



Guidance for Surf Schools and Clubs

Surf School / Club guidance

If you're looking to get your Surf School accredited or your Surf Club affiliated to Surfing England, this guidance is here to help you make the right decision. By going through the accreditation or affiliation process you will demonstrate the organisation is working to industry best practice which is a requirement to operate on many beaches across the country.

You will also be able to access Surfing England support in key areas like safeguarding alongside cheaper insurance and funding opportunities from Sport England. Plus, you'll make sure you have the necessary qualifications and insurance to run your activities safely and properly.

This ensures that all accredited and affiliated members respectively are operating to the same high standards.

Definitions

- New surfer
 - Not completed any formal lessons.
- Intermediate
 - Completed more than 3 formal lessons, confident entering and exiting the water, displays basic water knowledge and is catching small un broken waves. Competent surfer
 - Completed more than 10 formal lessons, Strong swimmer and Sea knowledge.
- Qualified instructor / Surf Coach
 - Must hold current ISA level one or above, or current Surfing England level one Recreational coach award and relevant in date beach lifeguard qualification RLSS NVBLQ, SLSGB.
- Lifeguard
 - Current beach lifeguard qualification RLSS NVBLQ, SLSGB.
- Volunteer must not be paid for their role by the organisation.

Surf School definition.

- Is a Commercial business with corresponding legal structure.
- Distributes profits to shareholders/directors.
- Derives the majority of income from surf or SUP lessons or related activity such as board and wetsuit hire.
- Has limited/no income from membership fees/charges.
- Has qualified instructors delivering lessons to paying customers which are: risk assessed, to defined ratios and are appropriate to assessed abilities.

Surf Club definition.

- Are predominantly community-based membership organisations.
- Are Non-Profit Distributing organisation.
- Has the legal structure or working towards this is suitable, to reflect this e.g. CIC with Board members
- Majority of income is derived through memberships and fundraising.
- Run predominantly by volunteers.

Recognising some informal clubs, online groups and newly formed clubs may not have a legal structure in place.

Surf School Accreditation

- Recognition and accreditation for surf schools that meet or exceed industry best practice. Accredited Surf Schools are recognized as part of a national network promoting and adhering to ‘best practice’ guidelines. The accreditation is an independent verification for councils, beach owners, insurers and customers that you are operating to the highest standards of safety and customer experience. All accredited schools must complete an in-person inspection before they are approved, which will then run on an annual or biennial basis depending on the school and their offer.
- We look forward to supporting you on your journey to becoming accredited and the benefits that brings.
- Accredited Surf Schools operate to the highest operating standards, from risk assessments to safeguarding polices. We also require details of insurance and all relevant qualifications and DBS checks to be carried out.
- For more information, please contact nick@surfingengland.org

Level Applied For

Accredited	▼
------------	---

Supporting Evidence

Please upload any supporting evidence for the level applied for

Choose file	No file chosen
-------------	----------------

Public Liability Insurance

Insurance Document	Insurance Expiry Date
Choose file	No file chosen
	<input type="text"/>

Safeguarding Policy

Safeguarding Policy Document	Last Reviewed Date
Choose file	No file chosen
	<input type="text"/>

Normal Operating Procedures

Normal Operating Procedures Document	Last Reviewed Date
Choose file	No file chosen
	<input type="text"/>

Emergency Action Plan

Emergency Action Plan Document	Last Reviewed Date
Choose file	No file chosen
	<input type="text"/>

Surf Clubs

- We know running a surf club, especially as a volunteer, can be tough work so we have put together some helpful support structures to make things a little easier.
- Our goal is to help your surf club run safe, supported, and approachable sessions - whether that's a new after-school program or a community meetup for an evening surf. Our surf clubs are wonderfully diverse, welcoming communities of surfers and we're here to support all of you.
- To be able to access funding you will need to have a defined legal status as this is now a mandatory requirement for all types of funding bodies. We have included definitions of a range of legal entities within this document and are here to help you.

Surf Club Documents					
Safeguarding Policy	<table border="1"><tr><td>Safeguarding Policy Document</td><td>Last Reviewed Date</td></tr><tr><td><input type="button" value="Choose file"/> No file chosen</td><td><input type="text"/></td></tr></table>	Safeguarding Policy Document	Last Reviewed Date	<input type="button" value="Choose file"/> No file chosen	<input type="text"/>
Safeguarding Policy Document	Last Reviewed Date				
<input type="button" value="Choose file"/> No file chosen	<input type="text"/>				
Risk Assessment	<table border="1"><tr><td>Risk Assessment Document</td><td>Last Reviewed Date</td></tr><tr><td><input type="button" value="Choose file"/> No file chosen</td><td><input type="text"/></td></tr></table>	Risk Assessment Document	Last Reviewed Date	<input type="button" value="Choose file"/> No file chosen	<input type="text"/>
Risk Assessment Document	Last Reviewed Date				
<input type="button" value="Choose file"/> No file chosen	<input type="text"/>				

Running club sessions in the water.

- These sessions can only be for paying members, not as one-off surf lessons.
- If possible be on a supervised Lifeguarded beach, between the black and white flags.
- No sessions to be run under a red flag or if advised against by the lifeguards.
- If this is not possible there must be a lifeguard qualified NVBLQ RLSS or SLSGB in the water, or water's edge at all times, in suitable clothing. (Risk assessment completed).
- The nominated lifeguard (if not beach RNLI) must carry out a dynamic risk assessment each session, including the weather and sea conditions.
- Safeguarding and welfare standards must be top priority whilst running club sessions. E.g. is the weather suitable and the members wearing appropriate equipment for the session.
- Clubs continue to be friendly approachable environments.
- We do not recommend running adaptive session without the relevant qualifications for coaching and therefore risk assessing.

- Follow your surf club's policies at all times.
- Affiliated surf Clubs must agree to our policies regarding safeguarding and welfare. Any reports of failing to meet these will be investigated.
- Sign in and out procedure for sessions.
- Emergency contact details for all participants, accessible from the beach e.g. printed off or a document accessible from a mobile or suitable app for data storage of personal data of members.
- Medical forms e.g. allergies, accessible from beach.
- Mobile phone for emergencies.
- Recommend u12s and below have parental / guardian supervision in the water, unless with a qualified coach within the ratios of 1:8
- Recommend u8s and below to have 1:1 parent / guardian / lifeguard cover in the water at all times.

Surf Club Coaching Sessions

Many surf clubs have fully qualified surf coaches as part of their volunteer team. We actively encourage this as they are a great asset to clubs and can provide lesson structures such as Grom Squad. If you are an Enhanced Surf Coach Member through Surfing England. You must comply with the rules and regulations set out by surfing England regarding ratios.

- If you are running a coaching session, we recommend running a ratio of no more than 1:10 competent surfers, 1:8 for beginner juniors in the water, without parental in water supervision. If this needs to be increased you can have qualified lifeguards in the water to allow 2:16, and so on. Depending on conditions risk assessed before the session.
- **Agreed by parents if member under 18.**
- **We would not recommend taking more than 8 completely new surfers out in one session with only one qualified coach.**
- We understand the importance and the practicalities of running a club session. This is why with appropriate risk assessments and qualified volunteers/coaches' elite performance club coaching sessions can operate, but providing a framework that ensures we all follow the same standards when risk assessing club sessions for newer surfers and competent surfers.
- Running adaptive sessions require more training for the welfare of the participants and volunteers. We do not recommend taking adaptive surfers without prior training. Many Accredited Surf Schools within our network have highly trained and experienced teams who can facilitate your clubs' activities with you.

Club events and competitions.

- Appropriate lifeguard and beach marshals to be in place throughout the duration.
- Dynamic risk assessment completed on each day.
- Safeguarding policy and procedures agreed by all volunteers.
- Designated Safeguarding Officer for the event.
- Designated event co-ordinator with previous experience preferred.
- Follow clubs' rules and procedures regarding running safe events.

Principles of Risk assessment

- <https://www.hse.gov.uk/simple-health-safety/risk/steps-needed-to-manage-risk.htm>

1. Identify Hazards
2. Assess the risks
3. Control the risks
4. Record your findings
5. Review the controls

- Identify Hazards

A hazard is something that could cause harm.

Assessing the risk

Risk is the likelihood that a person may be harmed if exposed to a hazard. Once you have identified the hazards, decide how likely it is that someone could be harmed and how serious it could be. This is assessing the level of risk.

Decide:

Who might be harmed and how?

What you're already doing to control the risks?

What further action you need to take to control the risks?

Who needs to carry out the action?

When this action is needed by?

E.g.

-Learner surfer could be collided with

-Keeping eyes on all individuals in group

-Communicate area in which learner group are to stay; addition communication where a public surfer or another group are overlapping

-The coach

-Ahead of and during session

Control the risks.

- Look at the controls you already have in place. Ask yourself 'can I get rid of the hazard altogether?' 'If not, how can I control the risks so that harm is unlikely?'

You may need further controls. Examples of this could be:

-Increase supervisor: club member ratio

coach: learner ratio

-Increase qualifications of supervisors and coaches for those club members or learners

-Decrease individual's time in the conditions i.e. due to weather, conditions or other factors. Some could be doing a land activity, rotating to water activities (increasing coach: those on water ratio)

Review the controls

Risk assessments should be reviewed and signed annually. Take feedback from all who need to use them, reflect on examples from the previous season/sessions to gauge how effective they have been and any changes that should be made.

Dynamic Risk Assessment.

- If conditions change during the session then a Dynamic Risk Assessment (DRA) may determine more safety cover and appropriate decisions must be made at that time which may include stopping the session.

<https://www.slsgb.org.uk/wp-content/uploads/2017/08/2018-National-Safety-Guide-Training-and-Coaching.pdf>

[https://peoplesafe.co.uk/blogs/what-is-a-dynamic-risk-assessment/#:~:text=A%20dynamic%20risk%20assessment%20\(DRA,job%20to%20ensure%20their%20safety.](https://peoplesafe.co.uk/blogs/what-is-a-dynamic-risk-assessment/#:~:text=A%20dynamic%20risk%20assessment%20(DRA,job%20to%20ensure%20their%20safety.)

Examples to consider when completing dynamic risk assessment

For example,

- Conditions, sunny, 10mph on shore wind 1-2ft surf.
- After school kids club, runs with 15, one instructor in the water and another qualified lifeguard on the beach.
- Risk assessment completed, conditions manageable, regular water users known to surf club, instructor in the water with lifeguard with first aid kit on the beach also keeping watch.
- For example,
- Conditions 20mph offshore winds, 4-6ft surf.
- After school kids club, runs with 6 only due to conditions only taking most competent water users known to club.
- Risk Assessment completed, One qualified Lifeguard in the water at all times. Or one instructor running 1:6 ratio in between the black and white flags on a RNLI lifeguarded beach.
- For example,
- Conditions 20mph offshore wind 4ft choppy surf.
- After school kids club, first session, some have not been in the sea with a surfboard before.

The nominated Lifeguard / Lead Volunteer / Instructor (as relevant) for the Surf Club shall be responsible for the safety and inclusivity of all sessions and for the participants of those sessions. Surfing England has provided the enclosed guidelines to assist with the delivery of sessions but takes no responsibility for the operation of those sessions and shall not be responsible for whether the guidance is adhered to by the nominated Lifeguard/ Lead volunteer, surf school owner or the participants.

Possible Legal Structures for Sports Clubs and Social Enterprises

Typically, a sports club or a social enterprise will either be an incorporated or an unincorporated organisation. When adopting an incorporated structure, there are a number of different options available. There are advantages and disadvantages of each legal structure and we have set these out in the guidance.

Unincorporated Association – Unincorporated - A more informal structure, where the members or the management committee will have unlimited personal liability.

There are relatively few regulatory requirements. Administrative requirements are less burdensome. Unincorporated associations may be more suited to a smaller sports club or social enterprise, that doesn't own any property and doesn't have any employees.

Advantages -

Generally, involve a more light-touch regulatory approach and less administration work required. Possible tax advantages compared to more regulated legal structures. The rules of the unincorporated association can be changed easily.

Disadvantages -

The members or the management committee will be personally liable for any debts and liabilities that exceed the value of the assets of the sports club or social enterprise. An unincorporated association does not have a legal identity in its own right. The unincorporated association cannot enter into contracts as it has no legal identity of its own. The members or management committee will need to enter into any contracts personally.

Company Limited by Shares – Incorporated –

The company will have its own legal identity and it will be owned by the shareholders. More suited to sports clubs and social enterprises that intend to make a profit or those that are seeking to pay dividends to shareholders or investors.

Advantages –

The members or the management committee will have little or no personal liability, save that the directors will have enhanced responsibilities and a duty of care to act in the best interests of the company.

The sports club or social enterprise can enter into contracts in its own name as opposed to individuals having to do so in their personal names.

Disadvantages –

- Doesn't benefit from any reliefs and advantages that are specific to certain incorporated entities.

Company Limited by Guarantee – Incorporated –

The company will have its own legal identity and it will be owned by its members. More suited to a sports club or social enterprise that is looking to return all profits to the operation of the entity and where no dividends are to be paid to members.

Advantages –

The members' personal liability will be limited to a small amount (often £1) if the company falls into financial difficulty.

The sports club or social enterprise can enter into contracts in its own name as opposed to individuals having to do so in their personal names.

Disadvantages –

Those in control of the company will need to ensure that it complies with all administrative requirements and filing, prescribed by Companies House and company law. The Articles of Association will need to be considered and drafted carefully, so as to ensure that they suit the company's needs and requirements and protects the assets and members of the entity.

Charitable Incorporated Organisation (CIO) – Incorporated - A CIO is a form of charity, as opposed to a company. As opposed to being registered with Companies House, the CIO is registered with the Charity Commission. As opposed to being run by directors, the CIO will be run by trustees. CIO's suit those clubs or entities that want to be set up as a charity, as opposed to a more traditional company.

Advantages –

A CIO need only be registered with the Charity Commission and can benefit from tax advantages of being a charity. The CIO will be incorporated and therefore can enter into contracts in its own right. The personal liability of trustees will also be limited.

Disadvantages –

No dividends will be paid to the company's members. Being registered as a charity imposes a degree of restrictions upon the sports club or social enterprises activities. Given a CIO is registered with the Charity Commission, a CIO model involves various administrative requirements. Trustees of the CIO will have certain responsibilities and obligations and could be personally liable in certain circumstances.

Community Interest Company (CIC) – Incorporated - Can either be limited by shares or by guarantee and must be registered with the CIC Regulator. The CIC must be run for the benefit of a community and must submit a community interest statement. There are also restrictions on the payment of dividends and upon the transfer of assets.

Advantages –

A CIC can provide a sports club or social enterprise with a positive public image.

The dividends cap and asset lock provisions help the sports club and/or social enterprise to have a clear focus on its purpose of benefitting the community.

Disadvantages –

Formation of a CIC is often slower than that of a company limited by shares or guarantee due to the involvement of the CIC Regulator. Increased administrative requirements over and above that of a company limited by shares and by guarantee. A CIC often isn't able to benefit from tax breaks that other legal structures can.

Community Amateur Sports Club (CASC) - An unincorporated association or a company limited by guarantee or limited by shares. - CASC status is different in the sense that, in its own right, it is not a legal structure. A CASC is a status and strict requirements must be met for a sports clubs to benefit from the scheme including not exceeding income limits and being available to a whole community.

Advantages –

If registration for CASC status is approved, there are various corporation tax exemptions that the sports club can benefit from (provided all incomes and gains are used for certain qualifying conditions). A CASC registered sports club can also benefit from Gift Aid and charitable business rate relief.

Disadvantages –

An extensive application must be submitted to HMRC before a sports club can be registered with CASC status. Once registered as a CASC, a sports club cannot change its structure. A CASC model won't suit every sports club as all members must have the same opportunity to use the sports club's facilities. The CASC must comply with charitable law (on top of any company law requirements – if the sports club or social enterprise is set up as a company).

Summary

As outlined above, there are various advantages and disadvantages to each legal structure, and it is therefore important for those running sports clubs and social enterprises to carefully consider and select the correct structure to suit their needs and circumstances.

It is not only important to consider the right legal model on formation, but those with day-to-day responsibility of running the entity should also be mindful that a different legal structure may become more suitable as the club or enterprise develops over time.

For more information click on the link below.

https://buddle.co/learning-and-support-resources/getting-organised/legal-structures-your-group?section=useful_links