

WWSF Policies & Procedures

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Changes/Updates

Changes made in

2019 **Red Highlights** will be removed-**Yellow highlights** are name changes or additions

WWSF POLICIES AND PROCEDURES

The newly created Policies and Procedures of the Wisconsin Water Ski Federation passed on February 2, 2008 by members of the WWSF throughout the State.

1. Policies and Procedures

- 1.1. Policies and Procedures shall be established and amended by a 2/3 vote of the Board, and when applicable, shall direct Board actions. Proposed amendments shall require announcement within the meeting minutes as a special agenda item and/or published 14 days prior to the next scheduled or special meeting, and listed on the next meeting agenda. No amendments can be acted upon with less than 14 days of publication. These Policies and Procedures shall not be in conflict with WWSF Bylaws or the USA-WSWS Bylaws and/or USA-WSWS Policies and Procedures.
- 1.2. The principal address of the WWSF will be that of the current Treasurer.

2. Membership

- 2.1. Full membership. **Full member** shall be defined as having listed a Sport Discipline as primary in their USA-WSWS membership records as described in Article III Section 1 of the WWSF Bylaws.
 - 2.1.1. Full individual members, in good standing, are eligible to use WWSF owned equipment (Appendix V) and may ski for placement and rankings in all WWSF affiliated tournaments. The membership application (see APPENDIX I) in its approved form shall contain an agreement to abide by the Rules, Policies and Procedures and Bylaws of the WWSF.
 - 2.1.2. **Associate member.** A Full Membership sub-class.
 - 2.1.2.1. Associate Members are Full Members that compete, officiate, and/or participate in several Sport Disciplines events and programs and who would like to be qualified to participate in Sport Discipline issues that are not their Primary choice, but by virtue of their participation in these other Sport Disciplines have the credentials to participate in more than one (1) Sport Disciplines' issues and election procedures.
 - 2.1.2.2. Associate members are eligible for all benefits of membership unless specifically limited elsewhere in the Bylaws or these Policies and Procedures;
 - 2.1.2.3. Associate Members must fill out the associate portion of the membership application form but shall pay no additional fees.
 - 2.1.2.4. The WWSF President shall have the authority to grant Associate Memberships on a calendar year basis.

2.2. Affiliated Club Membership

- 2.2.1. Affiliated memberships may be granted to an affiliated USA-WSWS approved Water Ski Club, sporting goods dealer, marine operator, manufacturer, other clubs or other persons interested in the WWSF and which are interested in water skiing, water safety and good sportsmanship, whose application for membership is approved by the membership committee and the Board of Directors. The membership application (see APPENDIX II) in its approved form shall contain an agreement to abide by the Rules, Policies and Procedures and Bylaws of the WWSF.
- 2.2.2. Affiliated club member teams, in good standing, are eligible to use WWSF owned equipment (Appendix V) and may ski for placement and rankings in all WWSF affiliated tournaments.
- 2.2.3. An affiliation shall only entitle the club, association, or organization to those rights specifically granted by the Board in the resolution granting the affiliation, subject to payment of fees set from time to time by the Board.
- 2.2.4. Newly affiliated clubs are considered clubs that have not been an affiliate member of WWSF for a period of 3 consecutive years or have never been a member.
- 2.2.5. Newly affiliated clubs may ski at that summer's tournaments.
- 2.2.6. All clubs wishing to affiliate with the WWSF must fully complete and return a club application form that will be sent to all clubs affiliated the past year. (See Appendix II)
- 2.2.7. All clubs shall submit the name, address, e-mail address and telephone number of their WWSF director and alternate by Sept 1 to the WWSF Secretary. These must be kept current.

2.3. Affiliated Supporting Membership

- 2.3.1. Affiliated Supporting Memberships may be granted to Water Ski Clubs, sporting goods dealers, marine operators, manufacturers, other clubs or other persons interested in the WWSF and which are interested in water skiing, water safety and good sportsmanship, whose application for membership is approved by the membership committee and the Board of Directors. The membership application (see APPENDIX III) in its approved form shall contain an agreement to abide by the Rules, Policies and Procedures and Bylaws of the WWSF.

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3. DUES STRUCTURE FOR ALL MEMBERSHIPS

All dues are payable on January 1 of the current year.

- 3.1. Membership must be postmarked two weeks prior to WWSF sponsored team tournaments in order to participate. Postage stamped mail only – no metered mail.
 - 3.1.1. Full Membership.
 - 3.1.1.1. Individual Membership age 18 & up regular \$15.00
 - 3.1.1.2. Family Bundle – All members living in the same household-including head of household, spouse/significant other, and children/dependents age 17 and under, \$30.00.
 - 3.1.1.3. Lifetime Individual Membership \$250.00
 - 3.1.2. Affiliated Club Membership \$50.00
 - 3.2.2.1. Affiliated Collegiate Team Membership \$25.00
 - 3.1.3. Affiliated Supporting Membership \$100.00
 - 3.1.4. Current and future members of the WWSF Hall of Fame and recipients of the WWSF Award of Distinction will receive a lifetime membership to the WWSF commencing at the beginning of the membership period immediately following their induction or recognition.

4. WWSF BOARD OF DIRECTORS MEETINGS

- 4.1. Members of the general membership will be allowed to sit in on the meetings of the WWSF Board of Directors.
- 4.2. Members of the general membership will be granted voice only on issues brought to the floor for discussion by the Directors during the meeting.
- 4.3. Members of the general membership may bring an issue to the Board of Directors by:
 - 4.3.1. Presenting the issue to the President in writing, with the Pros and Cons on the issue addressed in the written proposal, prior to the scheduled meeting.
 - 4.3.2. Members of the general membership will be granted time to address the Board of Directors under New Business on the meeting agenda.

5. WWSF GENERAL MEMBERSHIP MEETINGS (ANNUAL AND SPECIAL)

- 5.1. Full members and Affiliated Supporting members, Hall of Fame members eighteen (18) years and over, have voice and vote in all meetings of the general membership of the WWSF (This includes Special Classes of Membership authorized by the Board of Directors).
- 5.2. **INCLEMENT WEATHER POLICY:** If a regularly scheduled WWSF meeting is cancelled due to inclement weather, a notice indicating “Meeting Cancelled Due to Weather” will be placed on the WWSF website www.waterski.org by 6:00am the day of the meeting

6. MEETING PARTICIPATION

- 6.1. All Officers, Sport Discipline Directors, Affiliated Club Directors and/or Alternates, Sport Discipline Representatives, and Standing Committee Chairs must attend at least two (2) of the three (3) monthly Board of Directors /Committee meetings between Sept and April and the Annual Meeting to maintain their position and/or affiliation with the WWSF.
- 6.2. WWSF Annual meeting at the Wisconsin Water Ski Convention & Expo Think Tank Water Ski Convention & Expo is a mandatory attendance meeting.
- 6.3. Affiliated Club Directors and/or their Alternates are encouraged to serve on and/or chair one Standing and/or Special Committee.
- 6.4. All Officers, Sport Discipline Directors, Affiliated Club Directors and/or Alternates, Sport Discipline Representatives and Standing Committee Chairs who do not attend the required meetings and/or participate in Standing and/or Special committees will lose WWSF funding and their rights associated with affiliation.

7. SPORTS DISCIPLINE SPECIFIC BUSINESS

- 7.1. In all Sport Discipline specific business, i.e. issues, nominations for officers and elections, only Full Members as defined in 2.1 or Associate Members as defined in 2.1.2 may participate in the approval/voting process of the business as presented at any meeting of the WWSF.

8. DONATIONS

- 8.1. The Federation may consider donations that are deemed in the interest of the WWSF.

9. WWSF RECOGNIZED SPORT DISCIPLINES DIRECTOR (formerly Reps) JOB DESCRIPTIONS

- 9.1.1. All sport directors shall submit status reports to the WWSF Secretary 7 days prior to the General Membership meetings.
- 9.2. **Show Director**
 - 9.2.1. Promote the sport of show skiing.
 - 9.2.2. Act a liaison for show skiers to WWSF, NSSA, and USA-WSWS. Collect dates, times and contact people for show tournaments and distribute to the membership of WWSF by attending 3 of 4 of the regular business meetings and the *Annual* meeting held at Think Tank.

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- 9.2.3. Facilitate the organization of a WWSF State and Regional Tournament.
 - 9.2.4. Represent the Sport Discipline on the Think Tank Water Ski Convention & Expo Organizing Committee.
 - 9.2.5. Submit show skiing articles for the Annual Report and WWSF website.
 - 9.2.6. Gather and submit historical records of the Wisconsin Show Tournaments to WWSF Historical Committee.
 - 9.2.7. Will be a member of the Hall of Fame Committee.
 - 9.2.8. Will act as the Committee Chair for Ski Camp.
- 9.3. **Barefoot Director**
- 9.3.1. Promote the sport of barefoot water skiing.
 - 9.3.2. Act as a liaison of the barefooters to WWSF, ABC, and USA-WSWS. Collect dates, times, and contact people for barefoot tournaments and distribute to the membership of the WWSF through by attending 3 of 4 of the regular business meetings and the Annual meeting held at Think Tank.
 - 9.3.3. Facilitate the organization of a WWSF State Tournament.
 - 9.3.4. Represent the Sport Discipline on the Think Tank Water Ski Convention & Expo Organizing Committee.
 - 9.3.5. Submit barefoot articles for the Annual Report and WWSF website.
 - 9.3.6. Maintain historical records of the Wisconsin Barefoot Tournaments.
 - 9.3.7. Will be a member of the Hall of Fame Committee.
- 9.4. **Traditional Director**
- 9.4.1. Promote the sport of traditional water skiing. For clarification purposes traditional will include slalom, trick and jump.
 - 9.4.2. Act a liaison for traditional to WWSF, AWSA and USA-WSWS. Collect dates, times, and contact people for traditional tournaments and distribute to the membership of WWSF through attending 3 of 4 of the regular business meetings and the Annual meeting held at Think Tank..
 - 9.4.3. Facilitate the organization of a WWSF State Tournament.
 - 9.4.4. Represent the Sport Discipline on the Think Tank Water Ski Convention & Expo Organizing Committee.
 - 9.4.5. Submit traditional articles for the Annual Report and WWSF website.
 - 9.4.6. Maintain historical records of the Wisconsin traditional tournaments.
 - 9.4.7. Will be a member of the Hall of Fame Committee.
- 9.5. **Recreational Director**
- 9.5.1. Promote the sport of water skiing.
 - 9.5.2. Act as a liaison for recreational water skiers to WWSF and USA-WSWS.
- 9.6. **Wake Sports Director**
- 9.6.1. Promote the sport of wake sports water skiing.
 - 9.6.2. Act as liaison for wakeboard to WWSF, USA Wakeboard & USA-WSWS Collect dates, times, and contact people for wake sports tournaments and distribute to the membership of WWSF through attending 3 of 4 of the regular business meetings and the Annual meeting held at Think Tank..
 - 9.6.3. Facilitate the organization of a WWSF State Tournament.
 - 9.6.4. Represent the Sport Discipline on the Think Tank Water Ski Convention & Expo Organizing Committee.
 - 9.6.5. Submit wake sports articles for the Annual Report and WWSF website.
 - 9.6.6. Maintain historical records of the Wisconsin Wake Sports tournaments.
 - 9.6.7. Will be as member of the Hall of Fame committee.
- 9.7. **Collegiate Director**
- 9.7.1. Promote the sport of collegiate skiing.
 - 9.7.2. Act as a liaison for collegiate skiers to WWSF, NCWSA, and USA-WSWS. Collect dates, times and contact people for collegiate tournaments and distribute to the membership of WWSF through attending 3 of 4 of the regular business meetings and the Annual meeting held at Think Tank..
 - 9.7.3. Submit collegiate articles for the Annual Report and WWSF website.
 - 9.7.4. Represent the Sport Discipline on the Think Tank Water Ski Convention & Expo Organizing Committee.
 - 9.7.5. Maintain historical records of the Wisconsin Collegiate tournaments.
 - 9.7.6. Will be a member of the Hall of Fame committee.
- 9.8. **Adaptive Ski Director**
- 9.8.1. Promote the sport of Adaptive Ski skiing.
 - 9.8.2. Act as a liaison for Adaptive Ski skiers to WWSF, WSDA and USA Water Ski. Collect dates, times and contact people for Adaptive Ski tournaments and distribute to the membership of WWSF through the Tournament Committee Chairperson.

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- 9.8.3. Submit Adaptive Ski articles for the Annual Report and WWSF website.
- 9.8.4. Represent the Sport Discipline on the WWSCE organizing committee.
- 9.8.5. Maintain historical records of the Wisconsin Adaptive Ski tournaments.
- 9.8.6. Will be a member of the Hall of Fame committee.

10. COMMITTEE MEMBERS

- 10.1** The President shall appoint committee chairs. Committee chair will submit his/her committee to the board for approval at the next full membership meeting.
- 10.2** Standing Committee and Special Committee appointments require Board approval.
- 10.3** Should a committee member or Chair be unable to fulfill his/her obligations or be removed for any reason the President is directed to fill the position.

11. COMMITTEE OPERATION (STANDING AND SPECIAL)

- 11.1. **Term**
 - 11.1.1. The term of all *Standing* committees is one year and starts with the first Regular Meeting in September.
 - 11.1.2. The President or Board of Directors when establishing the committee determine the term of *Special* committees.
- 11.2. **Committee Reports and Recommendations**
 - 11.2.1. Committees shall work on issues and projects as directed by the President and Board, the Bylaws and P & P's or those identified by the committee itself.
 - 11.2.2. Committees shall submit status reports to the Secretary 7 days prior to the General Membership meetings.
 - 11.2.3. Recommendations requiring action that have received majority approval of the committee shall be submitted to the WWSF President and members of the Board for approval.
 - 11.2.4. Generally, the Committee Chair or his designated representative shall present the committee's report in person at scheduled Board meetings.
 - 11.2.5. The WWSF President shall maintain official Committee documents, including but not limited to Board Reports, Manuals, Disciplinary Action Documents, etc. Committee chairmen shall maintain the balance of the Committee's files including documentation of committee votes.
 - 11.2.6. All Officers, Committee Chairs, Tournament Directors, and individuals in possession of relevant Wisconsin Water Ski Federation materials shall submit electronic copies to the Historical Committee Chairperson within 60 days of the close of the corporate year.

12. STANDING COMMITTEES – DUTIES AND RESPONSIBILITIES

- 12.1. **Membership Committee**
 - 12.1.1. Shall be responsible for the solicitation of new members and the Chairperson shall pass on all new membership applications. Shall aid in the formation of new clubs in the state and promote WWSF and USA-WSWS membership. The committee shall keep the membership roster up to date at all times.
- 12.2. **Safety Committee**
 - 12.2.1. Shall develop rules and regulations on the basis of good common sense, for the safety of members, for safety in tournaments, and in water use. It shall conduct safety meetings for the purpose of instructing individuals and clubs in various types of water sports. It shall invite safety suggestions from persons in the state and others with a view to placing all individual and group recreational water skiing activities on a safe and wholesome and pleasurable basis, and shall receive complaints, which it believes constitutes an infraction on safety regulations, and make recommendations to the Executive Board in regard to the matter. The Executive Board shall have the authority to take such action, as it believes to be in the best interest and safety of the members of the Federation and of the Community. This committee shall adhere to all WWSF recognized Sport Discipline safety rules and regulations.
- 12.3. **Bylaws and Policies & Procedures Committee**
 - 12.3.1. Shall be responsible for updating, development, interpretation, and enforcement of the Bylaws and the Policies and Procedures Manual.
- 12.4. **Marketing Committee**
 - 12.4.1. Shall develop a mission and vision consistent with the purpose of the WWSF
 - 12.4.2. Shall develop and update a strategic plan to be proposed annually to the Board.
 - 12.4.3. Shall develop and maintain logo standards for the official WWSF logo and any special logos created for WWSF events and tournaments
 - 12.4.4. Shall produce, maintain and distribute marketing materials such as letterhead, business cards, envelopes, membership applications, flyers, posters, media guides, signs, banners, advertisements, electronic media and

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any other collateral materials that promote water-skiing activities for such purposes as safety, education, shows and competitions in the state of Wisconsin

12.4.5. Shall be responsible for maintaining the WWSF website.

12.4.6. Shall coordinate all public relations activities of the WWSF including press releases, media relations, publicity, news articles, and all other activities that promote goodwill among internal and external stakeholders of the WWSF.

12.4.7. Shall collaborate with other committees such as the Think Tank Water Ski Convention & Expo Committee to publicize and promote activities and events sponsored or hosted by the WWSF.

12.5. **Think Tank Water Ski Convention & Expo Committee**

12.5.1. Shall organize and coordinate the annual Think Tank Water Ski Convention & Expo. This includes but is not limited to: date, location, schedule of events, registration, speakers, publicity, submitting grant requests, annual banquet to include Hall of Fame Ceremony when applicable, Indoor Events Competition, WWSF Annual Meeting, coordinate meeting times for various Sport Disciplines needs and any extra curricular activities provided by the WWSF during the Think Tank Water Ski Convention & Expo Event. Coordinate Think Tank Water Ski Convention & Expo sponsorships with the Marketing Committee.

12.5.1.1. Each WWSF Sports Discipline Director is responsible to organize a list of clinics, clinic descriptions, and clinic instructors for their respective discipline.

12.5.1.2. The Registration Coordinator will provide a complete list of Think Tank Water Ski Convention & Expo attendees, with all contact information, to the Think Tank Water Ski Convention & Expo Chair, the Membership Committee Chair and the Marketing Committee Chair.

12.5.1.3. The Exposition Coordinator will provide a complete list of Think Tank Water Ski Convention & Expo Exhibitors, with all contact information, to the Think Tank Water Ski Convention & Expo Chair, Membership Committee Chair and the Marketing Committee Chair.

12.5.1.4. The Think Tank Water Ski Convention & Expo Committee Chair is responsible for periodic updates to the Board of Directors at regular meetings, with a Think Tank Water Ski Convention & Expo wrap up report including recommendations following the event.

12.6 **Historical Committee**

12.6.1. Shall collect and organize historical documents, photos, records and other tangible information pertinent to documenting the history, progress, and business of the organization.

12.6.2. Shall coordinate with officers, sport discipline directors, committee chairs, and other to digitize such records in order to create a permanent archive.

12.7 **Hall of Fame Committee**

12.7.1. Shall consist of the Executive Board, all Sport Discipline Directors, and any others as appointed by the President.

12.7.2. Shall solicit nomination for induction into the Wisconsin Water Ski Hall of Fame.

12.7.3. Nominations for induction into the Wisconsin Water Ski Hall of Fame shall be submitted in writing or electronically to the committee by November 1 of the year preceding the induction.

12.7.4. Selection of inductees shall be made by December 31 of the year the nomination was received.

12.7.5. The committee shall propose changes to the criteria for eligibility as necessary, and shall develop a selection process by which candidates are selected for induction.

12.7.6. Eligibility will be determined based on published information from 1999 and loosely based on USA Water Ski & Wake Sports Foundation criteria for the set classes which are

a. Competitive Water Skiers

b. Officials and Support Personnel

c. Water Skiing Pioneers

12.7.7. Procedure for accepting the nominations will be by a committee quorum consisting of 2/3 of the committee and a vote of 2/3 majority to bring the nominee forward; Acceptance of the nominee requires a 75% majority of the quorum of the full board of directors.

12.7.7. The committee shall propose inductees to the board for final approval at the first regular business meeting after January 1 of the proposed induction year.

12.7.8. A member of the committee shall notify the inductees of selection.

12.8 **Grants Committee**

12.8.1. Shall consist of the Grants Chair and at least 4 other members, in good standing, of the WWSF

12.8.2. Shall maintain the WWSF Grants program

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- 12.8.2.1 Shall promote the opportunity for grant funding to WWSF membership.
- 12.8.2.2 Shall develop the parameters for eligibility for grant funding.
- 12.8.2.3 Shall develop the grant application process.
- 12.8.2.4 Shall review grant applications submitted for distribution.
- 12.8.2.5 Shall collaborate with the Treasurer in development of grant funds.
- 12.8.2.6 Shall determine grant funding distribution based on available funds.
- 12.8.2.7 Shall notify grant applicants of grant awards.
- 12.8.2.8 Shall monitor the grant funding reimbursement to awardees in accordance with the procedure to reimburse approved expenditures with documentation of receipt.
- 12.8.3 The Grants guidelines may be found as Appendix XVI of the Policies & Procedures.
- 12.8.4 The Grant Application may be found on the WWSF website

<https://www.waterski.org/resources/document-library/forms-and-applications/grant-application-and-info.html>

13. REIMBURSEMENT OF EXPENSES AND DISCRETIONARY SPENDING OF OFFICERS, DIRECTORS, AND VOLUNTEERS

- 13.1. Regional or National representatives from recognized Sport Disciplines who attend 3 of 4 regular WWSF business meetings per year will be reimbursed up to \$250.00 annually for expenses incurred by attending Regional or National meetings provided they provide an expense report with travel receipts and are members in good standing of the WWSF.
- 13.2. All Sport Disciplines that are recognized by the WWSF and who attends 3 of 4 regular WWSF business meetings per year will have a discretionary fund of \$500 per year to be used to promote and grow the respective Sport Discipline. This amount may be raised one time per year with a vote at a regular meeting.
- 13.3. The President of the WWSF has a \$1500 per year discretionary fund to promote the mission of the WWSF.
- 13.4. Individuals receiving WWSF monies are required to attend 3 of 4 regular business meetings per year and submit an expense report to the WWSF Treasurer with a report, written and/or oral at a regular meeting of the Board.

14. COMPENSATION TO OFFICERS, DIRECTORS, AND VOLUNTEERS

- 14.1. Treasurer \$100 per month
- 14.2. Secretary \$50 per month
- 14.3. Think Tank Water Ski Convention & Expo \$100 per month plus 25% of TT profit
- 14.4. Membership Chair \$50 per month
- 14.5. Marketing Chair \$100 per month

15. GENERAL TOURNAMENT REQUIREMENTS

- 15.1. Definition of a General Tournament. Any tournament in partnership with WWSF not designated as a WWSF State Championship.
- 15.2. All Tournament sites must be in compliance with all Laws of the State of Wisconsin in regards to water usage.
- 15.3. All teams or individuals shall follow their respective sport disciplines competition rules, safety manuals, and Policy and Procedure manuals as published by USA-WSWS, while participating in practices, exhibitions, shows, and/or competitions.
- 15.4. The Host Club shall coordinate with the respective WWSF Sport Discipline Director.
- 15.5. Tournament entrance fees shall be charged each entrant and shall be paid to the Host Club.
- 15.6. Entry shall be defined as a properly filled out entry form and entry fee paid. This is to be filled out on the entry form printed by the Local Organizing Committee.

16. WWSF STATE TOURNAMENTS GENERAL REQUIREMENTS

- 16.1. Any tournament designated to determine a WWSF State Championship.
- 16.2. Affiliation with the WWSF may include use of WWSF equipment such as radios and/or computer and qualification for team awards at all State Tournaments.
- 16.3. The State Tournaments shall be held within the borders of the state of Wisconsin. They shall be held on the dates determined by the Board of Directors in cooperation with the host team.
- 16.4. Bids (Appendix VII) for State Championship Tournaments should be directed through the respective WWSF Sport Discipline Director.
- 16.5. All bids for State Tournaments must be presented to the Board of Directors at the November Board of Directors meeting. Bids will be awarded at the December Board of Directors meeting. Notices for the WWSF State Championships must be published to all WWSF members.
- 16.6. The clubs who have been awarded permanent possession of a State Tournament must make known to the Board of Directors by the first (1st) non-skiing Board meeting following Labor Day of each year, whether or not they will host these tournaments.

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- 16.7. The Wisconsin State Tournaments are open to all Wisconsin residents, summer residents, and/or individuals who participate more than 50.1% of their time during the Wisconsin water ski season (May thru September) on Wisconsin bodies of water including boundary waters if their base is established on the Wisconsin shoreline. With regard to show skiing and team jump they must also be on a roster of an affiliated WWSF show ski team. The tournaments are open to residents outside the above qualifications, but may only ski for ratings, ranking, or points, and are not eligible for any Wisconsin State awards. Wisconsin residents who ski in another state tournament may only ski for ratings, ranking, or points in that tournament if they are skiing for Wisconsin State Water Ski Tournament awards. USA-Water Ski shall sanction the Tournament, if sanction is available. The tournament sanction fees will be paid by the WWSF.
- 16.8. The WWSF Board of Directors in cooperation with the host club will determine entry fees and any late entry penalty. All entry requirements shall be detailed in the tournament announcements.
- 16.9. The WWSF will work in collaboration with the host club to support tournament practice sessions, including potential penalties for failure to abide by the rules established by the host club and agreed to by the WWSF.
- 17. STATE TOURNAMENT AWSA - GENERAL REQUIREMENTS**
- 17.1. A notice for the Wisconsin State Traditional Championships will be published in the AWSA Midwest Region Tournament Guide and on the WWSF web site.
- 17.2. The Wisconsin State Traditional Championship will be held on the last full weekend of July, number of days to be determined by the Local Organizing Committee (LOC).
- 17.2.1. Adjustments to this date may be made if the date(s) of the Regional and or National Championships are moved back from their traditional dates. A "rain date" or a "last minute" change of venue may also be requested if such a circumstance arises.
- 17.3. The Wisconsin State Traditional Championship will be open for bidding, and subject to the conditions of the Bylaws and these Policy & Procedures.
- 17.4. All Wisconsin skiers must be paid in full WWSF members before they are allowed to ski and compete for awards.
- 17.5. Any team or individual not a Wisconsin Skier may compete in the Wisconsin State Traditional Championships for ratings / rankings only.
- 17.6. The Wisconsin State Traditional Championship is:
- 17.6.1. Novice Men 17 & up. Not to exceed Level 4 in all events.
- 17.6.2. Novice Women 17 & up. Not to exceed Level 4 in all events.
- 17.6.3. All others no ranking.
- 17.7. A copy of the Master Scoring Book must be given to the Federation and kept by the Traditional representative. This will include a list of all competitors, names, and addresses.
- 18. WWSF STATE WATER SKI SHOW TOURNAMENT -GENERAL REQUIREMENTS**
- 18.1. WWSF State Water Ski Show Championships originated June 24, 1967. Wisconsin Rapids Aqua Skiers are permanently awarded this tournament.
- 18.2. The WWSF State Water Ski Show Championships will be held the 3rd full weekend of July with the start date, Thursday or Friday, to be determined by the number of teams entered as of May 15th.
- 18.3. The Wisconsin State Water Ski Show Championships shall be divided into three (3) equal Divisions. Note: Three equal divisions will be created in 20-13 based on the past three year's state tournament score averages. The division shall be known as Division I, Division II and Division III.
- 18.3.1. Maintenance – Each year the winning team in Division II and Division III will move up to the next higher division. Correspondingly, the last place team in Division I and Division II will drop down to the next lower division.
- 18.3.2. Seeding
- 18.3.2.1. Teams moving up a division will be seeded last in the higher division. Teams that move down will be seeded first in the lower division. Teams that do not compete in any give year will stay in their current Division for 3 years running.
- **Example: Team skis in 2003 not 2004 but do in 2005 stay in same Division as skied in 2003 but will be placed at bottom of Division.**
- **Example: Team skis in 2003 not 2004, 2005 or 2006 and wants to ski in 2007; the team would then be placed at the bottom of Division III.**
- 18.3.2.2. Teams that ski at the tournament but are not scored, for any reason, will remain in the same Division as the year they did not score but will go to the bottom of the Division for seeding the next time they wish to ski keeping in mind the 3 year policy above.
- 18.3.2.3. Teams will have the option to petition the WWSF Board to move down a Division due to extenuating circumstances. The petition must be presented to the Board at any Regular meeting of

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the WWSF that precedes the Annual Meeting of the year they wish to make the move. If granted, the team will be seeded last in the new division. There are no provisions to petition to move up.

18.3.3. Nationals Qualifying Provision

18.3.3.1. In the event that a team placed in the top 6 of the previous year's WI State Tournament and competed in the previous year's Division I National Tournament takes last place due to extenuating circumstances; they may petition the WWSF to stay in their division for one more year. The petitioning must be done in writing by the second full WWSF meeting of the following year. The following year, the 2 lowest placing teams would then move down, and the lower division champion would move up.

18.3.3.2. For Teams that ski at the tournament but are not officially scored, will have their unofficial score used for seeding purposes

18.4. **WWSF State Water Ski Show Championships seeding**

18.4.1. Seeding will take place at a time and place to be determined by the tournament Chairperson working with the WWSF Show Rep. Time and exact location will be posted on the WWSF Website at least 14 days in advance.

18.4.2. Teams from each division will have their choice as to day and slot preference, determined by their previous year's finish. Teams will be required to select a position open in their respective division.

18.4.2.1. Teams that have been accepted by petition to stay in their division will be seeded last in that division in the following year tournament process.

18.4.2.2. Teams not present at the seeding meeting will be assigned a position for their respective division by the tournament chairperson at the close of the seeding meeting (after they register).

18.4.2.3. There will be no trading of seeding slots.

18.4.2.4. All entries received after the seeding meeting through May 15 will pay an additional \$100 late fee. Late entry fee will be waived for new teams.

18.4.2.5. Entries will be closed upon filling the tournament or May 15, whichever comes first.

18.5. **WWSF State Water Ski Show Championships Individual Events Competition**

18.5.1. The intent of this competition is to qualify the Wisconsin Representatives to the National Events Competition held in conjunction with the Show Nationals. The top two places in each event will be expected to represent Wisconsin at the Nationals.

18.5.2. Individual entries will be limited to the following number of participants; 17 swivel entries, 17 doubles couples, and 8 Jump teams and 10 Freestyle Jumpers.

18.5.2.1. An affiliated Team competing in the WWSF Team Jump Competition must be comprised only of members to that team's roster with the exception that they may use the Official Tournament Driver. Jump teams using members from multiple WWSF affiliated teams must participate under a name other than a WWSF affiliated team name.

**Interpretation: If a competing jump team is using participants from more than one team, the name they choose must be completely different than any of the participants' home club names.

18.5.3. The top 5 placing swivel competitors and doubles couples and top 3 jump teams and freestyle jumpers from last year's Wisconsin State/Regional Qualifier Tournament will automatically be entered for this year's tournament, provided that their entry form and check is received by the entry deadline.

18.5.4. The tournament is formatted to allow a total of 52 Individual entrants; therefore, late entries will be accepted under the following circumstances only:

18.5.4.1. The total number of entries among swivel, doubles couples, and jump teams, is less than 52.

18.5.4.2. Late entries will be accepted and seeded in the order in which they are received regardless of the category.

18.5.4.3. Late entries will only be accepted through midnight Tuesday preceding the start of the tournament. All necessary paperwork must be submitted along with the entry fee and late fee.

18.5.4.4. Once the total number of entries plus late entrants equals 52, no more entries will be accepted.

18.5.4.5. An additional late fee equivalent to the original entry fee must be paid as well. The proceeds of the late fees collected will be divided equally between the host club and the general treasury of the WWSF.

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18.6. WWSF State Show Ski Championships Individual Events Seeding

- 18.6.1. If a seeded skier, or skiers, is accepted as a late entry, they no longer will qualify for a seeded position and will ski in the order in which their entry was received.
- 18.6.2. The first place finisher from the previous year competition will have their choice of ski slots. The second place finisher from the previous year competition will have the second choice of ski slots. This will continue until all of the seeded skiers have had their choice.
- 18.6.3. The remaining slots will be filled in the order in which they are received; i.e. last to enter is first to ski.
- 18.6.4. Official entry forms will be posted on the WWSF website the first week of June and must be postmarked by June 30, and received not later than July 7. The entry fee for each event entered must accompany an Official Entry Form. There will be no refunds after the Tuesday preceding the competition. Registration information will be posted on the website the last week of June.

18.7. WWSF State Show Ski Championships Officials Selection

- 18.7.1. The WWSF Show Director will compile a list of NSSA Officials available to work DI, DII, and Events at the Regional Tournament. This list will include the officials name, ratings, and the preferred duty(s) in order of their preference. Ballots will be prepared separately for DI, DII and Events. Each team will use the ballot for the division they will ski in for the coming year plus they will also fill out an Events ballot. The ballot will be an official part of the entry paperwork and will be posted online @ the WWSF website along with the entry papers. The ballot will be collected upon entry/payment to the Tournament at the seeding meeting. Late entries to the tournament, which would be anyone not seeded at the seeding meeting, will not be allowed to vote. In addition, the Tournament Chair, the WWSF-NSSA directors, and the WWSF Show Director will each have a vote in all three areas. No one person or one team will have more than 1 vote.
- 18.7.2. The Officials ballot will include:

<u>DI</u>	<u>DII</u>	<u>DIII</u>	<u>Events</u>
1 Chief Judge	1 Chief Judge	1 Chief Judge	1 Chief Judge
7 Judges	5-7 Judges	5-7 Judges	5-7 Judges
7 Secretaries	5-7 Secretaries	5-7 Secretaries	5-7 Secretaries
1 Chief Scorer	1 Chief Scorer	1 Chief Scorer	1 Chief Scorer
2 Scorers	2 Scorers	1- 2 Scorers	2 Scorers
1 Chief Safety	1 Chief Safety	1 Chief Safety	1 Chief Safety
2 Safety	2 Safety	1 Safety	1 Safety
1 Timer/Staging	1 Timer/Staging	1 Timer	1 Timer
			1 Events Driver
*The tournament announcer and events safety boat personnel will be by invite of the tournament host.			

- 18.7.3. The Tournament Chair will have the authority to break any “tie” vote.
- 18.7.4. The WWSF Show Director along with the Tournament Chair will compile the results and present it to the WWSF Board at the end of the Annual meeting for final approval.
- 18.7.5. The Tournament Chair will post the list of the selected officials after the Annual meeting and also contact selected officials within 1 week of the Annual Meeting.

19. STATE TOURNAMENT TEAM COMPETITIONS AND TROPHIES

- 19.1. Team and Memorial Trophies belonging to the WWSF shall be awarded at the completion of the tournament. Also, all trophies with accompanying permanent plaques shall be awarded at the completion of the tournament. A \$50.00 deposit shall be required to obtain a trophy from the Tournament Director, which shall be used to repair or replace a broken or lost trophy and shall be returned if trophy is returned in good condition. All trophies must be returned to the Tournament Director no later than the evening of the first 1st day of the following year's State Tournament.
- 19.2. All persons and clubs competing for Team Trophies must be regular members of the WWSF and USA-WSWS. All individuals and clubs shall be regular members of the WWSF and USA-WSWS.

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- 19.3. No regular member of the WWSF can belong to more than one (1) affiliated water ski club at any one time for Team Competition. Upon joining more than one affiliated water ski club, the skier must stipulate which club he will ski with for the Team Trophies at the State Tournaments with a letter on file with the WWSF.
- 19.4. Clubs desiring to compete for the Team Trophies must submit a list of active and/or voting members who have been members of said club for at least two (2) weeks (14 days) prior to the start date of State Tournament and must submit this list as per the tournament announcement. "Two weeks prior to the tournament" is interpreted to mean physically present for the 14 days prior to the start date of the tournament.
- 19.5. The WWSF Board of Directors in cooperation will determine entry fees and any late entry penalties with the host club. All entry requirements shall be detailed in the tournament announcements.

20. NOMINATIONS AND ELECTIONS

20.1. Nominations

- 20.1.1. Nominations for elected officers, Sport Discipline Directors, and Sport Discipline Representatives are made by the Nominating Committee during the Nominating Committee report at regular or annual business meetings of the WWSF. Additional nominations are then called for from the floor. Nominations from the floor or committee do not require a second. Nominations close for summer elections at the conclusion of the Wisconsin Water Ski Convention & Expo Think Tank Water Ski Convention & Expo business meeting.
- 20.1.2. Nominees must accept or decline the nomination by the conclusion of that days meeting.

20.2. Elections General Procedures

- 20.2.1. Voting is to be conducted by secret ballot. Appendix VIII & IX are sample election ballots for odd and even years.
- 20.2.2. Elections are to be held at the respective State Tournament of each of the recognized Sport Disciplines of the WWSF.
- 20.2.3. Members who are 18 and over and in good standing with USAWS and/or WWSF are considered eligible voters. Each eligible voter shall have only one vote.
- 20.2.4. Individual members may use an Absentee Ballot following the instructions in Appendix X to record their votes for the WWSF Officers. Ballots will be made available on the WWSF website and in the spring issue of the Water Skier Magazine.
- 20.2.5. Individual members may use an Absentee Ballot following the instructions in Appendix X to record their votes for the Sport Discipline Director and/or Regional Representative of their chosen discipline only. Ballots will be made available on the WWSF website and in the spring issue of the Water Skier Magazine.
- 20.2.6. There will not be any provisions for proxy voting.
- 20.2.7. There are no provisions for write in votes.

20.3. Elections

- 20.3.1. **Officers** The elected officers of the WWSF are the President, Vice-President, Secretary, and Treasurer.-All eligible members of record in the WWSF may elect these officers.
- 20.3.2. **Sport Discipline Director**
 - 20.3.2.1. WWSF members will vote for a Sport Discipline Director within their designated sport discipline only. WWSF Associate members of a sport discipline are also eligible to vote.
- 20.3.3. **Regional/National governing body representative**
 - 20.3.3.1. Sport Disciplines that have definitive election procedures for Regional Representatives in their respective Bylaws or Policies & Procedures, shall use those procedures for their elections, and report the results to the Tellers Committee Chair immediately after the elections for final tabulation of the votes. .
 - 20.3.3.2. USA-WSWS members in good standing and who are 18 years of age and over, but are not members of WWSF are eligible to vote for Regional Sport Discipline Representatives within their Sport Discipline provided they meet USAWS criteria for residency in the region.

20.4. Tellers Committee and Vote Tabulation

- 20.4.1. In even election years the Executive Directors at Large and President will act as the election tellers. They are responsible for preparing, distributing, conducting the election, and reporting the results to the Board of Directors immediately after the election:-
- 20.4.2. In odd election years the Executive Directors at Large and Vice-President will act as the election tellers. They are responsible for preparing, distributing, conducting the election, and reporting the results to the Board of Directors immediately after the election:-

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- 20.4.3. The Membership Committee chair will supply a master list of all WWSF members eligible to vote to the elections tellers prior to the election. The teller committee is instructed to secure a master list of all eligible voters in the region from USA-WSWS also.
- 20.4.4. All nominees who are unopposed in the nominating timeframe outlined in section 20.1 shall be declared elected by a voice vote of the Board of Directors at the April meeting before the ballot vote.
- 20.4.5. WWSF elected officers, Sport Discipline Directors and Sport Discipline Representatives must receive a majority of votes of the WWSF members voting for each position to be declared winners of the election.

21. CONFLICT OF INTEREST AND ETHICAL PRACTICE

21.1. Covered Persons

- 21.1.1. This policy applies to the WWSF Board members, officers, and executive officer, if approved. Each covered person shall be required to acknowledge, not less than annually, that he or she has read and is in compliance with this policy on the pledge of personal commitment.

21.2. Conflicting Involvements

- 21.2.1. Conflicting involvements may include, but are not limited to, the following:

- 21.2.1.1. Federation board members, officers, or executive officer serving as board members of administrator organizations. (I.e. USA-WSWS, NSSA, AWSA, ABC, USA-WB, NCWSA or others recognized by the WWSF)

21.3. Conflict of Interest Policy

- 21.3.1. The WWSF Secretary will maintain a Conflict of Interest Policy. (Appendix XIV)