



**INTERNATIONAL WATERSKI &  
WAKEBOARD FEDERATION**  
**OFFICIAL SAFETY MANUAL AND POLICY HANDBOOK**  
**Safeguarding Athletes and Participants**

(Version 01 – 01 October 2022)

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## 2 MISSION STATEMENT:

This document addresses the safety requirements for all competition events sanctioned by the International Water Ski and Wakeboard Federation (IWWF)

All sections of this manual are general in nature and apply to all IWWF Ski competitions for all Sports Disciplines, unless otherwise indicated. The following sport discipline descriptions are used throughout the manual to identify the sports disciplines:

Barefoot	Ski Racing
Disabled	Wakeboard
Cable Wakeboard	Wakesurf
Cable Ski	Waterski
Show Ski	

Note: Additional sport discipline safety rules indicated in Sections 22 to 30 must be followed, including any amendments that supersede the information contained in this Manual. If sport discipline-specific language differs from the general provisions of this manual, the sport discipline-specific language shall be followed for that particular sport discipline.

## 3 DEFINITIONS

SAFETY: Control of recognized hazards to attain an acceptable level of risk.

RISK: Measure of the probability and severity of adverse effects.

SAFETY BOAT: Means a Rescue Boat used to retrieve an athlete out of the water.

ABBREVIATIONS are defined in Section 21 of this Manual.

## 4 PURPOSE

Safety is everyone's responsibility. 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.

Safety arrangements shall be made appropriate to the size, rating, and location of the competition.

***This manual identifies standards and procedures with a focus on preparedness and prevention of injuries. This is the baseline that will be applied by all the disciplines of the IWWF.***

## 5 INTRODUCTION

The Manual is designed to assist all event participants and the Safety Director in assuring that athletes, and officials are protected from danger, risk, and injury to the extent possible during an event. Both general and specific guidance is provided.

Some specific details will by necessity vary to suit the peculiarities of each site and the demands of competition. These will be properly reviewed by the Safety Director before the start of the event.

## 6 HOST / ORGANIZER RESPONSIBILITIES & PREPARATION

Safety preparations for an event should begin well in advance.

At least two months before the event, the Organizing Committee shall appoint a Safety Director, who will appoint assistants and / or other safety officials as necessary.

The organizer will appoint necessary personnel to fulfil the tasks listed below.

The organizers shall participate with the Safety Director to ensure compliance with all basic safety requirements, including any applicable conditions that may be in effect and applicable to the event. Some items requiring attentions are listed below:

- Arrange for suitable local support staff such as swimmers, rescue boat drivers and workers as needed.
- Make sure that all required and recommended safety equipment, as listed on any safety equipment checklist ins on site (*Appendix 1* of this Manual).
- Make sure that adequate medical personnel and transportation to medical facilities are on site or can be available within a reasonable period of time (5-10 minutes is generally recommended).
- Make sure there is an adequate Rescue Boat or PWC (Personal Watercraft), available if/as needed (see section below regarding rescue boat design, although there are many different and alternative designs which may be suitable).
- The procedure for shore swimmers, boat/swimmer combinations, and the use of rescue boat /PWCs should be established in consultation with the Safety Director.
- Confirm that there are proper means of communication available for Safety Director, Chief Judge, and Safety Crew.
- Notify local emergency and regulatory authorities of the event and its location, if appropriate for the specific event including what will occur and what will be needed.
- Verify location of safety equipment, forms, checklists, maps, first aid station, and phone numbers of law enforcement, emergency medical services, hospital, etc.

## 7 SAFETY DIRECTOR'S RESPONSIBILITIES

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.

Depending on the level of the competition and local requirements, **the Minimum Qualifications for a Safety Director are:**

- Have some prior experience in officiating in this type or size of event.
- Have attained a USAWS-WS National Safety Director Rating or equivalent.
- Have received a First Aid and CPR certificate within the last two years or:
- Have Lifeguard training or Paramedic certification.
- **These requirements will vary according to the size of the event and the jurisdiction under which the event is ran.**

The Safety Director is responsible for enforcement of these Rules or any other rules specific to the sport discipline involved in the event. 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, in consultation with the Chief Judge have the authority to stop competition whenever any 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 event if a potentially dangerous situation exists.

The Safety Director shall not have any other duties related to the event that could be construed as a conflict interest.

Prior to the event, the Safety Director should:

- See that Assistant Safety Directors or other safety personnel are appointed as needed.
- With the Chief Judge, monitor the host club's pre-event compliance with the requirements of this Safety Manual and any sport discipline-specific safety rules.
- Identify tasks and needs involving safety:
  - Check the competition area to be sure it is free from potentially dangerous obstacles and/or hazards, if not, mark them.
  - Make sure that performance platforms meet IWWF specifications, starting docks and refuelling area are properly anchored, and can hold numbers of athlete and equipment where needed.
- Confirm specific discipline safety rules that will be applicable to the event.
- This should be planned to depend on the size of the event and who is participating. Often other officials have the needed skill sets/knowledge and participating teams often travel with trained medical personal. An inventory of these individuals should be made so they can be drawn upon.

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

The Safety Director shall remain near the competition area as much as possible.

Risk Assessment should be conducted according to the site-specific conditions (see *Appendix 2*).

Athletes should be reminded that they are participating at their own risk.

## **8 CHIEF JUDGE**

The Chief Judge should work closely with the Safety Director and the Organiser to ensure the safe running of the event.

The Chief Judge is ultimately responsible for the safe running of the event.

The Chief Judge may overrule any contemplated action or decision of the Safety Director in line with the majority verdict of the event panel.

Depending on the size of the event and the local judication, the Chief Judge can also act as a Safety Director and takes all the responsibilities as discussed in this Manual.

## **9 MEDICAL FACILITIES & PERSONNEL**

### **9.1 On-site Medical Facilities**

A clearly indicated medical facility should, when possible, be established at the tournament site. This facility should be prepared to deal with minor trauma (basic first aid) so that an injured competitor may be medically assessed, and concussion protocols

followed in private by the designated personnel. The competitor or official can be returned to participation as soon as possible in appropriate circumstances.

Emergency persons should also be trained to assess and stabilize major trauma before removing the injured person to a trauma centre.

## 9.2 Hospital Liaison

Liaison with the local hospital / emergency facilities is the responsibility of the event organiser. An emergency plan should be put in place by the organizing Committee. In the case when an athlete is taken to a local medical facility, the **athlete should be accompanied by an local official** from the organising committee to assist with local language or culture differences.

## 9.3 Medical Officer

The Safety Director in conjunction with the organiser may appoint a Medical Officer to provide the following services:

- Be in attendance during all competition events
- Provide a suitably equipped, and clearly identified medical station prepared to deal with any sort of medical emergency that will be conveniently located at the competition site. The medical station may be in the form of an ambulance or portable tent and shall be suitable for holding and treating an injured skier prior to hospitalisation.
- Ensure reasonable facility for rapid and suitable transport to a trauma centre.
- The role and function of the Medical Officer will depend on the size of the event and the local jurisdiction under which the event is ran

The **Minimum Qualification for a Medical Officer** are:

- Paramedic with some trauma experience and preferably some water rescue training.

At some competitions, the organiser may secure the services of a physician (Doctor of Medicine) 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 an event 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.

## 9.4 Event Officials

It is highly recommended that wherever possible, event officials should be trained in safety and first aid.

## 10 WATER RESCUE EQUIPMENT AND PERSONNEL

In conjunction with the Safety Director and Organisers, the Chief Judge shall determine if rescue first response shall be performed from the shore, a rescue boat, or the tow boat. This may differ from event to event.

### 10.1 Water Rescue Personnel

Prior to the start of the event, the Safety Director (or the Chief Judge) will **hold a live**

**demonstration on how the rescue of an injured athlete will be conducted.** This will include:

- A review of emergency procedures in the event of an incident.
- A review of:
  - duties
  - use of spine board
  - use of flotation device
  - cervical immobilization device (CID)
  - rescue boat operation / swimmer positioning
  - instruction of basic water rescue techniques
- Identification of location of all safety equipment and first aid facilities.
- Discussion of any possible problems that might arise and needs such as maps, phone locations, alternate personnel positioning.
- Familiar with the IWWF Concussion Protocol as defined in section 13 of this Manual.

The greater the practice at doing something, the better it is performed and the better the outcomes.

Event judges and drivers are also responsible for identifying dangerous water conditions or conditions and recommend when a competition is interrupted.

The Safety Director and all safety personnel **should be at the site at least one hour prior to the first event on each day of a competition** to verify all procedures are in place/ working and check for last-minute changes.

## **10.2 Water Rescue Boats**

The purpose of the rescue boat is to help injured athlete, and to clear the course of dropped skis, boards, or floating debris with maximum safety and minimum interference with the event progress. At least one rescue boat shall be used during all events unless the Chief Judge and the Safety Director agree that they are not necessary.

If a rescue boat is not used, safety swimmers will be positioned on the shore and wearing a personal flotation device at all times. Personal Watercraft (PWCs) may be used as an aid for shore swimmers.

**Rescue boats should not be used as pick-up boats for un-injured athlete** who are able to swim out of the course and to shore. It is imperative that the rescue boat be ready for immediate use should an accident occur.

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

### **10.2.1 Water Rescue Boat Design**

A great variety of designs are suitable for rescue boats. The following features are desirable:

- Capacity: Space for 5 people comfortably.
- Power: Sufficient power to allow adequate acceleration without the bow riding high in the air.
- Free Board: A low freeboard with an open foredeck.
- Length: About 5 meters (approx. 16').
- Stability: The rescue boat should be stable enough so that the weight of a person on the side will not tip the boat.



- (see example and photo below):



- The boat shall be equipped with a satisfactory backboard and adequate personal flotation devices.
- The rescue boat will be at an easily accessible, designated position and will be always manned by a competent operator during competition.
- Smoking is not allowed at any time in any official boat(s).
- Only designated persons may occupy a rescue boat.

### **10.2.2 Water Rescue Positioning**

Proper positioning of the Rescue Boat is important but may be dependent on the activity and sport discipline involved in the event.

Rescue Boat personnel should be attentive and vigilant at all times. If an athlete falls, the boat should move in immediately to evaluate the individual.

In general, the rescue boat should operate outside of any courses, across from the approximate centre. Positioning of the Rescue Boat shall be such that it does not interfere with the athlete's path. While this is applicable to most sites, the disposition and designation of the boat will be determined by the wake dispersal peculiarities of each site, as well as the position of the equipment, relative to the shore.

The Rescue Boat shall manoeuvre so that the bow is continuously pointed into the course to minimize back wash, always keeping well clear of the competition area and athlete's path to avoid any condition that would be unfair or not safe. Positioning of the boat should be such that the driver has the athlete in sight at all times and can anticipate a possible fall by observing the athlete's attitude. Rescue boats, except when going to the aid of a fallen athlete, always travel parallel to the course and not across the course.

Should a fall appear inevitable, the rescue boat should not wait for the hands-up "OK" signal but move toward the athlete.

### **10.2.3 Water Rescue Boat Equipment**

Each rescue boat shall carry, or have quick access to, the following standard equipment:

- A suitable back (spine) board (6' x 18" maximum size, minimum four straps or equivalent).
- One immobilization device for the neck/head, preferably of the C.I.D. (cervical immobilization)
- Tools that can easily cut through towlines, straps, etc.
- A two-way radio, worn by the driver of a rescue boat or one of the swimmers, that is in direct communication with the Safety Director.

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

Duplicate safety equipment is recommended for each rescue 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.

#### 10.2.4 Water Rescue Boat Drivers

Water rescue boat drivers' availability is the responsibility of the organizers. 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.

For some events, rescue boat may not be necessary, and rescue can be done from the shore or the towboat.

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

No athletes shall be picked up from the water with the ignition on.

#### 10.2.5 Water Rescue Swimmers

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

Each designated swimmer in the rescue boat, towboat, or on shore must wear an approved (ISO, US Coast Guard, etc.) personal flotation device at all times and be prepared to enter the water. If available, swimmers with water rescue and basic first aid training are preferred.

All **swimmers and safety personnel should be formally trained in First Aid / CPR** and techniques to stabilize and backboard an athlete in the water.

On the recommendations of the Safety Director and Chief Judge, the safety swimmers may be in the following areas:

- In the tow boat if room is available.
- On shore, only if the distance is not too great as to make it difficult for the swimmer to reach.
- In a supplied rescue boat that can be positioned out of the way of the athlete and towboats.

The **swimmer must jump into the water** to assist the fallen athlete. It is important that the swimmer jump (rather than dive) into the water so that the injured athlete can be always kept in view. 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

### 10.3 Water Rescue Protocol

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

The event shall always be stopped while the safety crew is providing care to an injured athlete.

A flow chart showing how to apply the Water Rescue Protocol is presented in Appendix 14.

#### 10.3.1 Signals

A fallen athlete must clearly signal that he/she has not been injured. If a signal is not given, the safety crew must assume that the athlete is injured and move in immediately to evaluate.

Athlete is OK:

- The signal by which a fallen athlete indicates that there is no injury, is to wave both arms above the head with the hands clasped.
- This signal indicates the athlete is OK and does not need assistance.
- The OK sign, in the event of an athlete with a sling on their arm, can be signalled by indicating a thumbs up signal, and held clearly visible for five seconds.
- Some athletes 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 person.

Athlete is not OK:

- If there is not a purposeful and clear-cut signal given, the rescue boat must respond.
- Utmost urgency is only demanded for unconscious athlete and those unable to keep their airway clear and above water.
- A dazed or confused athlete 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 athlete may actually be injured.

In the event where verbal assessment of the athlete may be difficult due to handicap or language difference, it is recommended that the Safety Swimmer get into the water.

#### 10.3.2 Assess for Concussion

This is discussed in *Section 13* of this Manual.

#### 10.3.3 Removing the Fallen Athlete from the Water

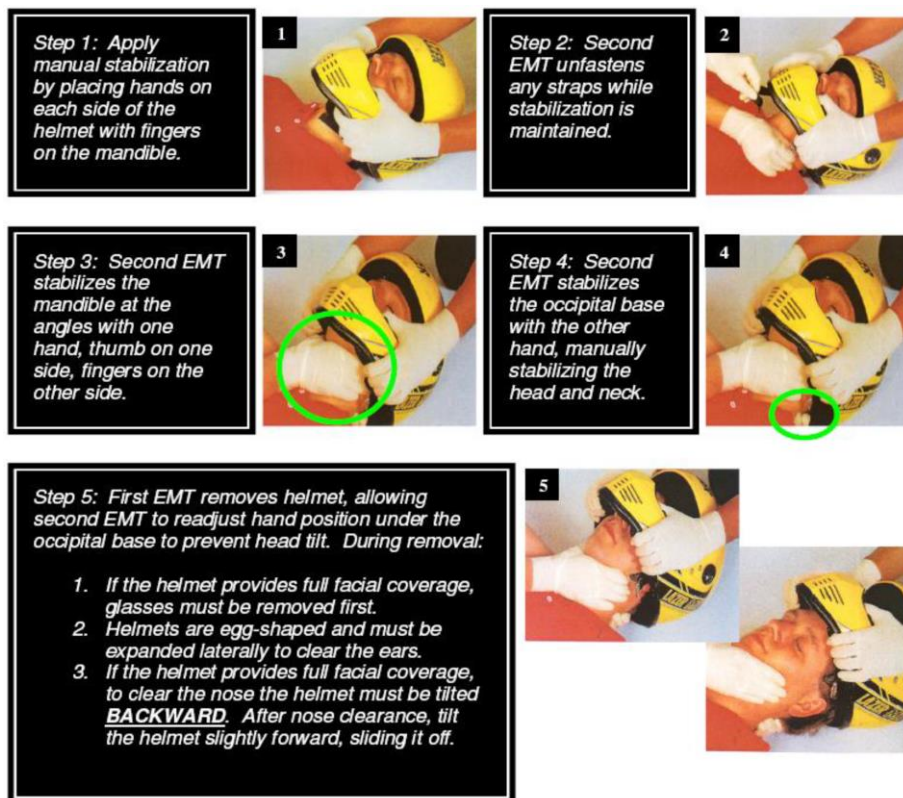
If the fallen athlete is unable to climb aboard the rescue boat with little or no assistance, the event needs to be stopped and the victim needs to be floated to shore with appropriate care being given by the swimmer. Under no circumstances shall an injured athlete be hauled passively over the side of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

#### 10.3.4 Helmet Removal

In the event of an injury, a helmet should not be removed other than by the athlete or the medical staff. Helmets and protective athletic equipment **may** prevent the proper application of spinal precautions, **but it is advisable to stabilise the head and neck with the helmet on. Additionally, the only times a helmet should be removed is if it is very loose on the skier, does not adequately support the head or if the skier needs airway management that can't be provided through the helmet face piece.** If required, it is

beneficial for the athlete to have the equipment removed in the field by trained providers with sufficient resource.

In-line stabilization of the cervical spine can be obtained with a properly applied spine board and CID. **The head securing devices with the Velcro foam blocks are best, since they can be adjusted to fit different helmets.** There may be an occasion where a face piece may need to be removed to maintain a proper airway.



### 10.3.5 Assessment of Injuries

When an injured athlete 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.

It is further recommended that each event have 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.

**Any athlete that has been seen by a physician related to an injury at an event, must submit a signed letter of clearance by that physician, before being allowed to compete.**

### 10.4 Use of the Competition Tow Boat for Assistance

If a suitable rescue boat is not available, and it is not possible for the rescue team to operate from the shore, the competition tow boat may be used as a first response vehicle to rescue an injured athlete. In this case, in addition to the normal crew (Driver and Judge), a rescue swimmer familiar with competition events, must be on board.

This rescue swimmer must wear a Personal Floatation Device and should ideally be trained in First Aid and Water Rescue Techniques. In addition, the boat will be equipped with the floating stretcher (which could be inflatable) and a neck collar.

## **11 ATHLETES EQUIPMENT**

The Safety Director may determine whether equipment to be used by an athlete meets safety specifications. That responsibility can be delegated to the Dock Starter who will bring any issues to the attention of the Safety Director or Chief Judge.

### **11.1 Athlete's' responsibility**

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

The equipment of all participants may be inspected. If hazards are observed the athlete is responsible for all necessary repairs. This should be done each day.

At the request of the organiser, 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 athlete from responsibility for the condition of his/her equipment.

Officials will not repair athlete's equipment.

### **11.2 Skis**

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

### **11.3 Bindings**

Bindings (including sit ski cages and slings for disabled athlete) should be firmly attached to the skis. Torn bindings shall be called to the athlete'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.

### **11.4 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.

### **11.5 Safety Apparel**

Additional safety gear is strongly recommended by the IWWF:

- An approved flotation device must be worn in all events.
- Personal flotation devices shall meet the following specifications:
  - Must be of a smooth, soft material not likely to cause injury in a fall.
  - Must be fastened in such a manner that they are unlikely to be torn loose, to render them useless in a hard fall.
  - Must float the athlete.
  - Must be of non-inflatable design,
  - Must be constructed to provide adequate protection from impact damage to the ribs and internal organs.
  - Life belts is not considered adequate protection in this respect.
- Jump pants, specially designed, which protect the athlete from forceful injection of

water during falls and seated landings.

Approved Personal Floatation Device (such as ISO, US Coast Guard, etc.) are strongly recommended. Trick skiers (Water Ski Event/Tournament) may elect not to wear a flotation device, at the skier's own personal risk.

### **11.6 Protective Head Gear**

Protective head gear must be worn whenever required under the applicable sport discipline rules. 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.

All athletes are ultimately responsible for the integrity of their helmets and need to consider aspect such as number of impacts and expiration date.

### **11.7 Ropes and Handles**

All ropes and handles must meet any applicable sport discipline rules / specifications and must be free of signs of excessive wear. Areas of note are the splices, loops and knots.

Handle mesh to mitigate arms going through handles can be used at athlete discretions.

## **12 SITE INSPECTION**

### **12.1 General**

The Safety Director shall survey the competition site to check the following:

- Take-off and landing areas to see that they are free of rocks, glass, and/or other hazards.
- General hazards such as judges' towers and stairs, spectator stand and seating, boat launching ramps, moorings, and re-fuelling areas.
- All other hazardous objects not specific to the operation of the competition, 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 athlete / officials warned of their existence.

### **12.2 Ramp inspection (Cable Ski, Waterski & Barefoot)**

The Safety director's site survey should include an inspection of the jump ramp for damaged surfaces, aprons, exposed nails/bolts, and sharp edges. This will be done in conjunction with the technical officer / homologator of the event.

The jump ramp should be inspected after any accident occurs which may damage the surface or structure of the ramp, to determine if any changes have occurred which might create a hazard to further jumping unless eliminated.

### **12.3 Cable Wakeboard Features Inspection**

*(to be added)*

### **12.4 Towboats**

All towboat safety equipment must be functional, including a working bilge blower and a fire extinguisher. All towboats should be equipped and operated in accordance with the manufacturer's recommendations. Any weights added to the boat should be done within the manufacturer's specifications, and in accordance with any applicable sport discipline

rules.

## **12.5 Cable Inspection**

*(to be added)*

## **12.6 On-Water Branding**

Any on-water branding should be planned well in advance to ensure that it does not interfere with the safety of the site / activities.

On-site branding must be approved by the Organiser and Safety Director.

## **12.7 Other Boats on the water**

Some additional boats might be allowed on the water. These must be located to ensure they do not interfere with the safety of the site / activities.

The number of additional boats will be limited and must be approved by the Organiser and Safety Director.

## **12.8 Drones:**

The uncontrolled use of drone can be the cause of hazards to participants and the public at any event. Recommendations on the correct use of drone can be found in the IWWF document ([Click here](#)).

## **13 CONCUSSION PROTOCOL**

The IWWF has produced a Concussion Policy & Protocol that provides athletes, coaches, technical officials and event organizers with best practices and recommendations regarding safe participation in towed water sports activities.

The IWWF Concussion Policy & Protocols covers the recognition, medical diagnosis, and management of athletes who may sustain a suspected concussion during a sport activity. It aims to ensure that athletes with a suspected concussion receive timely and appropriate care and proper management to allow them to return back on the water.

This guideline is intended for use by all individuals who interact in towed water sport activities including athletes, coaches, officials, drivers, parents as well as site owners and event organizers (defined as Stakeholders for the purpose of this document).

The protocol should be used for all level of towed water sport activities (including training) or level of competitions.

IWWF Concussion Policy & Protocol

[https://iwwf.sport/wp-content/uploads/2022/11/IWWF-Concussion-Policy-Protocol\\_rev02\\_20221001.pdf](https://iwwf.sport/wp-content/uploads/2022/11/IWWF-Concussion-Policy-Protocol_rev02_20221001.pdf)

See On-Water Concussion Recognition Tool in Appendix 3

<https://iwwf.sport/wp-content/uploads/2023/01/IWWF-ON-WATER-CONCUSSION-RECOGNITION-TOOL-OWCRT.pdf>

## **14 SPECTATORS**

The Safety Director's responsibilities are to the contestants and officials. Separate arrangements should be provided for spectators by the 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.

## **15 EMERGENCY RESPONSE PLAN**

Depending on the size of the event and the local jurisdiction, an Emergency Response plan shall be prepared. A sample is given in *Appendix 1* of this Manual.

## **16 FORMS AND FOLLOW-UP**

### **16.1 Safety Report**

Safety Reports may be required at the conclusion of an event to provide a summary of the event's safety preparation and the occurrence of any safety issues.

### **16.2 Incident Report and Follow-up forms**

All injuries during an event must be reported. This information is of vital importance in helping to determine future safety needs and precautions. The completion and submission of the on-line document ( <https://eu.jotform.com/202793102133040>) is recommended.

### **16.3 Safety Record**

Water ski competition has had a remarkable safety record. To maintain this enviable record, attention to the details of this manual should be closely adhered to.

### **16.4 Concussion Report:**

This is discussed in *Section 13* of this Manual. An on-line report can be found at (<https://eu.jotform.com/202793102133040> )

## **17 ACKNOWLEDGEMENTS:**

- USA Water Ski & Wake Sports for the use of excerpts of the USAWSWS Safety Manual in the production of this document
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- Dr Debra Gradick (USA)
- Dr Bruce Reid (CAN)
- Dr Ronald Moore (CAN)

## **18 APPENDIX 1: Sample of an Organiser or Safety Director Safety Checklist and Emergency Report**

[Checklist](#)

## **19 APPENDIX 2: Sample of an Event Safety Risk Assessment**

[IWWF Risk Assessment Form](#)



20 **APPENDIX 3: On-Water Concussion Recognition Tool**  
 Download the Concussion Recognition tool [here](#)

## ON-WATER CONCUSSION RECOGNITION TOOL

To help identify concussion in children, adolescents and adults

### RECOGNISE & REMOVE

Head impacts can be associated with serious and potentially fatal brain injuries. This On-Water Concussion Recognition Tool (OWCRT) is to be used for the identification of suspected concussion. It is not designed to diagnose concussion.

### STEP 1: RED FLAGS – CALL AN AMBULANCE

If there is concern after an injury including whether ANY of the following signs are observed or complaints are reported then the player should be safely and immediately removed from the activity. If no licensed healthcare professional is available, call an ambulance for urgent medical assessment:

- Neck pain or tenderness
- Severe or increasing headache
- Deteriorating conscious state
- Double vision
- Seizure or convulsion
- Vomiting
- Weakness or tingling/burning in arms or legs
- Loss of consciousness
- Increasingly restless, agitated or combative

#### REMEMBER

- In all cases, the basic principles of first aid (danger, response, airways, breathing, circulation) should be followed.
- Do not attempt to move the player (other than required for airway support) unless trained to do so.
- Assessment for a spinal cord injury is critical
- Do not remove a helmet or any other equipment unless trained to do so safely.

If there are no Red Flags, identification of possible concussion should proceed to the following steps:

### STEP 2: OBSERVABLE SIGNS

Visual clues that suggest possible concussion include:

- Lying motionless on the field of play
- Disorientation or confusion, or an inability to respond appropriately to questions
- Balance, gait difficulties, motor incoordination, stumbling, slow laboured movements
- Slow to get up after a direct or indirect hit to the head
- Blank or vacant look
- Facial injury after head trauma
- Extension Posture of Arms & Legs

### STEP 3: SYMPTOMS

- Headache
- Neck pain
- Difficulty remembering
- "Pressure in head"
- Blurred vision
- Not Thinking Clearly
- Balance problems
- "Don't Feel Right"
- Dizziness
- Nausea or vomiting
- Difficulty concentrating

### STEP 4: MEMORY ASSESSMENT

(IN ATHLETES OLDER THAN 12 YEARS)

- Failure to answer any of these questions (modified appropriately for each sport) correctly may suggest a concussion.
- Which competition are you at now?
  - What is the day of the week?
  - Who Was On The Water Before You?
  - What Month is This?

**Score: Any positive check marks ✓ = Yes**

**The athlete is taken immediately to shore for a second assessment, using the OWCRT**

Athletes with suspected concussion should:

- Not be left alone initially
- Not drink alcohol
- Not use recreational / prescription drugs
- Not be sent home by themselves. They need to be with a responsible adult.
- Not drive a motor vehicle until cleared to do so by a **QUALIFIED** healthcare professional.

This OWCRT has been prepared by the International Waterski & Wakeboard Federation to guide and assist Federations, Clubs, Event Organisers, Coaches, Officials and all concerned with towed water sports.



It may be downloaded, printed and laminated to carry in the boat or at the site.

Any revision and any reproduction in a digital form requires approval by the IWWF World Medical Committee. It should not be altered in any way, rebranded or sold for commercial gain.

## **21 APPENDIX 4: Abbreviations**

CPR: Cardiopulmonary resuscitation  
IWWF: International Water Ski and Wakeboard Federation  
PWC: Personal Watercraft  
USAWS-WS: USA Water Ski & Wake Sports  
CID: Cervical immobilization device

## **22 APPENDIX 5: Barefoot Discipline-Specific Rules**

*(link to the applicable rules will be added to this Manual)*

## **23 APPENDIX 6: Disabled Discipline-Specific Rules**

*(link to the applicable rules will be added to this Manual)*

## **24 APPENDIX 7: Cable Ski Discipline-Specific Rules**

*(link to the applicable rules will be added to this Manual)*

## **25 APPENDIX 8: Cable Wakeboard Discipline-Specific Rules**

*(link to the applicable rules will be added to this Manual)*

## **26 APPENDIX 9: Ski Racing Discipline-Specific Rules**

*(link to the applicable rules will be added to this Manual)*

## **27 APPENDIX 10: Show Ski Discipline-Specific Rules**

*(link to the applicable rules will be added to this Manual)*

## **28 APPENDIX 11: Wakeboard Discipline-Specific Rules**

*(link to the applicable rules will be added to this Manual)*

## **29 APPENDIX 12: Wakesurf Discipline-Specific Rules**

*(link to the applicable rules will be added to this Manual)*

## **30 APPENDIX 13: Waterski Discipline-Specific Rules**

*(link to the applicable rules will be added to this Manual)*

## **31 APPENDIX 13: Water Rescue Protocol Chart**

Prior to the start of the event, the Safety Director (or the Chief Judge) will hold a live demonstration on how the rescue of an injured athlete will be conducted and how to implement the following chart:

<https://iwwf.sport/wp-content/uploads/2022/08/Rescue-Flow-Chart.pdf>

## **32 VERSION CONTROL**

- Version 00: original document
- Version 01: Indicated **in green**