



BASI Affiliate Membership Scheme 2010-2011
Information and Guidance
For
Snowsport Schools and Centres

Mission Statement

To create a national and international reputation for excellence through the provision of the highest quality of training and support services for snowsports instructors.

The BASI Affiliate Membership scheme is an initiative to develop recognised standards of teaching and customer service both nationally and internationally within the snowsports industry.

Affiliate Members Guide

October 2010-2011

This pack has been produced to help you through the administrative aspects of applying for the Affiliate Members Scheme. It includes details on how to apply and meet the BASI requirement, along with information on matters such as child protection and health and safety issues.

Information is also available on the BASI website

www.basi.org.uk

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Membership Information and how to apply

BASI is the United Kingdom's nationally and internationally recognised body for training and examining Professional Snowsport Instructors. As such, we are involved in the development of snowsports.

What does BASI do?

- Protects the employment and credibility of its members, both individuals and organisations, nationally and internationally.
- Provides advice, services and information
- Raises standards of proficiency and safety
- Establishes and administers training and assessment programmes

- Promotes and publicises all aspects of snowsports for the greater enjoyment of its members and all participants

BASI Benefits

- BASI is a designated “umbrella” body which means that as an Affiliate member organisation your instructors can gain their CRD checks through BASI (if they are current BASI members).
- As a BASI centre/school, you become part of BASI and can fully utilise all of our services.
- BASI recognition means that your centre/school has high standards, including safety checks. BASI will continue to look for ways to add value to your centre/school.
- You gain access to fully qualified BASI instructors and trainers and can communicate via the BASI newsletter and website.
- Have the potential to be able to attract newcomers to the sport and therefore new members.
- Snowsports centre/school will have access to promotion through the BASI website.
- Snowsports centre/school will have entitlement to display the BASI affiliate logo.
- Snowsports centre/school will receive regular Newsletters and updates.
- Snowsports centre/school directors will be able to attend the trainer’s conference for training and keeping up to date with BASI, at their own cost.

Delivering Excellence

BASI has introduced a requirement for everybody who is working towards their BASI Level 2 Instructor qualification. They must now spend **35 hours** of further ski school experience to be signed off by the Chief Instructor/Ski School Director.

This will normally take place after they have gained their Level 1 Instructor Qualification and before they start Level 2 Instructor Training module.

**This is the 2nd 35hrs, as there is also 35hrs that form part of the Level 1 Qualification*

Opportunity

We should encourage these people to seek recruitment at Affiliated Snowsports Schools. They will have access through this scheme to a number of motivated Snowsports Instructors with enthusiasm so that they can find out as much as they can about the Industry and the role of the Snowsports Teacher.

Affiliate Snowsports Schools will have an opportunity to identify talented new teachers and also influence how they develop. Thus creating the opportunity to recruit better trained Instructors who already understand the culture and operating rules of their snowsports school.

The affiliate centre/school under the BASI umbrella scheme would be able to nominate 2 counter signatories to aid the CRD process.

Support

BASI supports its affiliate members by arranging, when requested training for the school.

**BASI will be obliged to ask for the costs of trainer* to be covered by the Centre/School. *Includes fees/travel/accommodation (1/2 board) & lift pass.*

There are also logos and materials such as posters available for affiliate Snowsports Centre/School to advertise the quality standards provided by the school. BASI Refreshers will be available for your School/Centre at cost price.

Affiliate Membership requirements

Requirements;

- Appropriate health & safety of customers PPE (Personal Protective Equipment)
- The affiliate member has an appropriate up to date health and safety system.
- Advertise BASI with Affiliate Member posters at Centre/School.
- The Centre/School will proactively promote BASI and reciprocate with web publicity.
- Supply the following paperwork
 - Operating procedures inc. Risk Assessments
 - Health & Safety Statement
 - Centre/School Insurance certificate or individual public liability documents.
- Provision for BASI inspection of Centre/School.

Commitments;

- Have health and safety and first aid policy in place
- Provide staff training
- Agree to BASI Child protection policy (available on [BASI](#) website)
- Agree to BASI Code of Ethics
- Have read the Articles of Association (available on [BASI](#) website)

How to apply for membership

Before applying for BASI Affiliate Membership for a Snowsports school/centre ensure that you can comply with BASI requirements as outlined in this document.

Send a completed application form with the relevant documents to BASI.

Policies

Health and Safety

Risk Assessment and Safety Policy

It is a requirement of the Affiliate Membership Scheme that you carry out a risk assessment of your centre/school and write a safety policy document based on your findings.

Please provide a copy of your Health and safety policy statement.

Operating Procedures

Your operating procedures should go hand in hand with your risk assessment. They should cover the day to day running of your centre including the safety and first aid provision. For a new instructor working at your school/centre the induction procedure should be clear and understandable. Please provide a copy to BASI.

Public Liability Cover

Any affiliate member should ensure it arranges public liability cover. Please provide a copy of your insurance certificate to BASI. For schools consisting of a group of independents, i.e. In France, then please provide copies of each person's public Liability Cover.

Safeguarding Children Policy

BASI operate a current Safeguarding Children policy. BASI require affiliate scheme members to follow this as a minimum standard. Download this from the BASI website www.basi.org.uk

BASI Code of Ethics

BASI require affiliate members to follow this as a minimum standard

The purpose of this Code of Ethics is to establish and maintain standards for BASI members and to inform and protect members of the public who use their services.

The Code of Ethics is established on the mode of employment most frequently encountered by BASI members, i.e. within a ski/snowboard school. It is quite likely however that BASI members will be employed out with a ski/snowboard school situation and that situation may be governed by an extended Code of Ethics that are designed to encompass a specific ski/snowboard teaching environment. However, BASI wish to identify that the principles of the under noted Code will be relevant in all ski/snowboard teaching situations.

Ethical standards comprise such values as integrity, responsibility, professionalism, competence and confidentiality. Members of BASI, in assenting to this Code, accept their responsibility to clients, colleagues, the association, which is 'BASI' and to society.

In pursuit of these principles, BASI members subscribe to standards in the following areas:

1. Issues of Responsibility
2. Issues of Competence

Issues of Responsibility

Ski/snowboard teaching is a deliberately undertaken responsibility, and BASI members are responsible for the observation and application of the principles embodied in this Code of Ethics.

Humanity

- 1.1 BASI members must respect the rights, dignity and worth of every client and their ultimate right to self-determination. Specifically, ski/snowboard instructors must treat everyone equally, within the context of their activity, regardless of sex, ethnic origin, religion or political persuasion.

Safety

- 1.2 The good ski /snowboard instructor will be concerned primarily with the well being, health and safety of the individual performer and thereafter with the development of performance.
- 1.3 BASI members have a responsibility to ensure the safety of the clients with whom they work as far as possible within the limits of their control.
- 1.4 BASI members should take all reasonable steps to establish a safe working environment.
- 1.5 BASI members should know and understand the FIS Code of Conduct and must at all times work within that code. It is an implicit part of the ski/snowboard instructors' role to openly teach the code and the reasoning behind the code to his/her clients. Furthermore ski/snowboard instructors should discourage other skiers/snowboarders from violating the FIS Code of Conduct even though the BASI member has no direct responsibility for that skier/snowboarder.
- 1.6 The teaching identified by BASI members and the learning, which is undertaken, should be in keeping with regular and approved practice within skiing/snowboarding.
- 1.7 BASI members should ensure that the activities being undertaken are suitable for the age, experience and ability of the clients.
- 1.8 The BASI member should advise clients that planned body conditioning prior to future skiing/snowboarding would reduce the risk of injury and increase the chance of positive performance development.

Professionalism

- 1.9 BASI members should clarify in advance with clients and/or employers the duration, timing and number of sessions to be engaged upon.
- 1.10 BASI members should explore with clients and/or employers the expected learning outcomes.
- 1.11 BASI members should find out if any client is currently or has recently been taught by another ski/snowboard teacher/instructor and in an effort to avoid confusion or misinterpretation for the learner. Terms and techniques should be identified, compared and clarified.
- 1.12 Past learning from other ski/snowboard instructors may under certain circumstances not be compatible with the technical concepts or teaching methodology about to be employed by the BASI member. BASI members should be aware that often 'incompatibilities' stem from 'misinterpretation' by the learner. BASI members should understand that no-one profits from disparaging remarks which will only reflect badly on the members' professionalism.

Relationships

- 1.13 The relationship between the ski/snowboard instructor and client relies heavily on mutual trust and respect. In detail this means that the client should be made aware of the instructor's qualifications, the wearing of appropriate BASI insignia will generally be sufficient.
- 1.14 A key element in a teaching relationship is the development of independence. BASI members should be aware that clients need to be encouraged to accept responsibility for their own behaviour and learning during teaching sessions and when skiing/snowboarding out with the direction of a ski/snowboard instructor.
- 1.15 BASI members are responsible for setting and monitoring the boundaries between a working relationship and friendship with their clients. The ski/snowboard instructor must realise that certain situations or friendly actions could be misinterpreted not only by the client, but also by third parties, which could lead to allegations of sexual misconduct or impropriety.

Integrity

- 1.16 BASI members must treat all snow users (snowboarders, alpine, Nordic, Telemark and adaptive skiers) with due respect and should encourage their clients to act in a similar manner.
- 1.17 BASI members should treat resort representatives with due respect and should encourage their clients to act in a similar manner.
- 1.18 BASI members must accept responsibility for the conduct of their clients in so far as they will undertake to discourage inappropriate behaviour.
- 1.19 BASI members should refrain from public criticism of fellow members or other instructors. Differences of opinion should be dealt with on a personal basis or directly with the employing agency or third party. More serious disputes particularly those in connection with an alleged breach of BASI Code of Conduct or Code of Ethics should be referred to the Board of Management of this Association.

Communication & Confidentiality

- 1.20 BASI members must take great care to ensure that they do not use language that may offend clients. The more obvious swear words need no explanation but members must remember that some vocabulary that is commonplace and accepted within their own social grouping or even in the media may cause offence to some clients.

The usage need not necessarily be derogatory for example; in order to add emphasis to a complement the member might say 'those turns were bloody marvellous'. However this may offend some clients. If a client or clients use certain language and colloquialisms, that does not entitle the member to use that type of language.

Often during an extended teaching period (perhaps 6 days) informality develops with the clients. Watch out for 'good humoured' sarcasm and for words and phrases like 'whingers', 'slackers' etc.

Never, ever use terms that are derogatory to nationalities, creed, colour and religion.

1.21 Under certain circumstances BASI members may be required to work with clients who have medical and psychological problems. On the understanding that such a situation may arise BASI members should seek general and non-personal information that would enable the ski/snowboard instructor to develop the clients performance safely and positively. A general curiosity about the medical and psychological problems that clients might have and which could be encountered should be cultivated. To this end BASI members should communicate and co-operate with registered medical and ancillary practitioners.

Examples of such contexts could be a physical impairment such as 'bad back' or a physical disability such as 'spinal bifida'. In these examples both clients could ski/snowboard. However, in one case, the impairment, the advice is likely to be "watch out for..." whereas in the other case the advice could be "try to get them to do this..."

1.22 BASI members inevitably gather a great deal of information about clients and their performance in the course of a working relationship. Great care must be taken that information, which may be personal or embarrassing to the individual, is not inadvertently passed on to third parties. An example within a ski/snowboard teaching situation could be - identifying a client's weakness to the rest of the group as that client skis/snowboards down. Another example could be - relating the problems of one client to colleagues in a social context - remember you never know who is standing behind you!

1.23 Confidentiality does not preclude the disclosure of information; to persons who can be judged to have a 'right to know', for example if the member is teaching a group of school children the teacher of those children could be deemed or could claim to have the 'right to know'. Specifically:

- i Recommendations concerning clients for professional purposes - ski /snowboard awards, performance level in real terms rather than immediate peer group and such like.
- ii Pursuit of disciplinary action by the Association involving fellow member in alleged breaches of this Code of Ethics and Conduct.

Personal Standards

1.24 BASI members must consistently display high personal standards and project a favourable image of the sport - to clients, colleagues, fellow members, resort representatives, the media and the general public.

1.25 Personal appearance is a matter of individual taste but the ski/snowboard instructor has an obligation to project an image of health, cleanliness and functional efficiency.

1.26 BASI members should never smoke when working during a teaching session.

1.27 BASI members should not drink alcohol immediately prior to and during a teaching session. As professionals, ski/snowboard instructors should not work while under the influence of alcohol or drugs.

Abuse of Privilege

1.28 BASI members are, on occasion, privileged to have contact with clients out with 'snow time'. Under such circumstances members must not attempt to exert undue influence over the client(s) in order to obtain personal benefit or reward.

Advertising

- 1.29 Advertising by BASI members in respect of qualification and/or services is to be accurate and professionally restrained.
- 1.30 BASI members shall not display any affiliation with an organisation in a manner that falsely implies sponsorship or accreditation by that organisation.

Issues of Competence

- 2.1 BASI members shall confine themselves to practice in aspects of the sport in which they are qualified.
- 2.2 BASI members may on occasion be requested to give advice for future development. In general such referrals should be to:
- i the Association headquarters
 - ii the Home Nation Governing Body
- 2.3 BASI members should regularly seek ways of increasing their professional development and self-awareness.
- 2.4 BASI members should welcome evaluation of their work by colleagues and be able to account to clients, employers, the Association and colleagues for their actions.
- 2.5 BASI members have a responsibility to themselves and their clients to maintain their own effectiveness, resilience and abilities, and to know when their personal resources are so depleted as to make it necessary for them to seek help and/or to withdraw from ski/snowboard teaching, whether temporarily or permanently.

Getting Guidelines for doing a risk assessment

It is a legal requirement to assess risks. In the unlikely event that you get stuck on the assessment, your local health and safety inspector can advise you on what to do. You will find most of what you need to know about legal requirements and standards in: Essentials of Health and Safety at Work ISBN O 71 76 O 716 X, £5.95

You might also find the following useful:

Management of Health and Safety at Work: Approved Code of Practice, L2 I, 1 992, ISBN O 7176 0412 8

Our health and safety policy statement, 1 990 (rev), ISBN O 71 76 0424 1

COSHH. A brief guide for employers IND (G)/36(L), 1993 Free

Getting to grips with manual handling: o short guide for employers IND(G)143(L)1993 Free

Personal Protective Equipment at Work: Guidance on Regulations, L25, 1992, ISBN O 71 76 0415 2

Display Screen Equipment Work Guidance on Regulations, L26, 1 992, ISBN O 71 76 0410 1

Whose risk is it anyway? Video (includes audio tape and literature) available from CFL Vision, PO Box 35, Wetherby, West Yorkshire, LS23 7EX 1992 while stocks last.

Health and Safety – Ski Slope operations. www.hse.gov.uk/pupns/indg371.pdf

The publications listed above (except the video) may be obtained from:

HSE Books PO Box 1999 Sudbury Suffolk CO 10 6FS Tel: 01787 881 165 Fax: 01787 313995

Alternatively, priced publications may be obtained from a number of booksellers.

General Supervision

BASI requires that the Chief Instructor/ Supervisor maintain a level of supervision of all teaching staff.

1. The Chief Instructor/ Supervisor will ensure decisions regarding terrain, snow/slope conditions and weather are appropriate for clients.
2. The Chief Instructor/ Supervisor will regularly check that the teaching staff's choice of exercises and progressions are appropriate for clients at all times.
3. The Chief Instructor/ Supervisor will regularly check the customer feedback and pass on this feedback where appropriate.
4. All new Level 1 Instructors or Level 2 Instructors, who have not worked for a period, will complete a risk assessment of the area they are working in, before taking part in any teaching.
5. The Chief Instructor/Supervisor will ensure an accident/incident book is maintained.
6. There will be a regular staff training programme with content that follows the BASI system.
7. The chief Instructor /supervisor will ensure that all required 'supervised hours' are properly monitored and records kept.

Useful Information

BASI HQ Staff

Executive Chairman	Andrew Lockerbie
Operations Manager:	Dave Renouf
Marketing & Members Services Administrator:	Roz McDonald
Training Administrator	Diane Wilde
Financial Controller:	Bill Baird
Office Manager:	Debbie Khadi
Administrators:	Anna Stirniman Karen Niven Natacha Mihajlovic Karen Race Tricia Harold

Any queries then please call 01479 861717, fax 01479 873 657 or email basi@basi.org.uk



Season 2010/11

British Association of SnowSport Instructors
Morlich House, 17 The Square, Grantown-on-Spey,
PH26 3HG
Tel: 01479 861 717
Fax: 01479 873 657
email: basi@basi.org.uk

Affiliate Membership Application Form

Name of Centre/School:

Description
(Partnership, Ltd, Co, plc, Sole Trade):

Name of owner/list of directors/partners,
etc. (attach a separate sheet if necessary):

Office/Registered Offices/HQ address:
.....

Telephone no: Fax no:.....

e-mail:

Operating
Resort(s)/Centre.....
.....

Declaration

- I confirm I have read the Articles of Association and Code of Ethics and agree to comply with the conditions of membership.
- I confirm that I have read the Safeguarding Children Policy and agree to comply with its recommendations.
- I enclose payment to BASI. See notes.

Signed: Date:
Owner/Director/Company Secretary/Partner

Notes of Affiliate Membership of BASI: Season 2010/11

- Affiliate membership of BASI is open to schools/centres who wish to have a direct link with the Association and pay the annual Affiliation fee
- Acceptance into this category is at the discretion of the BASI Board.
- Affiliate members will be granted the right to display the insignia(s) of the Association and identity with the Association in a manner which is approved by the BASI Board.
- The Affiliate membership fee for Season 10/11 is £100. (And runs from 1st June to 31st May).
- Members will be entitled to place a BASI Affiliate Scheme logo at the foot of their corporate stationery (available from the roz@basi.org.uk) and on their websites.
- The centre/school has to nominate, at least 2 counter signatories for Disclosure Scotland through the BASI umbrella system.
- The CRD check will only be available through the centre/school for BASI Members; the centre/school will be responsible for checking this. The umbrella scheme provides for the enhanced checks to be done through BASI but only for BASI qualified members.
- The centre will be offered an inspection process if feedback indicates a weakness in any areas. The inspection will be at the centres cost. If after the inspection the recommended changes are not put in place and feedback continues in the same vein, BASI will reserve the right to rescind the Affiliation Membership.