT AND PERSONNEL

6.01 Safety Boats

6.01.1 Purpose: With the exception of NSSA, the purpose of the safety boat is to help injured skiers, and to clear the course of dropped skis or floating debris with maximum safety and minimum interference with the event progress. With exception of NSSA. At least one safety boat shall be used during all events unless the Chief Judge and the Safety Director agree that they are not necessary. In the event safety boats are not used, safety swimmers will be positioned on the shore and wearing a personal flotation device at all times. PWCs may be used as an aid for shore swimmers.

Safety boats shall not be used as pick-up boats for uninjured skiers who are able to swim out of the course and to shore. It is imperative that the safety boat be ready for immediate use should an accident occur.

The safety boats are under the direction of the Safety Director in coordination with the Chief Judge.

AWSA Specific:

With proper training and approval of the Safety Director the back-up-timer in the official slalom / Jump towboat may be designated as the safety swimmer. He shall have a PFD available in the boat, for immediate use. A spine board and CID should be located at the starting dock so that it can be immediately retrieved in the event of an injury requiring its' use.

ABC Specific:

Safety boat is used to retrieve fallen skiers.

ABC Safety personnel- There shall be a swimmer who is familiar with all tournament events and practice and ideally fully trained in First Aid, Emergency Resuscitation and Water Rescue techniques (as outlined in the I.W.S.F. Safety Manual).

The swimmer will wear a life jacket at all times and, in the event of a serious fall, will jump into the water to assist the skier.

No injured skier will be allowed to climb into a boat, but will be floated ashore if necessary on an improvised stretcher and lifted from the water on a suitable board or stretcher.

Under no circumstances will an injured skier be lifted passively over the side of a boat

It is emphasized that, in international competition, language difficulties may interfere with communication; and for this reason, the swimmer MUST GET INTO THE WATER to assist the injured skier

NSSA Specific

Safety boats and crews must be operational both during competition and official practice.

Sponsor Supplied Pick-up Boat

The sponsor shall have the option of supplying a pick-up boat which may or may not be used at the discretion of the competing club. If one is supplied, it must be so stated in the tournament announcement. A club may not compete without using a pick-up boat. The pick-up boat must be manned by a competent operator and rider/spotter, and be approved by the Safety Director and Chief Judge. In the opinion of the Chief Judge and Safety Director, the spotter must be able to physically handle an emergency situation on the water. The rider/spotter must be capable of water rescue.

AWA Specific: Towboats or personal Water Craft (PWC) may be used to retrieve fallen skiers. Both shall have a PFD available in the boat, for immediate use. A spine board and CID should be located at the starting dock so that it can be immediately retrieved in the event of an injury requiring its use.

6.01.1 Design: A great variety of designs are suitable for safety boats. The following features are desirable:

- a. Capacity: Space for 5 people comfortably.
- b. Power: Sufficient power to allow adequate acceleration without the bow riding high in the air.
- c. Free Board: A low freeboard with an open foredeck.
- d. Length: About 5 meters (approx. 16').
- e. Stability: The safety boat should be stable enough so that the weight of a person on the side will not tip the boat.
- f. Where safety boats to be used the sponsor should supply one low-sided safety boat with adequate power for the use of the Safety Director and / or firstaid personnel.
- g. The boat shall be equipped with a satisfactory backboard and adequate personal flotation devices.
- h. The safety boat will be at an easily accessible, designated position and will be manned by a competent operator at all times during competition.
- i. Smoking is not allowed at any time in any official tournament boat(s). (Tow boats or safety boats.)
- j. Only designated persons may occupy a safety boat.

6.01.2 AWSA Specific:

Positioning Three Event: In each event, positioning of the safety boat is important.

Appendix V diagrams the various suggested positions for each event.

6.01.2.1 AWSA Specific

Jump Event:: The greatest risk of personal injury occurs in the jump event. Positioning of the safety boat shall be such that it does not interfere with the skier's path, either over the ramp in a jump effort or a balk. While this is applicable to most sites, the disposition and designation of the safety boat will be determined by the wake dispersal peculiarities of each site, as well as the position of the ramp, relative to the shore and meter stations.

Positioning of the boat should be such that the driver has the skier in sight at all times and can anticipate a possible fall by observing the skier's attitude on and over the ramp. Should a fall appear inevitable, the safety boat should not wait for the hands-up "OK" signal, but move toward the skier. In the event of a hard fall, the safety swimmer should always get into the water. This is of particular importance in events where verbal assessment of the skier may be difficult due to handicap or language difference. If sufficient personnel are available, an additional swimmer in the safety boat is preferable.

6.01.2.2 AWSA Specific:

Slalom event: The safety boat should operate outside the course across from the approximate center. The safety boat shall maneuver so that the bow is continuously pointed into the course to minimize back wash, always keeping well clear of the turning buoys and skier's path to avoid any condition that would be unfair or not safe. Skiers should be asked to swim out of the course when possible to expedite pick-up and reduce wake.

Safety boats, except when going to the aid of a fallen skier, always travel parallel to the course and not across the course.

6.01.2.3 AWSA Specific:

Trick Event: Safety boat personnel should be especially alert at all times. If a skier falls, the safety boat should move in immediately to evaluate the skier and equipment if there is not an immediate hands-up sign of "OK".

Positioning of the safety boat in the trick event should be on the "outside" of the course opposite the judges. Any cast-off equipment must be picked up before the next pass. If a skier drops a ski during the first pass, be alert for a signal from the skier or boat that the skier would like the dropped ski for the next pass.

If a skier falls during the second pass and is unable to swim in, the safety boat should move in immediately, wake free, to pick up the contestant and equipment.

6.02 PERSONNEL

6.02.1 Drivers: Safety boat drivers' availability is the responsibility of the tournament sponsor. Sufficient drivers and relief drivers must be appointed and available to the Safety Director, to assure that fatigue does not reduce efficiency. Drivers appointed should have competition driving experience whenever possible and be thoroughly familiar with the site.

Rarely is there need for more than one safety boat to attend to an injured skier. The intent is to supply assistance to the skier with dispatch, but without risking a collision with the skier or another boat. This applies to the towboat(s) and a secondary safety boat(s).

No Driver shall pick up a skier, ski, rope or any other item from the water with the ignition on.

6.02.2 Swimmers: Designated swimmers, boat or shore, need to have reviewed with the Safety director or assigned assistants the safety procedures outlined in this manual and as instructed in the safety directors training clinic. This review should be done before the event(s) to which the swimmers are assigned.

Each designated swimmer in the safety boat, towboat, or on shore must wear a Coast Guard-approved Type III personal flotation device at all times and be prepared to enter the water.

Ideally, a swimmer would hold a valid lifesaving card, be trained in water rescue techniques and basic first aid.

It is recommended that the safety swimmers be located in the following areas:

- a. In the tow boat if the room is available and the Chief Judge and Chief Safety Director agree.
- b. On Shore, only if the distance is not too great as to make it difficult for the swimmer to reach the victim and still be able to help with the rescue. This will have to be decided by the Chief Judge and the Chief Safety Director.
- c. In an LOC supplied safety / rescue boat that can be positioned out of the way of the skier and towboats. This will also have to be decided by the Chief Judge and Chief Safety Director.

The swimmer should jump into the water to assist the fallen skier. It is important that the swimmer jump (rather than dive) into the water so that the injured skier can be kept in view at all times.

6.03 Equipment: Each safety boat shall carry, or have quick access to the following standard equipment:

- a. A suitable back (spine) board (6' x 18" maximum size, minimum four straps or equivalent).
- b. One immobilization device for the neck/head, preferably of the C.I.D. (cervical immobilization device) type attached to the spine board.
- c. Tools that can easily cut through towlines, straps, etc.
- d. A two-way radio, worn by the driver of a safety boat or one of the

swimmers, that is in direct communication with the Safety Director.

- e. A basic first aid kit with triangular and adhesive bandages.
- f. An extra flotation device.
- g. Fire extinguisher.

Duplicate safety equipment is recommended for each safety boat used. A basic checklist should be provided and safety crews are to review it before the start of their event.

Other equipment strongly recommended to be available: additional spine board, blankets, towels, gloves, splints for arms and legs - short and long, wood or air - an additional cervical collar, and pocket mask. These items should be used by qualified personnel only.

NWSRA Specific

Required Equipment

The rescue litter must be available on the race course in a designated rescue boat at all sanctioned events. The Chief Referee shall designate the location on the course.

- a. Fire Extinguishers- At least one accessible fire extinguisher secured to the boat that must be Coast Guard approved, full charged and validated within one year. There also must be at least one 20 BC fire extinguisher on the beach with extra gas supplies.
- b. One paddle on board (a water ski is not a paddle)
- c. Safety Collar on the propeller shaft.

7.00 WATER RESCUE

A water skier may sustain any kind of injury in a fall. It is imperative that the unconscious skier receive assistance with cautious urgency.

7.01 Signals: A fallen skier must clearly signal that he/she has not been injured. If a signal is not given, the safety crew must assume that the skier is injured and move in immediately.

The signal by which a fallen skier indicates that there is no injury, is to wave both arms above the head with the hands clasped. This signal indicates the skier is OK and does not need assistance. If this signal is not given, then the safety boat or club pick-up boat should assume the skier is injured and move in to evaluate. Some skiers may take a moment or so to assess themselves before giving the OK signal and the pick-up boat crew must make a judgment. In such cases the safety or pick-up boat crew may begin to idle towards the skier. Utmost urgency is only demanded for unconscious skiers and those unable to keep their airway clear and above water.

A dazed or confused skier may thrash about in the water with the arms above the head in such a way that may be mistaken for an OK signal or an OK signal may be given out of sheer habit but the skier may actually be injured. In either case the safety crew must decide. If there is not a purposeful and clear cut signal given, the safety boat must respond. This signal may not apply to jumpers wearing arm slings.

If the injury to the skier requires the show or event to be stopped to properly give care, then the safety or safety crew must give the signal or radio it. This signal to stop the show is done by crossing the arms over the head in a deliberate, still manner. A decision must then be made by the safety crew if they are able to properly handle the situation or if help is needed..

NSSA Specific:

The Safety Director must pay close attention when falls occur because the stop the show signal may be given from various sources such as an alert fallen skier, towboat crew, or dock personnel. The Safety Director must maintain close observation of fallen skiers and may utilize other personnel, such as the Safety Boat Crew, to help in this task.

Whenever the show has been stopped for an injury, the Tournament Safety Boat should begin to idle in the direction of the injured skier. The Safety Boat should not move into the proximity of the injured skier unless needed as previously stated.

The competition time will be stopped by the Chief Judge or the Safety Director whenever there is apparent injury to a skier during the show. After the Chief Judge and the Safety Director are confident that necessary aid has been given to the injured person and all equipment involved has been checked, the team may start with the next act or rerun the act during which the injury occurred. If they chose to rerun the act, the competition time will start when they reach the point and which the injury occurred.

7.02 Medical Emergencies: In the event of an accident, the Safety Director and safety personnel must be prepared to be first responders. All Safety Directors have been trained in first aid and CPR; however due to staffing and personnel problems at some tournaments not all swimmer will have had this formal training.

Their responsibilities are to:

- a. Help prevent further injury
- b. Activate the appropriate emergency system(s).
- c. Calm and stabilize the injured person until professional help arrives.

7.03 Procedures: The following procedures are procedural reminders. Every injury situation is unique and may require a different approach. Perform only what you have been trained to do. Beyond that pursue professional assistance. Common sense should prevail.

7.03.1 The Unconscious Skier: The unconscious victim requires prompt assistance.

First, the swimmer must check to see if the victim is breathing. If the victim is not breathing, then artificial ventilation must be initiated.

The airway must be kept clear, open and maintained while keeping the cervical spine in an in-line (neutral) position and keeping the victim's head above water. The victim should be placed as a unit onto a spine board while the airway and cervical spine stabilization is maintained. The victim should be secured to the board, and then a Cervical Immobilization Device (CID) should be applied and secured. Personnel need to be properly trained to do these procedures. The USAWS Safety Director Training Course offers such training.

7.03.2 Bleeding:

Bleeding from most wounds can be stopped by firm, constant direct pressure applied to the wound. Pressure may be applied by the flat of the gloved hand holding a dressing. The pressure must be maintained until the bleeding has stopped. Remember that water tends to prolong bleeding by interfering with the formation of a solid clot. For the same reason, in the water lacerations seem more severe than they really are. Any bleeding should be arrested as soon as possible. Apply direct wound pressure and add more bandages as needed, but don't remove the bandages which are currently in place.

7.03.3 Suspected Fractures:

If a fracture is suspected, the limb should be splinted in the water. A suitable set of splints and/or splinting materials are required as standard equipment in the safety boat and/or readily accessible on shore.

The important thing to remember is that a suspected fracture is to be immobilized and not moved any more than possible so as not to aggravate the injury. A check for the pulse and feeling should be made distal to the injury. There are many splints and splinting materials available for use. When choosing the materials, keep in mind issues such as water resistance, versatility, and infection control problems.

Some common splints can easily be applied. A pillow and sling or tape can be used for wrists, hands, feet, and ankles. A rolled towel may be placed in an inverted "U" over the top of the head and down to the shoulders to serve as a makeshift CID.

7.03.4 Removing the Fallen Skier From the Water:

If the fallen skier is unable to climb aboard the safety boat with little or no assistance, the event needs to be stopped and the victim needs to be floated to shore with appropriate care being given by the swimmer. Under no circumstances shall an injured skier be hauled passively over the side of the boat. A swim platform is not intended for transportation of injured skiers, however there may be a rare occasion in which this may be done.

7.03.5 Helmet Removal

In the event of an injury, a helmet should not be removed other than by the skier. In-line stabilization of the cervical spine can be obtained with a properly applied spine board and CID. There may be an occasion where a facepiece may need to be removed to maintain a proper airway.

7.03.6 Assessment of Injuries

When an injured skier has been removed from the water, a decision must be made as to whether professional medical and/or emergency assistance is required.

All injuries should be professionally assessed either at the site or at a local hospital. Serious injuries may not always be readily apparent.

The Safety Committee further recommends that each tournament have a doctor or other trained medical personnel in attendance who are experienced in the assessment and management of trauma in general and athletic injuries specifically, and who are familiar with the aspects of the type of competition.

7.04 Tournament Medical Facilities/Personnel

7.04.1 On-site Medical Facilities: A medical facility should, when possible, be established at the tournament site. This unit should be prepared to deal with minor trauma (basic first aid) so that a competitor or official can be returned to tournament participation as soon as possible in appropriate circumstances.

Ambulance personnel, EMTs and paramedics are often willing to be present and serve in this capacity. These persons are trained to assess and stabilize major trauma before removing the injured person to a trauma center.

7.04.2 Hospital Liaison: Liaison with the local hospital/emergency facilities is the responsibility of the tournament sponsor.

7.04.3 Tournament Medical Officer: At some tournaments, the sponsor may be fortunate in securing the services of a physi-

cian to serve as medical officer. If the Safety Director is a physician, the Safety Director may serve in both capacities. If the medical officer is not the Safety Director, the medical officer will be responsible to the Safety Director. If a tournament is fortunate enough to have a local physician, direct communication is more easily established with a local hospital and injured persons will be treated more promptly.

7.04.4 Spectators: The Safety Director's responsibilities are to the contestants and officials. Separate arrangements should be provided for spectators by the tournament organizers. Spectator areas are however, under the jurisdiction of the Safety Director as is the risk management of the entire site. The Safety Director may assist an injured spectator commensurate with his/her training, and as a courtesy.

8.00 FORMS AND FOLLOW-UP

8.01 Forms (see Appendix): The Safety Director shall be familiar with and use the following forms:

8.01.1 Safety Director's Checklist: This form is to assist the Safety Director in organizing the many tasks and responsibilities that are vital to running a safe tournament. The Safety Director's checklist must be completed and submitted with the Master Scorebook.

8.01.2 Safety Report: As noted in the summary of the Safety Director's responsibilities, the Safety Director shall fill out a detailed report at the conclusion of the tournament. The report is to be filled out whether or not there has been an injury. The report is also to be signed by the Chief Judge and returned to A USA-WS with the Master Scorebook.

8.01.3 Injury Report: A separate report for each injury seen is to be made. All items are of vital importance in helping to determine future safety needs and precautions. As specific wording as possible is needed.

8.01.4 Additional (Follow-up) Treatment Report: If an injury is such that a visit to a medical facility off the site is needed, the Additional Treatment Report is required. This form should be furnished to the party treating the injured skier/official. The form requests authorization for the treating facility to send a follow-up report to USA-WS. The form is most important for the future of the safety program. If properly completed, the Additional Treatment Report provides the Safety Committee with valuable data to improve safety in water skiing.

8.01.5 Preliminary Notice of Injury card: If an injury is such that a visit to a medical facility off the site is needed, this card must be filled out and sent to Ski Safe.

8.01.6 Practice Injury report: This form should be completed if an injury occurs during practice and returned to USA Water Ski's Competition Department.

8.01.7 Practice Additional Treatment Report: This form should be completed if an injured skier has to be seen at a medical facility due to an injury that was sustained in practice. The completed form should be sent to USA Water Ski's Competition Department.

NSSA Specific:

8.01.8 Sanctioned Ski Show Exhibition Safety Director's Work Record

8.01.9 NSSA Safety Director's Tracking Report

8.01.10: NSSA Individual Competition Safety Director's Tracking Report

8.02 Safety Record: Water ski competition has had a remarkable safety record. To maintain this enviable record, attention to the details of this manual and the careful reporting of all injuries must be fulfilled.

READ THIS FIRST!

Chief Safety Director's Responsibilities and Instructions

Injuries

1. Complete an *Incident Report Form* and return to American Specialty Insurance & Risk Services, Inc. (address provided on the form). If an *Incident Report Form* is not prepared to document an injury, the claim will likely be denied by the Participant Accident Carrier.
2. Should medical treatment be required as a result of an injury, a *Participant Accident Medical Claim Form* must be provided to the injured party for completion. Follow directions on the *USA Water Ski Medical Claim Filing Instructions* for submission of this form.

Tournament Credit

1. Aspiring State Safety Directors should have their work signed off on the *Application for State Safety Director*.
2. Be sure that USA Water Ski-rated State, Regional and National Safety Directors are listed on the *Tournament Officials' Record*.

Return of Paperwork

Return the *Safety Director's Report and Checklist* with Chief Judge's and Chief Safety Director's signatures to USA Water Ski's Competition Department. Be sure the form is filled out completely and has the required signatures. Do **NOT** return *Incident Report Forms* or *Participant Accident Medical Claim Forms* to USA Water Ski.



Safety Director's Report

INSTRUCTIONS: Please type or print clearly all requested information.

1. This form must be completed and the reverse signed by both the Chief Safety Director and the Chief Judge. It is the means to assist in the evaluation of injuries and subsequently improve safety.
2. For the Chief Judge to receive credit for acting as such for this tournament, both sides of this form must be completed (legibly) and returned to USA Water Ski Headquarters' Competition Department with the master scorebook.
3. An Incident Report Form must be completed for all injured parties. Be sure to give a Participant Accident Medical Claim Form to any injured party who requires medical treatment. Incident Report Forms and Participant Accident Medical Claim Forms should be sent to American Specialty Insurance & Risk Services, Inc.

Be sure to complete and sign both sides of this form. Return to USA-WS even if no injuries occurred.

Sport Division/Category (include all Grassroots):

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> AWSA (3-Event) | <input type="checkbox"/> NCWSA (Collegiate) | <input type="checkbox"/> WSDA (Disabled) | <input type="checkbox"/> AKA (Kneeboard) |
| <input type="checkbox"/> ABC (Barefoot) | <input type="checkbox"/> NSSA (Show ski) | <input type="checkbox"/> USW (Wakeboard) | <input type="checkbox"/> USHA (Hydrofoil) |
| | <input type="checkbox"/> AKA (Kneeboard) | <input type="checkbox"/> NWSRA (Speed Ski) | <input type="checkbox"/> Cross Over (multiple disciplines) |

Tournament Name _____ Class _____ Date(s) _____
 Tournament Address _____ Sanction Number _____
 City _____ State _____ Zip Code _____
 Club's Name _____ Club's Region _____

3-Event / Collegiate / Barefoot / Kneeboard / Disabled / Hydrofoil			Wakeboard / Wake Skate / Wake Surf			Show Ski	
Events	Number of Skiers Per Event	Number of Rides Per Event	Events	Number of Competitors Per Event	Number of Rides Per Event	Events	Number of Skiers Per Event
Slalom			Freestyle			Swivel	
Tricks			Expression Session			Doubles	
Jumping						Jumping	
Flip-Out (AKA)						Total Individual	
Totals			Totals			Total Show	

Total Number of Participants _____ Number of Injuries Requiring First Aid or Hospital Care: _____
 Chief Judge _____ Chief Safety Director _____
 Address _____ Address _____

 Area Code/Phone _____ Area Code/Phone _____



Safety Director's Checklist

The following safety considerations and suggestions are regarded by USA Water Ski as important for the safe and efficient operation of a tournament. Please check the following and provide an explanation for any item checked "NO". At the conclusion of the tournament, the Chief Safety Director and Chief Judge should sign the bottom of this sheet to verify that the check-off is accurate.

A. MEDICAL LIAISON WITH OFF-SITE MEDICAL FACILITIES:

- | | YES | NO | N/A |
|---|--------------------------|--------------------------|--------------------------|
| 1. Arrangement of USA Water Ski insurance acceptance with hospital/clinic?..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Phone or radio/telephone communication on-site for direct communication to emergency facility? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Licensed or certified EMT or medical assistance available on-site or no more than 5 - 10 minutes travel away?..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Posted emergency route maps and phone numbers at several locations? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

B. SAFETY OF ON-SITE FACILITIES:

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 1. Competition area free of hazardous obstacles? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Non-moveable obstructions <u>clearly marked</u> , rendered safe by cover and/or pointed out to officials/competitors?... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Take-off/landing areas cleared of rocks, glass, tin cans and other hazards? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Docks/piers free of sharp edges, nails, broken/cracked boards? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Jump Ramp Inspection: (With the Chief Judge and Technical Controller) | | | |
| a. Properly secured, lines and anchors? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Surface and aprons smooth and no protruding nails/bolts? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Surface and sides good color contrast and not water color? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Algae/water scum removed from below water line surface? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. ALL competition courses a safe distance from shore and each other? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Towers: | | | |
| a. Stable and securely anchored? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Ladders secure and no loose foot/hand holds? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Floors, hand rails in place and in good repair? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Refueling Area: | | | |
| a. Appropriate fire extinguisher in close proximity? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. NO SMOKING and FLAMMABLE signs posted and visible? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Fuel drums/pumps properly grounded? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

C. SAFETY BOAT(S) AND CREWS OR SWIMMERS:

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 1. One (1) Type III PFD for each person and a spare? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Two-way radio to Safety Director? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Water rescue personnel in adequate numbers to cover all events (to be trained by the Safety Director)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Adequate safety boats where needed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

D. SHORE SAFETY FACILITIES:

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 1. Designated safety/first aid area? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. First Aid Equipment: | | | |
| a. Rigid spine board? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Universal type C.I.D.? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. First aid kit of adequate size? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

CHIEF SAFETY DIRECTOR'S SIGNATURE

DATE

CHIEF JUDGE'S SIGNATURE

DATE



INCIDENT REPORTING PROCEDURES

USA Water Ski General Liability Policy Incident Reporting Procedures and Form for Sanctioned Events

Any incident that occurs at a USA Water Ski sanctioned event could potentially lead to a general liability claim against USA Water Ski, its associations, sport disciplines and divisions, clubs, event organizers and individual members. **It is important that key information is recorded for each and every incident that occurs during sanctioned events, and that this information is promptly reported.** USA Water Ski has developed a General Liability Incident Report form for this purpose. The Incident Report form is available to all Clubs via the USA Water Ski web site: www.usawaterski.org.

The on-site Safety/Club Official or Event Organizer is required to complete the Incident Report form at the time of an Accident, Injury or Other Incident during a USA Water Ski sanctioned event. Please be certain to fill out the Incident Report form completely and accurately. Prompt reporting of incidents provides the insurance company with a head start in evaluating and resolving these matters, where possible, and ensures that the strongest possible defense can be provided to the Club or Event Organizer in the event that a claim is filed. A claim is an actual demand for damages by a third party.

Incidents may include injuries to participants, spectators, volunteers, boat accidents, theft or damage to property of a third party, etc. Examples of incidents which need to be reported include, but are not limited to, the following:

- Serious Injury or Illness
- Drowning
- Other Fatality
- Minor Property Damage
- Serious Property Damage
- Boating Accident
- Missing Person(s)
- Theft

Completed USA Water Ski Incident Report forms should be submitted by fax or email to:

USA Water Ski, Inc.
ATTN: Membership Services Dept.
1251 Holy Cow Road
Polk City, Florida 33868
(863) 325-8259 Facsimile
memberservices@usawaterski.org

Any incident involving a serious bodily injury requiring emergency medical transport or a death/fatality should be reported immediately to Philadelphia Insurance Companies by calling the 24 hour claims #1-800-765-9749. The USA Water Ski Director of Competition should also be notified immediately of any such injury or incident by calling 1-800-533-2972 ext. 120.



INCIDENT REPORT FORM

Page 1 of 2 (See Reverse Side for Page 2)

SUBMIT COMPLETED FORM TO:
USA Water Ski, Inc.
ATTN: Membership Services Dept.
1251 Holy Cow Road
Polk City, Florida 33868
(863) 325-8259 Facsimile
memberservices@usawaterski.org

This form should be completed by the on-site Safety/Club Official or Event Organizer at the time of an Accident, Injury or Other Incident during a USA Water Ski sanctioned event.

SANCTIONED EVENT INFORMATION:

Club/Event Organizer's Name _____ Club Membership #: _____

Event Name (If applicable): _____ Date(s) of Event: _____

Address/Location of Event: _____

Sanctioned Event Type:

Tournament Practice Exhibition Official's Clinic Basic Skills Clinic Other: _____ Sanction #: _____

Sport Discipline (Please indicate applicable Region for AWSA Events):

AWSA (3-Event): Eastern Region Midwest Region Southern Region South Central Western Region
 AKA (Kneeboard) NCWSA (Collegiate) NWSRA (Ski Racing) WSDA (Disabled)
 ABC (Barefoot) USW (Wakeboard) NSSA (Show Ski) USHA (Hydrofoil)

SUBJECTS INVOLVED (attach additional reports if more than one person was involved):

Name of Person Injured/Involved: _____ Date of Birth: ____/____/____ Male Female

Home Address: _____ Tel.: (____) _____

Name of Parent/Legal Guardian (if minor): _____ Tel.: (____) _____

Membership Status: Active Guest/Basic Skills Other: _____ USA Water Ski Member #: _____

Type of Individual: Athlete Official Coach Spectator Volunteer Other: _____

Waiver & Release: Yes No Please attach. (Note: Signed waivers are required for all participants in sanctioned events)

DESCRIPTION OF ACCIDENT/INCIDENT/INJURY/ILLNESS (check all that apply):

Type of Incident	Incident Location	Skiing Conditions (if applicable)					
<input type="checkbox"/> Minor Injury or Illness <input type="checkbox"/> Serious Injury or Illness <input type="checkbox"/> Drowning <input type="checkbox"/> Other Fatality <input type="checkbox"/> Minor Property Damage <input type="checkbox"/> Serious Property Damage <input type="checkbox"/> Boating Accident <input type="checkbox"/> Missing Person(s) <input type="checkbox"/> Theft <input type="checkbox"/> Other: _____	<input type="checkbox"/> Lake/Competition Area <input type="checkbox"/> Restrooms/Lockers <input type="checkbox"/> Premises/Grounds <input type="checkbox"/> Bleachers/Stands <input type="checkbox"/> Concession Area <input type="checkbox"/> Admission Area <input type="checkbox"/> Storage Area <input type="checkbox"/> Parking Lot <input type="checkbox"/> Other: _____	Weather	<input type="checkbox"/> Clear	Water	<input type="checkbox"/> Calm	Wind	<input type="checkbox"/> None
			<input type="checkbox"/> Clouds		<input type="checkbox"/> Slight Chop		<input type="checkbox"/> Light (1-6 mph)
			<input type="checkbox"/> Rain		<input type="checkbox"/> Moderate Chop		<input type="checkbox"/> Moderate (7-14 mph)
			<input type="checkbox"/> Fog		<input type="checkbox"/> Rough		<input type="checkbox"/> Strong (15-20 mph)
			<input type="checkbox"/> Glare				<input type="checkbox"/> Head Wind
			<input type="checkbox"/> Other				<input type="checkbox"/> Cross Wind
							<input type="checkbox"/> Tail Wind

Date of Incident: _____ Time of Incident: _____ AM PM Incident during Sanctioned Event?: Yes No

Type of Event during which Incident/Injury Occurred: Slalom Tricks Jumping Flip-Out Freestyle Expression Session
 Swivel Doubles Other: _____

Please answer the questions on the reverse side of this form to document additional details of this incident/injury.

Safety Director on-site during the Event: Yes No Were proper safety procedures and equipment utilized? Yes No

Police, DNR or Fire Department Notified: Yes No Explain: _____

Any Witnesses to Incident/Injury: Yes No Name: _____ Tel.: (____) _____

Name: _____ Tel.: (____) _____

First Aid Treatment rendered on-site: Yes No Describe on reverse page.

Primary Medical Insurance Available: Yes No If yes, Carrier and Policy #: _____

Photographs of Injury/Damage: Yes No If yes, please attach to this form.

REPORT PREPARED BY:

Name of Safety/Club Official or Event Organizer: _____ Tel.: (____) _____



INCIDENT REPORT FORM

Details of Incident/Injury

Page 2 of 2

ADDITIONAL DETAILS OF ACCIDENT/INCIDENT/INJURY/ILLNESS:

How did incident/injury occur? (Be specific. Not simply "crash on jump.")

Location and nature of injury or damage? (Describe as accurately as possible)

FIRST AID TREATMENT AND DISPOSITION:

Was First Aid Treatment Rendered On Site? Yes No

Describe First Aid Treatment Rendered On Site:

Was First Aid Treatment Refused? Yes No (Note signature requirements below if treatment refused)

Name of Injured Party: _____ Signature of Injured Party: _____
(Note: If Injured Party is a minor, obtain signature of the minor's Parent/Guardian)

Name of Witness: _____ Witness Signature: _____
(Note: A witness is required if First Aid Treatment is refused by the Injured Party)

First Aid Disposition? (Check all that apply):

- Treated and released Transported to Hospital or Other Medical Care Facility

Method of Transport to Hospital or Other Medical Care Facility?

- EMT/Ambulance Personal Vehicle Other: _____

Name, Address and Telephone Number of Hospital or Other Medical Care Facility where transported?

Name of Hospital or Facility: _____ Tel.: (_____) _____

Address of Hospital/Medical Care Facility: _____

USA WATER SKI MEDICAL CLAIM FILING INSTRUCTIONS

Notice to USA Water Ski Active Members and Guest/Basic Skills Members

If you are injured while participating in a USA Water Ski sanctioned event, please let the on-site Safety/Club Official or Event Organizer know of your injury so that an Incident Report form can be prepared. If an Incident Report is not prepared to document your injury, your claim will likely be denied by the Participant Accident carrier.

Should you require medical treatment as a result of your injury, the on-site Safety/Club Official or Event Organizer will provide you with a Medical Claim form. The Incident Report form and the Medical Claim form are both available to all Clubs and Members via the USA Water Ski web site: www.usawaterski.org.

Please follow these instructions when submitting your Participant Accident medical claim:

DO NOT SUBMIT CLAIM FORMS, MEDICAL BILLS OR OTHER ITEMS TO USA WATER SKI.

1. Submit your medical expenses to your primary medical/health insurance provider for consideration and payment. Your primary coverage would include group medical/health insurance available through your employer, spouse, parent or legal guardian, Medicare, Medicaid, Armed Forces or other coverage. The USA Water Ski Participant Accident coverage is secondary (i.e. excess) to your primary coverage.
2. Your primary medical/health insurance carrier will issue an Explanation of Benefits (EOB) showing payment or denial of each medical expense related to your injury.
3. Once you receive the EOB paperwork from your primary medical/health insurance carrier, please complete the USA Water Ski Participant Accident Medical claim form. Be sure to attach the following documents to your completed USA Water Ski Participant Accident Medical Claim Form:
 - The Itemized Insurance Billing form(s) from your physician (HCFA form), hospital (UB 92) or other provider. These forms must show the following: Patient's Name, Condition/Diagnosis, Type of Treatment, Date Expense Incurred and the Charges.
 - The Explanation of Benefits (EOB) form(s) showing payment or denial of each medical billing.
4. Submit your completed USA Water Ski Participant Accident Medical Claim form along with the Itemized Insurance Billing forms and your Explanation of Benefits form(s) to:

American Specialty Insurance & Risk Services, Inc.
P.O. Box 459
Roanoke, IN 46783
Tel.: (800) 566-7941
Fax: (260) 673-1291



PARTICIPANT ACCIDENT MEDICAL CLAIM FORM

SEND COMPLETED FORM TO:
 American Specialty Insurance & Risk Services, Inc.
 P.O. Box 459
 Roanoke, IN 46783
 (800) 566-7941 Telephone
 (260) 673-1291 Facsimile

This form is required to submit a Participant Accident medical claim for injuries sustained during a USA Water Ski sanctioned event.
 PLEASE ANSWER ALL QUESTIONS. INDICATE "N/A" IF INFORMATION IS NOT APPLICABLE.

TO BE COMPLETED BY INJURED PARTY (OR BY PARENT/LEGAL GUARDIAN IN CASE OF A MINOR)							
NAME (Last Name)	(First Name)	(Middle Initial)	SOCIAL SECURITY NUMBER	DATE OF BIRTH	MINOR:	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> MALE
						MARRIED:	<input type="checkbox"/> YES <input type="checkbox"/> NO
HOME ADDRESS (Street)					(City)	(State)	(Zip Code)
					HOME TEL. # ()		
OCCUPATION		NAME AND ADDRESS OF EMPLOYER			EMPLOYER'S MAIN TEL. #: ()		
NAME OF SPOUSE (IF MARRIED)		NAME AND ADDRESS OF EMPLOYER FOR SPOUSE			EMPLOYER'S MAIN TEL. #: ()		
NAME OF PARENT/LEGAL GUARDIAN (IF MINOR)		NAME AND ADDRESS OF EMPLOYER FOR PARENT/LEGAL GUARDIAN			EMPLOYER'S MAIN TEL. #: ()		
NAME OF PARENT/LEGAL GUARDIAN (IF MINOR)		NAME AND ADDRESS OF EMPLOYER FOR PARENT/LEGAL GUARDIAN			EMPLOYER'S MAIN TEL. #: ()		
USA WATER SKI MEMBERSHIP STATUS: <input type="checkbox"/> ACTIVE MEMBER <input type="checkbox"/> GUEST/BASIC SKILLS MEMBER MEMBERSHIP #: _____							
SPORT DISCIPLINE: <input type="checkbox"/> AWSA (3 Event) <input type="checkbox"/> Eastern Region <input type="checkbox"/> Midwest Region <input type="checkbox"/> Southern Region <input type="checkbox"/> South Central Region <input type="checkbox"/> Western Region <input type="checkbox"/> AKA (Kneeboard) <input type="checkbox"/> NCWSA (Collegiate) <input type="checkbox"/> NWSRA (Ski Racing) <input type="checkbox"/> WSDA (Disabled) <input type="checkbox"/> ABC (Barefoot) <input type="checkbox"/> USW (Wakeboard) <input type="checkbox"/> NSSA (Show Ski) <input type="checkbox"/> USHA (Hydrofoil)							
TYPE OF SANCTIONED EVENT: <input type="checkbox"/> TOURNAMENT <input type="checkbox"/> PRACTICE <input type="checkbox"/> EXHIBITION <input type="checkbox"/> OFFICIALS CLINIC <input type="checkbox"/> BASIC SKILLS CLINIC <input type="checkbox"/> OTHER: _____							
DID THE INJURY OCCUR DURING A USA WATER SKI SANCTIONED EVENT?: <input type="checkbox"/> YES <input type="checkbox"/> NO SANCTION #: _____ DID THE INJURY OCCUR WHILE TRAVELING TO/FROM THE EVENT? <input type="checkbox"/> YES <input type="checkbox"/> NO							
NAME OF EVENT:			NAME OF SAFETY/CLUB OFFICIAL OR EVENT ORGANIZER:			TEL. # ()	
NATURE OF INJURY:			DATE OF INJURY:		TIME OF INJURY: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM		
FOR ALL INJURIES, PLEASE COMPLETE THE FOLLOWING: A. DESCRIBE ACTIVITY ENGAGED IN AT TIME OF ACCIDENT: _____ B. DESCRIBE WHERE ACCIDENT HAPPENED: _____ C. DESCRIBE HOW ACCIDENT HAPPENED: _____ D. WITNESS NAME: _____ TEL. #: _____ ()							
IS THE INJURED PERSON COVERED UNDER ANY OTHER HEALTH AND/OR ACCIDENT INSURANCE PLAN(S), INCLUDING BUT NOT LIMITED TO: GROUP OR INDIVIDUAL MEDICAL, MEDICARE, MEDICAID OR OTHER MILITARY/GOVERNMENT PLANS, OR AUTOMOBILE PLAN? <input type="checkbox"/> YES (Please list below) <input type="checkbox"/> NO							
TYPE OF INSURANCE PLAN	NAME AND ADDRESS OF INSURANCE COMPANY				POLICY NUMBER		
TYPE OF INSURANCE PLAN	NAME AND ADDRESS OF INSURANCE COMPANY				POLICY NUMBER		
AUTHORIZATION TO RELEASE INFORMATION: I hereby authorize the release of information related to my employment, medical, dental, physical, mental, alcohol or drug abuse history to American Specialty Insurance & Risk Services, Inc., its employees or agents for the purpose of validating and determining benefits payable under the USA Water Ski Participant Accident policy. This authorization or a photo static copy of the original shall be valid for the duration of my claim.					SIGNATURE OF INJURED PARTY (PARENT/LEGAL GUARDIAN IF A MINOR)		
AUTHORIZATION TO PAY PROVIDERS: I authorize payment associated with my injury directly to the medical/health care providers.					SIGNATURE OF INJURED PARTY (PARENT/LEGAL GUARDIAN IF A MINOR)		
I certify that the foregoing information is true and correct.			SIGNATURE OF INJURED PARTY (PARENT/LEGAL GUARDIAN IF A MINOR)			DATE	

The issuance of this form is not an admission of liability or recognition of the validity of any claim, and is without prejudice to the Company's legal rights.



USA WATER SKI MEDICAL CLAIM FORM

Important Claim Notice

California Residents: Any person who knowingly presents a false or fraudulent claim for payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

District of Columbia & Pennsylvania Residents: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

Florida Residents: Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete or misleading information is guilty of a felony of the third degree.

Kentucky Residents: Any person who knowingly and with intent to defraud any insurance company or other person files a statement of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime.

Minnesota Residents: A person who files a claim with intent to defraud or helps commit a fraud against an insurer is guilty of a crime.

New Jersey Residents: Any person who knowingly files a statement of claim containing any false or misleading information is subject to criminal and civil penalties.

New York Residents: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

Ohio Residents: Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

Texas Residents: Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

For All States Other Than Those Above: Any person who knowingly and with intent to injure, defraud, or deceive any insurance company, files a statement of claim containing any false, incomplete, or misleading information is guilty of a felony. This notice does not apply in Virginia.

SIGNATURE OF INJURED PARTY (PARENT/LEGAL GUARDIAN IF A MINOR)

Date

USA Water Ski

Safety Director's Policy Handbook

PURPOSE

The USA Water Ski Safety Director's Development Program is designed to provide each official with the experience and knowledge necessary to create the safest possible environment for competitive water skiers. It is the goal of this program to improve the skill levels of these officials while ensuring consistency of expertise nationwide. Advancement to all rating levels (Coordinator, State, Regional and National) is achieved through the three steps of education, participation and evaluation common to all USA Water Ski officials' development programs.

STEP ONE – Education

Education is provided through sanctioned Safety Director's Clinics which include classroom and on-water instruction. Individuals who attend a clinic and successfully complete all required testing are awarded a Safety Coordinator rating.

Clinics are conducted by a trained safety clinic instructor. A list of trained clinic instructors is available upon request from the Competition Department at USA Water Ski Headquarters. If an official needs to attend a clinic, it is their responsibility to contact their Safety Committee representative. There is a USA Water Ski registration fee for each participant in addition to that requested by the sponsor.

Clinic Maintenance Requirements: All rated Safety Coordinators and Safety Directors must attend a safety director's clinic once every four years to maintain their rating. Failure to do so will result in an automatic downgrade to the next lower rating or loss of rating if an official holds a coordinator or state rating. USA Water Ski will notify all officials that they must attend a clinic early during the last year of this time frame. A rated State, Regional or National safety director attending a renewal clinic must also provide minimum proof of current First Aid and CPR certification to receive clinic credit.

Clinic Credit: Clinic instructors are not required to pay a registration fee and receive full credit toward clinic maintenance requirements. Instructing a clinic may be used to replace the Chief requirement for renewal. A clinic may also count as one of the required tournament maintenance credits.

Clinic Duration: It is recommended that a clinic include at least six to eight hours of instruction.

Clinic Instructor Status: A clinic instructor is certified by the National Safety Committee to conduct sanctioned Safety Directors Clinics. To become a clinic instructor, the applicant must hold a Regional or National Safety Director rating and have attended at least three Safety Clinics within five years. The aspiring instructor will have to assist with the administrative portion of a Safety Clinic, take a written test and instruct a clinic under the supervision of an instructor trainer. The instructor trainer will then notify the appropriate National Safety Committee representative and the Competition Department at USA Water Ski Headquarters.

Instructor Trainer Status: The Instructor Trainer is a person certified by the Safety Committee to teach and certify clinic instructors. To become an Instructor Trainer the applicant must hold a National Safety Director rating, and they must be a current instructor. The applicant must submit a resume' and a letter of intent to their committee representative. The committee representative must then write a letter of recommendation to the National Safety Committee. Once this process and a thorough review is completed, the National Safety Committee will then vote on whether to approve the applicant. If the applicant passes the vote, the committee will appoint applicant as an Instructor Trainer.

STEP TWO - Participation

For each rating, there are certain quantitative requirements which must be fulfilled before the safety director proceeds to the next step. Remember to record your work as such in your Personal Performance Record and have it signed by the Chief Safety Director. Extra Personal Performance Records are included in all tournament kits (Chief Judge 2 packet) and are available from USA Water Ski upon request. Credit for upgrading and renewal is awarded only if your participation is recorded accurately on the Tournament Officials Record in the tournament scorebook. This is how your work is recorded at USA Water Ski Headquarters. Red Cross First Aid and CPR courses (or equivalent) are required for state, regional, and national ratings. A certificate of completion is accepted as proof. Maintenance requirements are based on calendar years (i.e. work performed January 1 through December 31, 1998, counts as renewal for 1999.)

Regional and National Ratings: There are quantitative requirements to be met to advance to Regional or National Safety Director. Typically, these requirements are attained by working in a variety safety roles at sanctioned events to gain experience. Work is recorded on the Tournament Officials' Record Sheet or on the disk .ODF file at each sanctioned event. It is the responsibility of the official to ensure that all work is accurately recorded. Officials should also maintain their own work records on the Officials' Personal Performance Records provided by USA Water Ski Headquarters to track their progress toward maintenance and advancement.

Aspiring Sate Safety Directors: Individuals seeking a State Safety Director Rating must use an application form that lists the duties to be performed to acquire the rating. An application is available upon request from the Competition Department at USA Water Ski Headquarters and also included in the Chief Judge 2 packet of tournament kits. Once the completed form and a copy of

current minimum First Aid and CPR certification cards are sent to USA Water Ski Headquarters and verified, the aspiring State Safety Director will receive notification and a State Safety Director rating card from USA Water Ski Headquarters. The form must be completed within four years.

Sanctioned Event Credit: All rated State, Regional and National Safety Directors must work four sanctioned events or exhibitions averaged over two years (2/2, 3/1, 1/3, or 4 in one year). An event may be of any type from any Sport Division. Regional and National Safety Directors must work two of the four events as Chief. Serving as an Instructor/Trainer at a sanctioned Safety Clinic may be used to replace the Chief requirements.

To receive credit for working a sanctioned event, a safety director must adequately perform duties as assigned by the Chief Safety Director. Safety directors working the event must have their names listed on the tournament officials' report to receive credit. Chief Safety Directors must submit all appropriate forms to obtain credit for the event.

Fast Track: Persons having relevant health care first aid and patient experience (e.g., ER physician or nurse, EMT, etc.) may apply to the Safety committee of their Sport Division for approval (by majority vote) to become a State safety Director upon completing all of the following:

1. Providing current proof of completion of a basic first aid/CPR program (or equivalent training and experience per existing USAWS policy);
2. Attending a USAWS Safety clinic; and
3. Serving as Assistant Safety director at two tournaments

Novice Tournament Credit: Full credit, for both maintenance and upgrading, is given for work at Class N events.

Class F (Fun) Tournament Credit: Full maintenance (not upgrade) credit is awarded for working Class F (Fun) events.

NSSA Exhibition Credit: Safety Directors may use sanctioned NSSA tournaments and ski show exhibitions for maintenance and upgrade credit. For sanctioned exhibitions, a form is included with exhibition sanction approval sent to the organizer. The form must be returned to USA Water Ski Headquarters for exhibition credit to be awarded.

Work Abroad: Work performed according to USA Water Ski guidelines in Record Capability tournaments not sanctioned by USA Water Ski that take place outside of the United States will be credited upon submission of proof to USA Water Ski Headquarters.

Crossover Work: Duties performed at 3-Event, AKA, NCWSA, NSSA, NWSRA, ABC, WSDA or Wakeboard tournaments count as full credit.

Rating Upgrade Credit: To upgrade, work toward fulfilling requirements in any of the categories of "Tournaments, Chief Safety Director and Regionals" may NOT also count toward fulfilling those in another category at the same time at the same tournament. For example serving as Chief Safety Director counts toward work as a Chief Safety Director or toward tournament quantity, but not both.

Regional Tournament Credit: Aspiring National Safety Directors may use a National Tournament for their Regionals requirement (if they are unable to work at the same year's Regionals) but they may not count both as a Regionals and a Nationals in the same year. Safety Directors will still need three years to fulfill their Regionals requirement.

STEP THREE - Evaluation (Testing for Upgrade)

Testing Procedures: Once ALL quantitative requirements (including a clinic) are completed for a given rating level, Safety Directors should contact the Competition Department at USA Water Ski Headquarters to request that their work be verified. USA Water Ski will do so, then explain what is necessary to complete the written exams.

The Regional Safety Director test, mailed from USA Water Ski Headquarters, is to be completed as an open-book evaluation and returned to USA Water Ski Headquarters to be graded.

The National Safety Director test is closed book and may be taken under the supervision of an Instructor Trainer at a clinic or other meeting place that has been mutually agreed upon.

Testing Opportunities: Aspiring Regional Safety Directors may take the test on two different dates per calendar year, aspiring National Safety Directors only once.

Passing Grades for Tests: The regional open-book test requires a minimum score of 90 percent; the National closed-book test requires a minimum score of 80 percent .

RATING MAINTENANCE REQUIREMENTS

Safety Coordinator: Rated Safety Coordinators must attend a sanctioned Safety Clinic once every four years to maintain their rating.

Sanctioned Event Credit: All rated State, Regional and National Safety Directors must work four sanctioned events or exhibitions averaged over two years (2/2, 3/1, 1/3, or 4 in one year). An event may be of any type from any sport division. Regional and National Safety Directors must work two of the four events as Chief. Serving as an instructor at a sanctioned Safety Clinic may be used to replace the Chief requirements.

To receive credit for working a sanctioned event, a Safety Director must adequately perform duties as assigned by the Chief Safety Director. Safety Directors working the event must have their names listed on the tournament officials' report to receive credit. Chief Safety Directors must submit all appropriate forms to obtain credit for the event.

Clinic Requirements: All rated State, Regional and National Safety Directors must attend one sanctioned Safety Clinic every four years. Clinic attendance may be used to replace one of the four event requirements.

First Aid and CPR Requirements: It is recommended that this certification be kept current and that copies of certification be sent to the Competition Department at USA Water Ski Headquarters upon renewal. Proof of current Red Cross First Aid and CPR certification (or equivalent) will be required at each sectioned Safety Clinic attended. Clinic credit will be withheld pending such certification.

HARDSHIP

The Safety Committee has the responsibility of ensuring that all Safety Directors have the skills necessary to provide skiers the safest possible environment and that these skills have not eroded because of a lack of practice. There are, however, exceptional situations that can prevent a Safety Director from meeting the renewal requirements. An excusable hardship involves an event or condition over which an official has no control. In other words, the event or condition is not self imposed and personal choice has not been exercised.

Each request for hardship will be considered on its own merits. Hardships will not be granted for ability, prior qualifications, personality or length of service. Hardships are not renewable.

The following are examples and are not all inclusive:

- a. Excusable conditions:
 1. Medical problems - major injury or illness, surgery, pregnancy
 2. Military duty
 3. Temporary job assignments lasting two months or more over which the official has no control
- b. Inexcusable conditions:
 1. Non-awareness of renewal requirements
 2. Personal error in record keeping
 3. Lack of tournament attendance due to other personal activities
 4. Failure to attend a Safety Clinic

An individual applying for hardship may obtain the hardship petition from the Competition Department at USA Water Ski Headquarters and should complete and return it to the Safety Committee representative. The representative will in turn forward the form with a recommendation (yes or no) to USA Water Ski Headquarters for circulation and a vote by the National Safety Committee. The petitioner will be informed by letter from USA Water Ski Headquarters of the approval or denial of his request. The deadline for submission is May 1 of the year following downgrade or 60 days after official USA Water Ski notification of the downgrade, whichever is later.

REINSTATEMENT

Safety Directors applying for reinstatement must have held the rating applied for within the last four years as verified by USA Water Ski Headquarters. Those applicants not meeting this requirement must start over again. Once a safety director is reinstated at a given rating, unless they are reinstated as a National, all credit originally obtained toward advancement to the next rating is reinstated. Proof of minimum First Aid and CPR certification is required.

State Safety Director: Assist the Chief Safety Director at two sanctioned tournaments and attend a sanctioned Safety Clinic if more than four years have elapsed since last clinic attended. Submit proof of the above with request for reinstatement to the Competition Department at USA Water Ski Headquarters.

Regional and National Safety Directors: After attending a sanctioned Safety Clinic, contact the Competition Department at USA Water Ski Headquarters and request reinstatement. USA Water Ski Headquarters will send the appropriate testing or notify the Safety Committee representative, as necessary.

RETIRED STATUS

Regional or National Safety Directors may retire at their present rating levels provided they have held a Regional or National rating for a minimum of five years. Retirement means that no further safety officiating is allowed. If they wish to work at tournaments again during the next five years, they will be awarded their former rating upon attending a clinic and successfully completing the applicable written exam. This procedure permits all officials to retire with dignity if they are no longer able to work tournaments.

DEFINITIONS

Safety Coordinator: A Safety Coordinator may serve as the safety personnel required to be present at any sanctioned practice, exhibition or Class F (Fun) tournament. A Safety Coordinator may also be considered an aspiring State Safety Director. A Safety Coordinator may not serve as Chief Safety Director at any sanctioned tournament. A Safety Coordinator may assist at any sanctioned event to gain credit towards achieving a State Safety Director rating.

State Safety Director: A State Safety Director may serve as Safety Director at any sanctioned event except Nationals. A State Safety Director may not serve as Chief at the Regionals.

Regional Safety Director: A Regional Safety Director may serve as Safety Director at any sanctioned event. A Regional Safety Director may not serve as Chief at Nationals.

National Safety Director: A National Safety Director may work ALL sanctioned events.

PERFORMANCE OF DUTIES

The USA Water Ski Tournament Rule Book appropriate to the sports division of the event and the USA Water Ski Safety Manual will be followed in the performance of all official duties.

QUANTITATIVE REQUIREMENTS

Safety Coordinator

A Safety Coordinator may serve as the safety personnel requirement to be present at any sanctioned tournament. However, a Safety Coordinator may not serve as Chief Safety Director at any sanctioned tournament. A Safety Coordinator may assist at any sanctioned tournament to gain credit towards achieving his State Safety Director rating. A Safety Coordinator may apply work credit earned at sanctioned Class F (Fun) tournaments towards becoming a State Safety Director.

- Minimum age – 18
- Must attend one sanctioned Safety clinic

State Safety Director (use application)

A State Director may serve as Safety Director (Chief or as an assistant) at any sanctioned tournament. A State Safety Director may not serve as Chief of Assistant Chief at Regionals or Nationals.

- One Sanctioned Safety clinic
- Current Red Cross First Aid and CPR or equivalent (certificate of completion as proof)
- Three Sanctioned tournaments assisting appointed Chief Safety Director (except Regionals and Nationals) – at least one of these three sanctioned show exhibitions under the supervision of a current State Safety Director, NSSA Regular Judge or president/show director of the sponsoring team

Regional Safety Director

A Regional Safety Director may serve as Safety Director (Chief or assistant) at any Sanctioned tournament. A Regional Safety Director may not serve as Chief at Nationals.

- One sanctioned Safety Clinic completed since becoming a State Safety Director
- Current Red Cross First Aid and CPR or equivalent (certificate of completion as proof)
- Eight sanctioned tournaments or show exhibitions as Safety Director (chief or assistant)
- Two additional sanctioned tournaments as Chief Safety Director
- A written take-home test once the above requirements are met and verified by USA Water Ski

National Safety Director

A National Safety Director may work ALL sanctioned tournaments.

- One sanctioned Safety clinic completed since becoming a Regional Safety Director
- Current Red Cross First Aid and CPR or equivalent (certificate of completion as proof)
- Nine sanctioned tournaments or show exhibitions as Safety Director (chief or assistant)
- Three additional sanctioned tournaments as Chief Safety Director
- Three sanctioned Regionals (Conferences) or Nationals in three SEPARATE years (in addition to the previous two requirements)
- A closed-book written test take under the supervision of an instructor/trainer once above is verified

Safety ratings may be achieved by working Sanctioned ABC, AKA, NCWSA, NSSA, NWSRA, WSDA, AWSA or wakeboard events.

CLINIC REQUIREMENTS

Safety Coordinators and State, Regional and National Safety Directors: Attendance at a sanctioned Safety Clinic is required once every four years.

State, Regional and National Safety Directors: Two-year Renewal

Requires working four sanctioned events every two years. An event may be of any type from any sport division. Regional and National Safety Directors must work two of the four events as Chief. Clinic attendance may be used to replace the other tournament renewal requirement. Serving as an Instructor at a sanctioned Safety Clinic may be used to replace the Chief requirements.

It is recommended that First Aid and CPR certification be kept current. Upon renewal, send a copy of certification to USA Water Ski Headquarters. Proof of current First Aid and CPR will be required at each sanctioned Safety Clinic.