

POLICIES & PROCEDURES



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WISCONSIN WATER SKI FEDERATION POLICIES & PROCEDURES

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WISCONSIN WATER SKI FEDERATION POLICIES & PROCEDURES

CHAPTER 1 – GOVERNANCE

1. POLICIES AND PROCEDURES

- 1.1. These policies and procedures are established under Article XX of the bylaws of the Wisconsin Water Ski Federation and shall direct the actions of the Board of Directors.
- 1.2. Proposed amendments of these policies and procedures shall be published (posted on the WWSF website) and communicated fourteen (14) days prior to the next scheduled or special meeting of the Board of Directors (BOD) at which the amendments will be considered for approval.
 - 1.2.1. Approval of proposed amendments that are new or have substantive changes require a two-thirds (2/3) majority vote of the Board of Directors.
 - 1.2.2. Proposed amendments that have no substantive changes such as organization (external) and event (internal and external) name changes; spelling (including typing errors such as missing letters or numbers); grammar; pronoun usage; and punctuation may be proposed by the Bylaws/P&P Committee at any regular or special meeting or the BOD without any prior notice, and need only be approved by majority vote of the BOD at the same meeting.

2. PRINCIPAL ADDRESS AND FINANCIAL POLICIES

- 2.1. The principal address of the WWSF shall be that of the Treasurer so long as the Treasurer resides in the state of Wisconsin. The Treasurer may establish a post office box mailing address anywhere in the state of Wisconsin in addition to or in lieu of using his/her address as the principal address, especially if the Treasurer does not reside in Wisconsin.
- 2.2. The Treasurer is authorized to make payments less than \$1,000. Checks or payments issued by the WWSF over the amount of \$1,000 must be signed/approved by both the Treasurer and President.
- 2.3. Debit and credit cards may be issued at the discretion of the BOD. The Treasurer and President shall possess debit and credit cards in the name of the WWSF.
- 2.4. The Treasurer and Executive Committee shall propose an annual budget for full BOD approval at the first regular BOD meeting of the new fiscal year.
- 2.5. The WWSF shall conduct an audit of its finances annually per the bylaws. The auditor(s) (internal and/or external) shall be determined by the BOD.
- 2.6. The WWSF may consider, accept, or make any donation that is deemed in the interest of the organization, its purposes, mission, and vision.

3. MISSION AND VISION

- 3.1. The mission of the Wisconsin Water Ski Federation is to make it easy for members and others to learn about, participate, and compete in all disciplines of water skiing throughout Wisconsin and elsewhere. The WWSF fulfills this mission by organizing, promoting, and supporting world-class water ski events and tournaments; providing everyone in Wisconsin an opportunity to learn how to water ski; and having the most members and teams affiliated with USA Water Ski & Wake Sports.
- 3.2. By staying true to the mission, the WWSF will realize its vision of Wisconsin as not only the “Show Ski Capital of the World,” but also the “Water Ski Capital of the World.”

WISCONSIN WATER SKI FEDERATION POLICIES & PROCEDURES

CHAPTER 2 – MEMBERSHIP & DUES

1. MEMBERSHIP

- 1.1. **Full members** are defined in Article III of the bylaws.
 - 1.1.1. Full members include persons classified as individuals or members of a family.
 - 1.1.2. Full members also include Wisconsin Water Ski Hall of Fame inductees and Award of Distinction recipients as well as any individual who purchased a lifetime membership.
 - 1.1.3. Full members in good standing are eligible for all benefits of membership including use of any WWSF owned equipment, applying for WWSF grant funds, and competing for placement and rankings in all WWSF affiliated tournaments.
 - 1.1.4. Full members age 18 or older shall have a voice and vote at any general membership meeting.
 - 1.1.5. New full members shall be immediately eligible to compete for placement and rankings in all WWSF affiliated tournaments.
- 1.2. **Affiliated club memberships** are for any water ski club, regardless of sport discipline, that is also affiliated with USA Water Ski & Wake Sports and intends to compete in a WWSF affiliated tournament.
 - 1.2.1. Affiliated club memberships will designate (by election or appointment) an individual and an alternate to represent the club as an affiliated club Director with a voice and vote on the Board of Directors.
 - 1.2.2. Affiliated clubs in good standing are eligible for all benefits of membership including use of any WWSF owned equipment, applying for WWSF grant funds, and competing for placement and rankings in all WWSF affiliated tournaments.
 - 1.2.3. Any newly affiliated club (not affiliated in any of the previous three (3) years) shall be immediately eligible to compete for placement and rankings in all WWSF affiliated tournaments.
- 1.3. **Associate memberships** are for marine/boat dealers, marinas, sporting goods dealers, manufacturers, or any other business that wishes to be affiliated with the WWSF.
 - 1.3.1. Associate members have a voice and vote at general membership meetings.
- 1.4. All members, regardless, of membership classification must agree to abide by the bylaws, policies, and procedures of the WWSF and, if competing or participating in a USA Water Ski & Wake Sports sanctioned competition, event, exhibition, or practice in any capacity; the rules, bylaws, policies, and procedures of USA Water Ski & Wake Sports and any declared sport discipline within it.
- 1.5. Membership application shall be made via the online membership management system.
- 1.6. The duration of time for all membership shall be the calendar year, January 1 through December 31.

WISCONSIN WATER SKI FEDERATION POLICIES & PROCEDURES

Chapter 2 – Membership & Dues

2. MEMBERSHIP DUES

- 2.1. The parameters for establishing membership dues amounts are outlined in Article IV of the bylaws.
- 2.2. Membership dues shall not be pro-rated, but renewals successfully completed after September 1 shall be applicable for the entirety of the next calendar year.
- 2.3. The membership dues for full members are as follows:
 - 2.3.1. Individual membership dues for those age 18 or older at the time of initiating a new membership or renewing an existing membership shall be **\$15** per calendar year.
 - 2.3.2. Family membership dues for families or family units living in the same household (head of household, spouse/significant other, and, if applicable, any children/dependents age 17 or under) at the time of initiating a new membership or renewing an existing membership shall be **\$30** per calendar year.
 - 2.3.3. It shall be the responsibility of any member of a family membership to notify the Membership Services Committee chair if any family member reached age 18 prior to renewing the family membership.
 - 2.3.4. Lifetime individual membership dues for those age 18 or older at the time of initiating a new membership or renewing an existing membership shall be a one-time payment of **\$250**.
 - 2.3.5. Affiliated club memberships shall be **\$50** per calendar year.
 - 2.3.6. Affiliated club memberships that are solely **collegiate teams** shall be **\$25** per calendar year.
 - 2.3.7. Associate memberships shall be **\$100** per calendar year.
 - 2.3.8. All current and future Wisconsin Water Ski Hall of Fame inductees and Award of Distinction recipients shall receive lifetime membership in the WWSF, with the membership commencing immediately following induction or recognition.
 - 2.3.9. The collection of membership dues for all membership types, regardless of whether new membership or renewal, shall be done via the online membership management system.
- 2.4. Membership dues for all new memberships are due immediately upon initiation. Membership rights and privileges become effective when membership dues are paid in full.

WISCONSIN WATER SKI FEDERATION POLICIES & PROCEDURES

CHAPTER 3 – MEETINGS

1. MEETINGS

- 1.1. Board of Directors meetings (regular and special) shall be held according to Article V of the bylaws.
 - 1.1.1. The Board of Directors is required to meet in person at least once in the fall (after Labor Day). All other meetings of the Board of Directors can be held via videoconference.
 - 1.1.2. Should extenuating circumstances prevent an in-person meeting in the fall, the President may opt to host the meeting via videoconference.
 - 1.1.3. There is no limit to the number of special Board of Directors meetings that can be called by the President, but care should be taken to not overburden the members of the Board of Directors with excessive meetings, especially if held in person.
- 1.2. No one team should receive more than three votes at a Board of Directors meeting regardless of the number of voting positions held by individuals on that team.
- 1.3. General membership meeting types, notices, methods, and other requirements are defined in Article VIII of the bylaws.
- 1.4. Executive Committee meetings shall be held in accordance with Article V of the bylaws to conduct the business and affairs of the organization in the interim of all meetings.
 - 1.4.1. Executive Committee meetings should also include all relevant members of the Board of Directors for the sake of discussion on topics or issues related to those members' positions or affiliations.
- 1.5. No one team should receive more than two votes with the Executive Committee regardless of the number of voting positions held by individuals on that team.
- 1.6. All Officers, Sport Discipline Directors, affiliated club Directors, regional/national governing body representatives, and standing committee chairs must attend (in person or virtually) a minimum of two (2) Board of Directors meetings and the annual general membership meeting to maintain their position and/or affiliation in good standing with the WWSF.
 - 1.6.1. Failure to meet the attendance requirement will result in the loss of funding and other privileges of affiliation.
- 1.7. Any WWSF meeting may be held via videoconference ("virtually") unless otherwise specified in the bylaws.
 - 1.7.1. Any meeting held via videoconference must allow for concurrent discussion among all eligible members attending/participating in the meeting.
 - 1.7.2. Access to the meeting shall be provided to every member to which the meeting is applicable and provided upon request to other members who have an interest.
 - 1.7.3. The meeting host may remove participants in the event of unwarranted disruption or inappropriate conduct by way of built-in chat mechanisms or things visible in the video feed.
 - 1.7.4. Voting must be able to be conducted visually and/or confidentially as appropriate.
 - 1.7.5. No action shall be invalidated on the grounds of loss of or poor quality of a member's individual connection to the videoconference.

WISCONSIN WATER SKI FEDERATION POLICIES & PROCEDURES

Chapter 3 – Meetings

- 1.8. If any regularly scheduled in-person WWSF meeting is cancelled due to inclement weather, a notice shall be posted on the WWSF website by 6:00 AM (Central Time) the morning of the meeting. The WWSF should also utilize as many communication platforms as possible for communicating any such cancellation.

2. ELECTRONIC VOTING FOR EXECUTIVE COMMITTEE MEETINGS

- 2.1. Electronic voting shall be acceptable only under circumstances where a meeting allowing for concurrent discussion of the Executive Committee cannot be held due to time constraints and/or when there is no anticipated discussion necessary for consideration.
 - 2.1.1. Electronic voting should take the form of email for the purpose of tracking and documentation. Electronic voting should only take the form of a text message when an immediate decision is required on the issue or proposed action.
 - 2.1.2. The President shall distribute the proposed resolution or action item and all applicable details such as specific wording, effective date, and any other relevant documentation and data to support the proposed resolution or action item as well as the deadline for reply.
 - 2.1.3. As stipulated in Article VI of the bylaws, the President shall cast a vote only in the event of a tie.
 - 2.1.4. All electronic votes shall be considered final with no opportunity for further discussion or changing of votes already cast in consideration of the proposed resolution or action.
 - 2.1.5. All electronic votes of the Executive Committee must be ratified by the Board of Directors at the next regular meeting of the Board of Directors.
 - 2.1.6. The Board of Directors is the only authority that can rescind a ratified electronic vote of the Executive Committee.

WISCONSIN WATER SKI FEDERATION POLICIES & PROCEDURES

CHAPTER 4 – SPORT DISCIPLINES & DIRECTORS

1. SPORT DISCIPLINES AND RELATED BUSINESS

- 1.1. The WWSF recognizes the following Sport Disciplines: Show Ski, Traditional (3-event), Barefoot, Wake Sports, Adaptive, and Collegiate.
- 1.2. Only those WWSF full members who designated a specific recognized sport discipline as part of their membership may participate in the approval/voting process of the business (i.e., nomination of officers and elections) of that specific sport discipline.
- 1.3. WWSF full members who compete, officiate, and/or participate in multiple sport discipline events and programs and wish to participate in business (i.e., elections) related to a sport discipline(s) that are not their primary sport discipline may do so if they are able to provide evidence, upon request, to substantiate cross-discipline participation.

2. SPORT DISCIPLINE DIRECTORS & RECREATIONAL DIRECTOR – DUTIES AND RESPONSIBILITIES

- 2.1. Each Sport Discipline Director and the Recreational Director shall submit their reports to the Secretary a minimum of seven (7) days prior to all scheduled meetings.
- 2.2. **Duties and responsibilities of the SHOW SKI SPORT DISCIPLINE DIRECTOR**
 - 2.2.1. Promote show water skiing and membership in the WWSF.
 - 2.2.2. Serve as liaison for show skiers to the WWSF and the NSSA Wisconsin Region Representatives.
 - 2.2.3. Attend (in person or virtually) a minimum of two (2) Board of Directors meetings and the annual general membership meeting to maintain the position and remain in good standing with the WWSF.
 - 2.2.4. Submit show ski articles, reference materials, tournaments, and other show ski event info for inclusion on the WWSF website, other digital platforms, and any other potential publications.
 - 2.2.5. Work with the Local Organizing Committee (LOC) of the host club to facilitate the organization of the Wisconsin State Water Ski Show Championships.
 - 2.2.6. Represent the sport discipline as a member of the Think Tank Committee.
 - 2.2.7. Gather and submit historical records (i.e. photos, final results, placements, special awards, etc.) to the Historical Preservation and Marketing committees.
 - 2.2.8. Shall serve as a member of the Hall of Fame and Show Ski committees.
 - 2.2.9. Shall coordinate the scheduling, requirements, and communications for any ski camps, clinics, and training/education events.

WISCONSIN WATER SKI FEDERATION POLICIES & PROCEDURES

Chapter 4 – Sport Disciplines & Directors

2.3. Duties and responsibilities of the TRADITIONAL SPORT DISCIPLINE DIRECTOR

- 2.3.1. Promote traditional water skiing (also known as 3-event which includes slalom, trick, and jump) and membership in the WWSF.
- 2.3.2. Serve as liaison for traditional (3-event) water skiers to the WWSF and the Midwest AWSA Councilperson of Wisconsin.
- 2.3.3. Attend (in person or virtually) a minimum of two (2) Board of Directors meetings and the annual general membership meeting to maintain the position and remain in good standing with the WWSF.
- 2.3.4. Submit traditional water ski articles, reference materials, tournaments, and other event info for inclusion on the WWSF website, other digital platforms, and any other potential publications.
- 2.3.5. Work with the coordinator(s) to facilitate the organization of the Wisconsin State 3-Event Championships.
- 2.3.6. Represent the sport discipline as a member of the Think Tank Committee.
- 2.3.7. Gather and submit historical records (i.e. photos, final results, placements, special awards, etc.) to the Historical Preservation and Marketing committees.
- 2.3.8. Shall serve as a member of the Hall of Fame Committee.
- 2.3.9. Shall coordinate the scheduling, requirements, and communications for any clinics and training/education events.

2.4. Duties and responsibilities of the BAREFOOT SPORT DISCIPLINE DIRECTOR

- 2.4.1. Promote barefoot water skiing and membership in the WWSF.
- 2.4.2. Serve as liaison for barefoot water skiers to the WWSF.
- 2.4.3. Attend (in person or virtually) a minimum of two (2) Board of Directors meetings and the annual general membership meeting to maintain the position and remain in good standing with the WWSF.
- 2.4.4. Submit barefoot water ski articles, reference materials, tournaments, and other event info for inclusion on the WWSF website, other digital platforms, and any other potential publications.
- 2.4.5. Work with the coordinator(s) to facilitate the organization of any Wisconsin State Championships related to barefoot water skiing.
- 2.4.6. Represent the sport discipline as a member of the Think Tank Committee.
- 2.4.7. Gather and submit historical records (i.e. photos, final results, placements, special awards, etc.) to the Historical Preservation and Marketing committees.
- 2.4.8. Shall serve as a member of the Hall of Fame Committee.
- 2.4.9. Shall coordinate the scheduling, requirements, and communications for clinics and training/education events.

WISCONSIN WATER SKI FEDERATION POLICIES & PROCEDURES

Chapter 4 – Sport Disciplines & Directors

2.5. Duties and responsibilities of the WAKE SPORTS SPORT DISCIPLINE DIRECTOR

- 2.5.1. Promote wake sports and membership in the WWSF.
- 2.5.2. Serve as liaison for wake sports enthusiasts to the WWSF.
- 2.5.3. Attend (in person or virtually) a minimum of two (2) Board of Directors meetings and the annual general membership meeting to maintain the position and remain in good standing with the WWSF.
- 2.5.4. Submit wake sports articles, reference materials, tournaments, and other event info for inclusion on the WWSF website, other digital platforms, and any other potential publications.
- 2.5.5. Work with the coordinator(s) to facilitate the organization of any Wisconsin State Championships related to wakeboarding or any other wake sports.
- 2.5.6. Represent the sport discipline as a member of the Think Tank Committee.
- 2.5.7. Gather and submit historical records (i.e. photos, final results, placements, special awards, etc.) to the Historical Preservation and Marketing committees.
- 2.5.8. Shall serve as a member of the Hall of Fame Committee.
- 2.5.9. Shall coordinate the scheduling, requirements, and communications for any clinics and training/education events.

2.6. Duties and responsibilities of the ADAPTIVE SPORT DISCIPLINE DIRECTOR

- 2.6.1. Promote adaptive water ski programs and membership in the WWSF.
- 2.6.2. Serve as liaison for adaptive water skiers to the WWSF.
- 2.6.3. Attend (in person or virtually) a minimum of two (2) Board of Directors meetings and the annual general membership meeting to maintain the position and remain in good standing with the WWSF.
- 2.6.4. Submit adaptive water ski articles, reference materials, and other event info for inclusion on the WWSF website, other digital platforms, and any other potential publications.
- 2.6.5. Represent the sport discipline as a member of the Think Tank Committee.
- 2.6.6. Gather and submit historical records (i.e. photos, participation info, special awards, etc.) to the Historical Preservation and Marketing committees.
- 2.6.7. Shall serve as a member of the Hall of Fame Committee.
- 2.6.8. Shall coordinate the scheduling, requirements, and communications for any clinics and training/education events.

WISCONSIN WATER SKI FEDERATION POLICIES & PROCEDURES

Chapter 4 – Sport Disciplines & Directors

2.7. Duties and responsibilities of the COLLEGIATE SPORT DISCIPLINE DIRECTOR

- 2.7.1. Promote collegiate water ski programs and membership in the WWSF.
- 2.7.2. Serve as liaison for collegiate water skiers and water ski teams to the WWSF.
- 2.7.3. Attend (in person or virtually) a minimum of two (2) Board of Directors meetings and the annual general membership meeting to maintain the position and remain in good standing with the WWSF.
- 2.7.4. Submit collegiate water ski articles, reference materials, and other event info for inclusion on the WWSF website, other digital platforms, and any other potential publications.
- 2.7.5. Represent the sport discipline as a member of the Think Tank Committee.
- 2.7.6. Gather and submit historical records (i.e. photos, final results, placements, special awards, etc.) to the Historical Preservation and Marketing committees.
- 2.7.7. Shall serve as a member of the Hall of Fame Committee.
- 2.7.8. Shall coordinate the scheduling, requirements, and communications for any clinics and training/education events.

2.8. Duties and Responsibilities of the RECREATIONAL DIRECTOR

- 2.8.1. Promote water skiing in general and learn to water ski events.
- 2.8.2. Serve as liaison for recreational water skiers to the WWSF.
- 2.8.3. Attend (in person or virtually) a minimum of two (2) Board of Directors meetings and the annual general membership meeting to maintain the position and remain in good standing with the WWSF.
- 2.8.4. Shall serve as a member of the Marketing Committee.
- 2.8.5. Shall serve as the subject matter expert related to Wisconsin boating laws and waterways access throughout the state.
- 2.8.6. Submit general water ski articles, reference materials, and learn to water ski event info for inclusion on the WWSF website, other digital platforms, and other communication channels.
- 2.8.7. Represent the WWSF at various boat shows and related events throughout the state of Wisconsin, as directed by the Board of Directors.

3. AFFILIATED CLUB DIRECTORS – DUTIES AND RESPONSIBILITIES

- 3.1. All affiliated clubs shall provide the name, email address, and primary phone number of their Affiliated Club Director (representative for the WWSF), alternate Director, club Show or Ski Director(s), club President, and club Membership contact by October 1.
- 3.2. Each Affiliated Club Director is encouraged to serve on a standing or special committee as either a member of that committee or chair.
- 3.3. Each Affiliated Club Director or alternate Director is responsible for disseminating relevant WWSF information to his/her club as quickly as possible after each WWSF meeting.

WISCONSIN WATER SKI FEDERATION POLICIES & PROCEDURES

Chapter 4 – Sport Disciplines & Directors

4. WISCONSIN REGION NSSA DIRECTORS – DUTIES AND RESPONSIBILITIES

- 4.1. Shall represent Wisconsin show skiers and show clubs as voting directors on the National Show Ski Association (NSSA) Board of Directors.
- 4.2. Shall solicit feedback and input from Wisconsin show skiers and show clubs for inclusion in the Wisconsin Region report for each NSSA meeting.
- 4.3. Shall submit a report to the Secretary a minimum of seven (7) days prior to all scheduled WWSF meetings.
- 4.4. An alternate director shall be elected at the first business meeting in the fall. The alternate is required to attend all NSSA meetings along with the other Wisconsin Region NSSA Directors.

5. MIDWEST AWSA COUNCILPERSON OF WISCONSIN – DUTIES AND RESPONSIBILITIES

- 5.1. Shall represent Wisconsin water skiers (specifically traditional/3-event skiers and affiliated 3-event clubs) as a voting director on the Midwest AWSA Council.
- 5.2. Shall solicit feedback and input from Wisconsin water skiers and affiliated 3-event clubs for inclusion in the Wisconsin report for each council meeting.
- 5.3. Shall submit a report to the Secretary a minimum of seven (7) days prior to all scheduled WWSF meetings.
- 5.4. The Traditional (3-Event) Sport Discipline Director shall serve as an alternate to the council if the Sport Discipline Director is someone other than the councilperson.

WISCONSIN WATER SKI FEDERATION POLICIES & PROCEDURES

CHAPTER 5 – COMMITTEES

1. COMMITTEE CHAIRS – DUTIES AND RESPONSIBILITIES

- 1.1. The appointment and removal of committee chairs is stipulated in Article VI and Article IX of the bylaws.
- 1.2. The term for all standing committees is one year and commences upon approval of the Board of Directors at the first regular meeting in the fall.
- 1.3. The President or Board of Directors shall determine the term of all ad-hoc (special) committees.
- 1.4. All committee chairs shall submit their reports to the Secretary a minimum of seven (7) days prior to all scheduled meetings.
- 1.5. Any motions originating from a committee recommendation must receive a minimum of 70% approval of the committee and must be included in the report.
- 1.6. All committees should consist of at least four (4) WWSF members, in good standing, plus the chair. Committee members should represent a variety of disciplines and viewpoints.
 - 1.6.1. Committee chairs shall submit a list of committee members to the President and Secretary.
- 1.7. Committees are expected to meet on a regular basis either in person or via videoconference.
- 1.8. Committees shall submit articles, reference materials, and other information for inclusion on the WWSF website and other digital platforms.

2. STANDING COMMITTEES

- 2.1. Standing committees are permanent and identified in Article IX of the bylaws. Special (ad hoc or temporary) committees may also be appointed as stipulated in Article IX of the bylaws. The President shall determine the term for any special committees as part of the motion to approve the appointment of the special committee.
- 2.2. Duties and responsibilities of each standing committee listed below are not meant to be comprehensive. The President or Board of Directors may assign additional duties based on issues and projects as needed.
- 2.3. **Safety Committee**
 - 2.3.1. Promote safety in all aspects of water skiing.
 - 2.3.2. Communicate and enforce the safety rules and requirements of the WWSF and USA Water Ski & Wake Sports each of its recognized sport disciplines.
 - 2.3.3. Coordinate with clubs, teams, and WWSF Sport Discipline Directors to conduct necessary safety training.
- 2.4. **Membership Services Committee**
 - 2.4.1. Administer all membership related tasks utilizing a membership management system approved by the Board of Directors.
 - 2.4.2. Collaborate with the Secretary to send all communication to members.

WISCONSIN WATER SKI FEDERATION POLICIES & PROCEDURES

Chapter 5 – Committees

2.5. Marketing Committee

- 2.5.1. Maintain the WWSF website and social media channels.
- 2.5.2. Produce, maintain, and distribute marketing materials as needed.
- 2.5.3. Coordinate all public relations activities as needed.
- 2.5.4. Create and communicate brand standards and acceptable logo use.
- 2.5.5. Collaborate with Officers, Sport Discipline Directors, and Committee Chairs to publicize and promote activities and events sponsored or hosted by the WWSF.

2.6. Nominating Committee

- 2.6.1. Solicit candidates for officer and director positions.
- 2.6.2. Coordinate and conduct elections.

2.7. Grants Committee

- 2.7.1. Maintain the WWSF grants program including eligibility parameters, application process, selection process, and distribution of funds.
- 2.7.2. Adhere to the grants guidelines as defined later in these policies and procedures.

2.8. Bylaws and Policies & Procedures Committee

- 2.8.1. Develop, update, interpret, and enforce the WWSF bylaws and these policies and procedures.
- 2.8.2. Conduct an annual review of governing documents.

2.9. Think Tank Committee

- 2.9.1. Organize and coordinate the annual Think Tank Water Ski Convention & Expo.
- 2.9.2. Collaborate with Sport Discipline Directors and committee members for the selection of instructors and solicitation of vendors for the expo.

2.10. Historical Preservation Committee

- 2.10.1. Collect and organize relevant historical documents, photos, publications, and other records to create a permanent archive.

2.11. Awards & Recognition Committee

- 2.11.1. Solicit nominations for all WWSF awards categories as defined later in these policies and procedures.
- 2.11.2. Coordinate with the Think Tank Committee for planning and execution of the annual WWSF Recognition Dinner.

2.12. Executive Committee

- 2.12.1. The role of the Executive Committee is defined in Article V of the bylaws.

WISCONSIN WATER SKI FEDERATION POLICIES & PROCEDURES

CHAPTER 6 – NOMINATIONS & ELECTIONS

1. NOMINATIONS AND ELECTIONS

- 1.1. Nominations for elected Officers and Directors shall be made by the Nominating Committee and communicated at meetings. Additional nominations may be made from the floor and such nominations do not require a second. Nominees from the floor must accept or decline the nomination by the conclusion of the meeting in which they were nominated.
- 1.2. Nominations for elected Officers and Sport Discipline Directors close at the conclusion of the annual membership meeting, typically held in conjunction with the Think Tank Water Ski Convention & Expo.
- 1.3. Nominations for Wisconsin Region NSSA Directors and Midwest AWSA Councilperson from Wisconsin close on June 1.
- 1.4. Voting is to be conducted by secret ballot or electronically. Electronic elections must be completed using a reputable third-party website, as approved by the Board of Directors.
 - 1.4.1. Absentee voting procedures are only necessary when secret ballot is used for such elections and must be communicated at the time of announcing the election.
 - 1.4.2. There shall be no provision for proxy voting.
 - 1.4.3. Write-in votes will not be accepted.
- 1.5. According to the WWSF Bylaws, members who are age 18 or older and in good standing with the WWSF shall be eligible to vote. Each eligible vote shall have only one vote.
- 1.6. All eligible WWSF members of record may participate in an election for **Officers** (President, Vice President, Secretary, and Treasurer).
- 1.7. All eligible WWSF members within their designated primary or secondary sport discipline may participate in an election for **Sport Discipline Directors** (Show Ski, Traditional, Barefoot, Wake Sports, Collegiate, and Adaptive) and the **Recreational Director**.
- 1.8. All eligible USA Water Ski & Wake Sports members who reside in or compete in the state of Wisconsin (as a region of a recognized sport discipline of a regional or national governing body and according to criteria set forth by that sport discipline) may participate in an election for **Region Director** or **Councilperson** of that sport discipline.
 - 1.8.1. All such elections shall follow the prescribed procedures set forth by that sport discipline. If no such procedures exist, the WWSF shall conduct the election by secret ballot or electronically. Electronic elections must be completed using a reputable third-party website, as approved by the Executive Committee.
- 1.9. Tellers and vote tabulators should include the two Executive Committee Directors At Large and at least one elected Officer or Director who is not on the ballot. If the election is conducted electronically, the tellers and vote tabulators must have access to the electronic ballots whenever possible.
- 1.10. Candidates who receive the most votes shall be declared the winners of the election.
- 1.11. Candidates who are unopposed shall be declared elected by majority vote of the membership (for Officers and Sport Discipline Directors) or the Board (for Region Directors or Councilperson).

WISCONSIN WATER SKI FEDERATION POLICIES & PROCEDURES

CHAPTER 7 – HALL OF FAME & OTHER AWARDS

1. WISCONSIN WATER SKI HALL OF FAME SELECTION CRITERIA

- 1.1. The purpose of the Wisconsin Water Ski Hall of Fame shall be to honor in perpetuity the accomplishments of competitors, pioneers, officials, and contributors whose dedication and achievements at state, national, and international level have brought lasting fame to the sport of water skiing in Wisconsin.
- 1.2. Selection for Hall of Fame shall be done by the Awards & Recognition Committee. The committee shall consist of, at a minimum, all members of the Executive Committee, all Sport Discipline Directors, and the Recreational Director. Any member of the committee who is nominated for induction into the Wisconsin Water Ski Hall of Fame or any other award category selected by the Awards & Recognition Committee must recuse him or herself from all committee meetings and discussion until after the selection process is complete.
- 1.3. Nominations for Hall of Fame shall be collected electronically through the WWSF website by November 1.
- 1.4. Eligibility for induction into the Wisconsin Water Ski Hall of Fame shall be based on criteria for the following categories of inductees: Competitors, Pioneers, Officials, and Contributors.
- 1.5. **Competitors**
 - 1.5.1. Only water skiers and other competitors with Wisconsin ties may qualify. This is not intended to be a national Hall of Fame. This would best be defined as someone who would have been eligible to ski or compete in some capacity in any Wisconsin state championship.
 - 1.5.2. Skiers or others who compete in some capacity from any WWSF recognized Sport Discipline are eligible.
 - 1.5.3. Skiers or others who compete in some capacity should have done so for an extended number of years in state, regional, and national tournaments.
 - 1.5.4. Skiers or other who compete in some capacity may still remain active as a competitor but must have a history of meaningful impacts in state, regional, national, or international tournaments.
 - 1.5.5. Any individual eligible for recognition in this category must be over the age of 50.
 - 1.5.6. Major factors the committee should consider when evaluating nominees in this category include significant impacts and longevity in state, regional, national, or international tournaments; sportsmanship, character, and integrity; and competitive record in local, state, regional, national, or international tournaments.
 - 1.5.7. Minor factors the committee should consider when evaluating nominees in this category include services as a judge, driver, scorer, safety director, administrator, or promoter of the sport; competitive or supporting record in any other Sport Discipline.

WISCONSIN WATER SKI FEDERATION POLICIES & PROCEDURES

Chapter 7 – Hall of Fame & Other Awards

1.6. Pioneers

- 1.6.1. This category is neither defined nor definable, but it is intended for individuals whose contributions to the sport do not fall into the other categories. Those whose principal contributions are as water skiing officials should not be considered as pioneers.
- 1.6.2. Other qualifications would be like those for Officials or Contributors pertaining to length of service, local, state, regional, and national impact; age; and retirement.
- 1.6.3. Individuals under consideration may have changed the trajectory of the sport, or contributed to a defining moment, or made substantial contributions that positively change or affect the sport.

1.7. Officials

- 1.7.1. It is not possible to define specific qualifications in a category as broad as that for water ski officials. Generally, a candidate would be recognized for major contributions to the evolution of the sport over a substantial period of time. Selection is not based on an isolated outstanding contribution and at the same time, mere length of service, however dedicated and generous, that cannot be said to have contributed significantly to the progress of the sport in one or more areas is not sufficient. The emphasis is on achievements, not on offices held or time served.
- 1.7.2. The term official is intended to encompass a wide range of functions within the sport. Primary consideration is given to contributions to the sport as a judge, driver (non-NSSA), scorer, or corresponding officials positions in the respective Sport Discipline(s). Secondary consideration is given to secondary officiating positions in local, state, national, and international tournaments.
- 1.7.3. Nominees are generally not judged on a single function, but rather an accumulation of contributions in all the areas in which the person was involved. It is generally expected that most nominees will have contributed in several areas of officiating, even though one may be predominant.
- 1.7.4. Mere length of service, by itself, will never qualify an individual for consideration. Length of service is more a measure of the extent of the dedication to the sport. Innovation over time is the measure to be judged.

1.8. Contributors

- 1.8.1. Nominees in this category are defined as individuals who have made outstanding contributions to water skiing in Wisconsin in capacities other than competitor or official.
- 1.8.2. It is not possible to lay down specific qualifications in a category as broad as that of contributor. Generally, a candidate would be recognized for major contributions to the evolution of the sport over a period of years. Selection is not based on an isolated outstanding contribution and at the same time, mere length of service, however dedicated and generous, that cannot be said to have contributed significantly to the progress of the sport in one or more areas is not sufficient. The emphasis is on achievements and contributions, not on offices held or time served.

WISCONSIN WATER SKI FEDERATION POLICIES & PROCEDURES

Chapter 7 – Hall of Fame & Other Awards

- 1.8.3. The term contributor is intended to encompass a wide range of functions within the sport. Primary consideration is given to contributions to the sport as a WWSF Officer, Director, committee chairperson or member, tournament director, promoter, or other as yet undefined position. Secondary consideration is given to supporting contributions at the local, state, national, and international levels.
- 1.8.4. Candidates are not generally judged on a single function, but rather an accumulation of contributions in all the areas in which the person was involved. It is generally expected that most nominees will have contributed to several areas, even though one may be predominant.
- 1.8.5. Mere length of service, by itself, will never qualify an individual for consideration. Length of service is more a measure of the extent of the dedication to the sport. Innovation over time is the measure to be judged.
- 1.9. The **Award of Distinction** was created to recognize tournament skiers, innovators, industry leaders, officials, and others responsible for landmark achievements in or extraordinary contributions to the development and advancement of water skiing in Wisconsin as well as those whose long period of dedicated and generous service deserves special recognition but doesn't necessarily rise to the level of Hall of Fame recognition.
- 1.10. Selection of Hall of Fame inductees and Award of Distinction recipients shall be completed by the committee prior to the regular business meeting in December.
 - 1.10.1. The procedures for approving the induction of a nominee shall be by quorum consisting of two-thirds (2/3) of the committee members and a vote of two-thirds (2/3) majority to advance the nominee forward using a secret or electronic ballot.
 - 1.10.2. The committee shall propose inductees to the Board for final approval at the regular business meeting in December.
 - 1.10.3. Final acceptance of the nominee requires a two-thirds (2/3) majority of the quorum of the Board.
 - 1.10.4. The chair or a designated member of the Awards & Recognition Committee shall notify the inductees of selection upon Board approval.
- 1.11. Hall of Fame Inductees and Award of Distinction recipients shall receive the following benefits as part of the annual WWSF Recognition Dinner, typically held in conjunction with the annual Think Tank Water Ski Convention & Expo.
 - 1.11.1. Complimentary dinner tickets for family members and guests to fill one table during the dinner up to a maximum of 10 total.
 - 1.11.2. One complimentary hotel night at the standard room rate if the induction is held during the annual Think Tank Water Ski Convention & Expo.
 - 1.11.3. Lifetime individual membership in the WWSF.

WISCONSIN WATER SKI FEDERATION POLICIES & PROCEDURES

Chapter 7 – Hall of Fame & Other Awards

2. OTHER AWARDS AND SELECTION CRITERIA

- 2.1. Nominations for other awards shall be collected electronically through the WWSF website by November 1.
- 2.2. The **Allen Bubolz Award** is in honor of the first president and one of the founding members of the Wisconsin Water Ski Federation. Allen was instrumental in spearheading the creation of a statewide organization to “instill a spirit of comradery and fellowship, with all members enlisted in similar purpose – to promote the sport of water skiing.”
 - 2.2.1. This award recognizes individuals and organizations that work independently to advance the sport of water skiing in Wisconsin and elsewhere. Individuals and organizations to be recognized operate in the same spirit and with the same purpose at the Wisconsin Water Ski Federation.
 - 2.2.2. Selection of Allen Bubolz Award recipients requires two-thirds vote of the Awards & Recognition Committee and simple majority of the Board.
 - 2.2.3. Recipients may receive a financial contribution (donation) of up to \$500 for their efforts to continue their work. The amount shall be proposed by the committee and presented to the Board at the time of consideration for approval of the award.
 - 2.2.4. Recipients shall receive four (4) complimentary meal tickets to the annual WWSF Recognition Dinner, typically held in conjunction with the annual Think Tank Water Ski Convention & Expo.
- 2.3. The **“Tommy” Ambassador Award** was created in 2001 to recognize individuals whose contributions showcase Wisconsin water skiing. Recipients of this award may also be those individuals whose contributions further enhance or advance the organization.
 - 2.3.1. Selection of “Tommy” Ambassador Award recipients is at the sole discretion of the President, subject to approval of a simple majority of the Awards & Recognition Committee.
 - 2.3.2. Recipients of the “Tommy” Ambassador Award shall receive two (2) complimentary meal tickets to the annual WWSF Recognition Dinner, typically held in conjunction with the annual Think Tank Water Ski Convention & Expo.
- 2.4. The **Tom Diehl Memorial Scholarship** was created in 2025 to honor the legacy of Tom Diehl, president and owner of Tommy Bartlett, Inc. Tom Diehl was a driving force for Wisconsin tourism and economic development, helping transform Wisconsin Dells into the number one family destination in the Midwest.
 - 2.4.1. This scholarship recognizes WWSF members who are actively involved in water skiing and pursuing education and careers in hospitality, tourism, or business.
 - 2.4.2. Applicants must be entering at least their second year of post-high school education with consideration also given to GPA, references, work experience, and letters of recommendation.
 - 2.4.3. The online application period shall be from October 1 through January 31.

WISCONSIN WATER SKI FEDERATION POLICIES & PROCEDURES

Chapter 7 – Hall of Fame & Other Awards

- 2.4.4. Selection of a recipient (or recipients) is made by a sub-committee of the Awards & Recognition Committee.
 - 2.4.4.1. The selection committee chair shall be appointed by the chair of the Awards & Recognition Committee.
 - 2.4.4.2. The selection committee shall consist of a minimum of five (5) members (including the chair).
- 2.4.5. The selected applicant(s) must be approved by, at a minimum, the Executive Committee of the WWSF, if no regular business meeting is held in time to award the scholarship to the recipient(s) at the annual WWSF Recognition Dinner, typically held in conjunction with the annual Think Tank Water Ski Convention & Expo.
- 2.4.6. The recipient(s) of the Tom Diehl Memorial Scholarship shall receive two (2) complimentary meal tickets to the annual WWSF Recognition Dinner, typically held in conjunction with the annual Think Tank Water Ski Convention & Expo.

WISCONSIN WATER SKI FEDERATION POLICIES & PROCEDURES

CHAPTER 8 – GRANTS, CONDOLENCES, EXPENSES, & NONEMPLOYEE COMPENSATION

1. GRANT FUNDING, SUBMISSION, AND SELECTION CRITERIA

- 1.1. The WWSF grants fund was established to support the purpose, mission, and objectives of the WWSF and to help affiliated teams and individual members become competitive within their respective sport discipline(s).
- 1.2. The Grants Fund shall be maintained by an annual contribution of 10% of membership revenue collected in the previous year and any funds specifically donated for such purpose.
 - 1.2.1. The Board may propose a greater or smaller allocation of membership revenue or income from any other event or fundraiser to be specifically earmarked for grant funding.
- 1.3. The Grants Committee shall propose the processes and procedures for application and selection of grant recipients.
 - 1.3.1. Generally, grants shall be disbursed for travel, entry fee, equipment, training/education, and ski site improvement subsidies.
- 1.4. Selection of grant recipients shall be made by the Grants Committee and submitted to the Board for approval.
- 1.5. Disbursement of grant funds shall be made according to the processes and procedures established by the Grants Committee and shall be consistent from one year to the next.

2. CONDOLENCES

- 2.1. Memorial donations or floral arrangements of up to \$100 will be made upon the death of the following.
 - 2.1.1. Executive Committee members past and present. (See Bylaws for list of positions included in the Executive Committee.)
 - 2.1.2. Wisconsin Water Ski Hall of Fame inductees and recipients of the Award of Distinction.
- 2.2. No special approval is necessary. However, a good faith effort shall be made to notify the current WWSF president that a donation or arrangement needs to be coordinated.
- 2.3. Any other condolence or congratulatory acknowledgement requires majority approval of the Executive Committee.

WISCONSIN WATER SKI FEDERATION POLICIES & PROCEDURES

Chapter 8 – Grants, Condolences, Expenses, & Nonemployee Compensation

3. REIMBURSEMENT OF EXPENSES

- 3.1. Anyone requesting reimbursement from the WWSF for expenses incurred on behalf of the WWSF must be a member in good standing and shall submit to the Treasurer a written or electronic expense report with accompanying receipts for documentation.

4. NONEMPLOYEE COMPENSATION OF OFFICERS, DIRECTORS, AND OTHER VOLUNTEERS

- 4.1. Anyone receiving nonemployee compensation from the WWSF is subject to IRS reporting as required under current law as of the date of these policies and procedures or any new laws enacted after the date of these policies and procedures.
- 4.2. Regional or national representatives/directors from recognized sport disciplines who attend three (3) of four (4) regular WWSF business meetings per year will receive a travel stipend of \$350.00 annually for expenses incurred by attending regional or national meetings provided they provide proof of travel and attendance and are members in good standing with the WWSF.
 - 4.2.1. Proof of travel and attendance is the only requirement to receive the stipend. No expense report is necessary.
 - 4.2.2. The travel stipend is not subject to IRS reporting as nonemployee compensation.
- 4.3. All recognized Sport Discipline Directors who attend three (3) of four (4) regular WWSF business meetings per year will have a discretionary fund of \$500 per year to be used to promote and grow their respective sport discipline. This amount may be raised one time per year by majority vote of the BOD at a regular business meeting.
- 4.4. The President of the WWSF shall have a \$1,500 per year discretionary fund to promote the mission and support the initiatives of the WWSF.
- 4.5. The following officers, directors, and committee chairs who receive WWSF monies are required to attend three (3) of four (4) regular business meetings per year.
 - 4.5.1. The Treasurer shall receive \$100/month.
 - 4.5.2. The Secretary shall receive \$100/month.
 - 4.5.3. The Membership Services Committee Chair shall receive \$100/month.
 - 4.5.4. The Marketing Committee Chair shall receive \$100/month.
 - 4.5.5. The Think Tank Committee Chair shall receive \$100/month plus 25% of Think Tank net profit (revenue minus expenses).

WISCONSIN WATER SKI FEDERATION POLICIES & PROCEDURES

CHAPTER 9 – GENERAL TOURNAMENTS & OTHER EVENT REQUIREMENTS

1. GENERAL TOURNAMENT & OTHER EVENT REQUIREMENTS

- 1.1. A general tournament is any tournament in partnership with the WWSF and not designated as a WWSF State Championship.
- 1.2. All tournament sites must comply with the laws of the state of Wisconsin regarding water usage and water skiing.
- 1.3. All teams and individuals shall follow their respective sport discipline competition rules, safety policies, and any other policies and procedures stipulated by the WWSF, USA Water Ski & Wake Sports, or their respective sport discipline while participating in tournaments, practices, exhibitions, shows, or other competitions.
- 1.4. The host shall coordinate with their respective WWSF Sport Discipline Director.
- 1.5. Tournament entry fees shall be charged each entrant and paid to the host. Entry shall be defined as a properly completed entry form (either printed or online) and entry fee paid in full.
- 1.6. The WWSF shall pay the appropriate USA-WSWS sanction fee for the annual Think Tank Water Ski Convention & Expo. The expense is to be charged to Think Tank itself.
- 1.7. Other on-the-water or off-the-water events that may require a sanction require approval of the Board of Directors. (Examples of other events include safety clinics, driver clinics, officials clinics, and exhibitions.)

WISCONSIN WATER SKI FEDERATION POLICIES & PROCEDURES

CHAPTER 10 – STATE CHAMPIONSHIP TOURNAMENT REQUIREMENTS

1. WISCONSIN STATE CHAMPIONSHIP TOURNAMENT REQUIREMENTS

- 1.1. The WWSF has the sole authority to identify any tournament as a State Championship.
- 1.2. The host (team or individual) of any Wisconsin State Championship Tournament must be affiliated with the WWSF and is entitled to full benefits of members including the use of any WWSF owned equipment.
- 1.3. Only those teams or individuals who are affiliated with the WWSF may qualify for team or individual awards at Wisconsin State Championship Tournaments.
- 1.4. Wisconsin State Championship Tournaments shall be held within the borders of the state of Wisconsin and be held on dates proposed by the host and approved by the Board.
- 1.5. The host shall propose entry fee(s) and any late entry penalty to the Board for approval. All entry requirements including full disclosure of payment processing fees shall be detailed in all tournament announcements.
- 1.6. Bids for Wisconsin State Championship Tournaments shall be submitted to the respective Sport Discipline Director. Bid procedures including deadlines, minimum site criteria, and other requirements may be established by the Board if not specifically outlined in these policies and procedures.
 - 1.6.1. All bids for Wisconsin State Championship Tournaments must be presented by the respective Sport Discipline Director for consideration at a Board meeting prior to the end of the year preceding the proposed date of the competition.
 - 1.6.2. The WWSF shall post details of each Wisconsin State Championship Tournament on its website and make a good faith effort to communicate the same to all WWSF members.
 - 1.6.3. The host shall make reasonable accommodations for a practice session (sessions) outside of the USA Water Ski & Wake Sports sanctioned competition dates. All practice sessions must be sanctioned separately.
 - 1.6.3.1. The WWSF will work in cooperation with the host to support a practice session (or sessions). It shall be the responsibility of the respective Sport Discipline Director to assist the host with coordination, communication, and monitoring practice session(s).
 - 1.6.3.2. The host club or entity may propose to the WWSF Board of Directors for approval, a penalty for failure to abide by the rules established for such practices session(s).
- 1.7. The Board may award, permanently, any Wisconsin State Championship Tournament (except Show Ski) to a host upon 3/4 majority approval. The host of any such tournament must be affiliated with the WWSF and announce its intent at a Board meeting at a Board meeting prior to the end of the year preceding the date of the competition.

WISCONSIN WATER SKI FEDERATION POLICIES & PROCEDURES

Chapter 10 – State Championship Tournament Requirements

- 1.8. Wisconsin State Championship 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 through September) on Wisconsin bodies of water including boundary waters if their base is established on the Wisconsin shoreline.
 - 1.8.1. Wisconsin State Championship Tournaments may be open to competitors outside the above qualifications, but may only ski for ratings, ranking, or points, and are not eligible for any state championship awards.
 - 1.8.2. Wisconsin residents who compete in a Wisconsin State Championship Tournament for awards may only ski for ratings, ranking, or points if they wish to compete in a different (other than Wisconsin) state or regional tournament.
- 1.9. All competitors and participants including water skiers, boat drivers, riders/spotters, show ski personnel involved in the production of a show, etc. (whether they are residents or not, as defined above) must be full members of the WWSF and USA Water Ski & Wake Sports to compete and/or participate in any state championship.
- 1.10. Tournament officials including judges, scorers, safety personnel, and others do not have to meet the residency and participation requirements noted above, nor do they have to be members of the WWSF, but they must be members of USA Water Ski & Wake Sports with appropriate and applicable certification(s).
- 1.11. Any recognized sport discipline of the WWSF seeking to have a state championship must obtain the proper sanction from USA Water Ski & Wake Sports. The WWSF shall pay the applicable sanction fee(s) for all state championships, provided all competitors of that championship are or will be full members of the WWSF.
- 1.12. The tournament host shall provide awards, trophies, plaques, or medals to at least the top three finishers in each category, division, or event.
 - 1.12.1. Tournament hosts may secure sponsorships for any trophies, plaques, or medals that are not supplied by the WWSF.

WISCONSIN WATER SKI FEDERATION POLICIES & PROCEDURES

CHAPTER 11 – STATE 3-EVENT CHAMPIONSHIPS

1. WISCONSIN STATE 3-EVENT CHAMPIONSHIPS REQUIREMENTS

- 1.1. Notice of a Wisconsin State 3-Event Championship shall be posted on the WWSF website and, if applicable, in any AWSA Midwest Region publications or other communications channels.
- 1.2. The Wisconsin State 3-Event Championship is typically held on one or more days of the last full weekend of July. Any deviation from this requires approval of the Board except when weather requires a change in dates or venue.
- 1.3. Bidding and participation requirements are the same as those noted in the previous section of these policies and procedures.
- 1.4. Competition categories shall align with those of the AWSA (USA Water Ski & Wake Sports).

WISCONSIN WATER SKI FEDERATION POLICIES & PROCEDURES

CHAPTER 12 – STATE SHOW SKI CHAMPIONSHIPS

1. WISCONSIN STATE WATER SKI SHOW CHAMPIONSHIPS REQUIREMENTS

- 1.1. The annual Wisconsin State Water Ski Show Championships originated on June 24, 1967, is permanently awarded to the Aqua Skiers, Inc., of Wisconsin Rapids, so long as the club is affiliated with the WWSF and announces its intent at a Board meeting prior to the end of the year preceding the date of the competition.
- 1.2. The Wisconsin State Water Ski Show Championships shall be held the third full weekend of July and shall start on the Thursday preceding that weekend.
- 1.3. The Wisconsin State Water Ski Show Championships is both a state tournament and a regional qualifier tournament (as defined by the National Show Ski Association) for any show ski national championships.

1.4. Divisions

- 1.4.1. The Wisconsin State Water Ski Show Championships shall be divided into three (3) equal divisions. (The WWSF created three equal divisions in 2013. The divisions were based on scoring averages the previous three years.)
- 1.4.2. The division shall be known as Division I, Division II, and Division III.
- 1.4.3. Each year the winning team in Division II and Division III will move up one division. Conversely, the last place team in Division I and Division II will drop down one division.
 - 1.4.3.1. Teams moving up a division will be seeded last in the new division.
 - 1.4.3.2. Teams moving down a division will be seeded first in the new division.
 - 1.4.3.3. A team that does not compete in a given year will remain in the division in which they previously competed/placed for up to three (3) years.
 - 1.4.3.4. Any team that hasn't competed in the previous three (3) consecutive years shall be seeded in Division III.
 - 1.4.3.5. Teams that ski at the tournament but are not scored, for any reason, will remain in the same division as the year they were not scored, but will be seeded last in the selection of skiing slots for the next tournament. Should a team ski but not score, for any reason, for three consecutive years will be moved to Division III.
- 1.4.4. Teams may petition the Board to move down one division due to extenuating circumstances. Such petitions must be presented in writing to the Board at any meeting prior to the Annual Membership Meeting of the year in which they seek to move down one division.
 - 1.4.4.1. If the petition is approved, the team will be seeded last in their new division.
 - 1.4.4.2. Teams may only make such a petition once every five (5) years.
 - 1.4.4.3. There are no provisions for petitioning to move up one division.

WISCONSIN WATER SKI FEDERATION POLICIES & PROCEDURES

Chapter 12 – State Show Ski Championships

- 1.4.5. Nationals Qualifying Provision... If a team placed on the top six (6) of the most recent previous Wisconsin State Water Ski Show Championships and competed in the Division I National Show Ski Championships takes last place due to extenuating circumstances, that team may petition the Board to remain in their division for one additional year.
 - 1.4.5.1. Such petitions must be presented in writing to the Board at any meeting prior to the Annual Membership Meeting.
 - 1.4.5.2. If the Board approves a petition based on this criteria, the two lowest placing teams in that division will move down one division while the lower division champion moves up one division.
 - 1.4.5.3. If a team skied at the Wisconsin State Water Ski Show Championships but weren't officially scored, their unofficial score will be used for seeding purposes.

1.5. Team Competition Entry Procedures

- 1.5.1. Teams must complete the official entry process to be seeded in their respective division.
- 1.5.2. Entry must include payment in full of the entry fee. The entry fee shall be established according to Chapter 10, Section 1.5 of these Policies & Procedures. (The late fee is already noted in these Policies & Procedures.)
- 1.5.3. Entry may be required no sooner than one week prior to the seeding meeting.
- 1.5.4. Entries received after the seeding meeting through May 15 shall be subject to a \$100 late fee.
 - 1.5.4.1. The late fee shall be waived for any new team entering the competition.
 - 1.5.4.2. A new team entering the competition shall be defined as any team that has not entered/competed in any of the previous three years.
- 1.5.5. Entries shall be closed upon filling the tournament or May 16, whichever comes first.

1.6. Team Competition Seeding

- 1.6.1. The seeding meeting will take place immediately following the Annual WWSF Membership Meeting, typically held in conjunction with the annual Think Tank Water Ski Convention & Expo.
- 1.6.2. Teams from each division will have their choice of day and slot preference based on their finish in the prior year of the Wisconsin State Water Ski Show Championships. Teams are required to select an open position (slot) within their respective division.
- 1.6.3. Teams with an approved petition to stay in a respective division will be seeded last in that division for the upcoming seeding meeting.
- 1.6.4. Teams not present for the seeding meeting will be assigned the final open position (slot) within their respective division.
- 1.6.5. Teams are not allowed to trade seeding positions (slots) or actual ski positions (slots) after the seeding process.

WISCONSIN WATER SKI FEDERATION POLICIES & PROCEDURES

Chapter 12 – State Show Ski Championships

1.7. Selection of Tournament Officials

- 1.7.1. The Show Ski Sport Discipline Director shall compile a list of NSSA officials who are available and/or expressed an interest in each division of the team competition and the individual events competition. The list shall contain the officials' names, ratings, and preferred duty (or duties) in order of their preference.
- 1.7.2. Ballots shall be prepared for the selection of officials for each division of the team competition and the individual events competition. Voting may be conducted via online submission form and shall conclude on or about February 1 to allow the Show Ski Sport Discipline Director adequate time to compile the list of officials.
- 1.7.3. Each competing team (affiliated with the WWSF) shall submit one ballot with their selection of officials for their respective team competition division. No team shall cast more than one ballot.
- 1.7.4. Individual events competitors from the previous year shall cast one ballot with their selection of officials for their respective event(s).
- 1.7.5. Freestyle jump competitors (men's and women's) from the previous year shall cast one ballot with their selection of towboat drivers for the freestyle jump competitions as part of the Individual Events Competition.
- 1.7.6. The Show Ski Sport Discipline Director, each of the three Wisconsin Region NSSA Directors, and the tournament chair shall cast a ballot for selection of officials for each division of the team competition and the individual events competition.
- 1.7.7. No individual may submit more than one vote if that individual holds multiple roles.
- 1.7.8. The officials for each division of the team competition and the individual events competition shall consist of a minimum of the following positions.

<u>Division I</u>	<u>Division II</u>	<u>Division III</u>	<u>Individual Events</u>
Chief Judge (1)	Chief Judge (1)	Chief Judge (1)	Chief Judge (1)
Scoring Judges (7)	Scoring Judges (5)	Scoring Judges (5)	Scoring Judges (5)
Secretaries (7)	Secretaries (5)	Secretaries (5)	Secretaries (5)
Chief Scorer (1)	Chief Scorer (1)	Chief Scorer (1)	Chief Scorer (1)
Scorers (2)	Scorers (2)	Scorers (1)	Scorers (2)
Chief Safety (1)	Chief Safety (1)	Chief Safety (1)	Chief Safety (1)
Assistant Safety (2)	Assistant Safety (2)	Assistant Safety (1)	Assistant Safety (1)
Timer/Staging (1)	Timer/Staging (1)	Timer/Staging (1)	Timer/Staging (1)
			Events Driver (1)
			Freestyle Drivers (3)
Tournament Announcer			
Tournament Safety Boat Personnel (to be selected by tournament host)			

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- 1.7.9. The Show Ski Sport Discipline Director, in consultation with the WWSF Officials Committee Chair and/or tournament chair, shall have the authority to vet officials who apply and to break any tie votes for officials.
- 1.7.10. The Show Ski Sport Discipline Director shall compile and present the selection of officials during or immediately following the team competition seeding meeting.
- 1.7.11. The Show Ski Sport Discipline Director shall contact all selected officials within one week following the seeding meeting. If an official must back out at any time after the initial presentation of officials, the Show Ski Sport Discipline Director, in consultation with the WWSF Officials Committee and/or tournament chair, shall select a replacement official. Generally, replacement officials should be those who received the next most votes for the position/role that needs to be filled.

2. Individual Events Competition Requirements

- 2.1. The top finishers in each event are expected to represent the NSSA Wisconsin Region at the appropriate show ski national championships individual events competition, if qualified to do so.
 - 2.1.1. If any of the top finishers in each event are unable to represent the NSSA Wisconsin Region at any show ski national championships individual events competition, the next highest placing qualified competitor(s) will be chosen.
 - 2.1.2. All those wishing to compete in the Wisconsin State Water Ski Show Championships individual events competition must meet the general requirements rule outlined in Chapter 10 Section 1.8 of these policies and procedures even if they do not qualify to represent the NSSA Wisconsin Region.
 - 2.1.3. Competitors who do not meet the general requirements rule outlined in Chapter 10 Section 1.8 of these policies and procedures will not be allowed to compete under any circumstances.

2.2. Individual Events Competition Entry Procedures

- 2.2.1. Individual entries will be limited to 72 total slots, ideally consisting of 18 swivel entries, 8 swivel pairs entries, 18 doubles couples, 8 jump team entries, 14 men's freestyle jump entries, and 6 women's freestyle jump entries. While the total number of slots is not to exceed 72, it is possible that the number of entries in the individual events competitions may vary from year to year.
 - 2.2.1.1. An affiliated club competing in the team jump competition must be comprised of members exclusively listed on the roster of that club. The only exception is for use of the official tournament (events) driver. Jump teams using members from multiple WWSF affiliated clubs or other teams must participate under a name that is completely different than that of any affiliated club/team.
- 2.2.2. The suggested minimum trick levels for entry into each event is as follows.
 - 2.2.2.1. Swivel and Swivel Pairs – an average trick value of level 6 or above (excluding transitional tricks/maneuvers)
 - 2.2.2.2. Doubles – an average trick value of level 5 or above (excluding transitional tricks/maneuvers)

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- 2.2.2.3. Men's Freestyle Jump – completing jumps at a 2.0 or above on the NSSA D.O.D. (Degree of Difficulty) chart
- 2.2.2.4. Women's Freestyle Jump – completing jumps at a 1.0 or above on the NSSA D.O.D. (Degree of Difficulty) chart
- 2.2.2.5. Team Jump – completing an average of 12.0 jumps or above as indicated on the NSSA D.O.D. (Degree of Difficulty) chart
- 2.2.2.6. Should a competitor deviate substantially from the suggested minimum trick levels indicated in this section, the Show Ski Sport Discipline Director and WWSF Officials Committee may vote to restrict eligibility for participation in competition the following year.
- 2.2.3. Exemptions for entry into the events competition are intended for elite level skiers who were not selected through the initial entry process. Competitors who seek an exemption must meet the general requirements outlined in Chapter 10 Section 1.8 and must have submitted their entry on time (no late entries).
 - 2.2.3.1. Any such competitor seeking an exemption shall complete the online exemption request form.
 - 2.2.3.2. There will be a maximum of two (2) exemptions each for swivel, doubles, and men's freestyle jump.
 - 2.2.3.3. There is a maximum of one (1) exemption each for swivel pairs, team jump, and women's freestyle jump.
 - 2.2.3.4. The total number of exemptions shall not exceed nine (9), resulting in a total of 81 entries that may be granted.
 - 2.2.3.5. The Show Ski Sport Discipline Director and WWSF Officials Committee shall determine whether an exemption is granted.
 - 2.2.3.6. Exemption criteria including minimum trick levels are as follows.
 - 2.2.3.6.1. Swivel and Swivel Pairs – an average trick value of level 8 or higher (excluding transitional tricks/maneuvers)
 - 2.2.3.6.2. Doubles – an average trick value of level 7 or higher (excluding traditional tricks/maneuvers)
 - 2.2.3.6.3. Men's Freestyle Jump – completing jumps at a 4.0 or above on the NSSA D.O.D. (Degree of Difficulty) chart
 - 2.2.3.6.4. Women's Freestyle Jump – completing jumps at a 2.0 or above on the NSSA D.O.D. (Degree of Difficulty) chart
 - 2.2.3.7. Should a competitor deviate substantially from the minimum trick level criteria for exemptions or trick levels indicated above and on the application for exemption, the Show Ski Sport Discipline Director and WWSF Officials Committee may vote to impose (and whether to enforce) a seeding position penalty for the following year.

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- 2.2.4. The tournament host may establish the entry deadline if the amount of time competitors must enter is at least two weeks, beginning no later than June 15 and concluding at 11:59 PM (Central) on June 30. Entries will be accepted only on the exact dates/times noted on the tournament announcement or communication.
- 2.2.5. Entries shall be collected electronically. All entries shall be date/time stamped to the second.
- 2.2.6. Late entries will be accepted through July 7 provided space is available within the 72-competitor slot limit. A penalty equal to 50% of the entry fee will be assessed for all late entries.
- 2.2.7. No entries will be accepted after the July 7 deadline.
- 2.2.8. Entries may be revoked only by the person who originally submitted the entry and may do so without penalty or fees by 11:59 PM (Central) on July 7.

2.3. Individual Events Competition Seeding

- 2.3.1. The top 10 swivel and doubles couples, top 4 swivel pairs, top 7 men's freestyle jumpers, top 3 women's freestyle jumpers, and top 4 jump teams from the previous year will be seeded first, according to how they finished in the previous year, so long as entries are received by the entry deadline. (For example, first place from previous year competes last, second place finisher competes second to last, and so on until all are seeded.) Remaining available slots by event are filled by entries received by the entry deadline on a first-entered basis (by date/time stamp for electronic entries).
- 2.3.2. If at the time of the entry deadline any of the six events are not filled, there will be a round-robin selection to fill all 72 total competition slots. Round-robin selection of entries to fill the slots shall go in the following order: one from men's freestyle jump, one from women's freestyle jump, one from team jump, one from doubles, one from swivel pairs, and one from swivel and repeat until all slots are filled. Some events may end up with more than the original allotted numbers to fill all 72 competition slots.
 - 2.3.2.1. If at the end of the round-robin selection there are less than 72 total entries, late entries (received by July 7) will be selected on a first-entered basis (by date/time stamp for electronic entries), regardless of the event, and will continue until all 72 competition slots are filled or there are no more entries.
 - 2.3.2.2. If all 72 competition slots are not filled by the July 7 final deadline, the competition will proceed with the number of slots filled, and no additional entries will be accepted.
- 2.3.3. The competition field will be set by 11:59 PM (Central) on July 8 or as soon as all 72 competition slots are filled, whichever is sooner. The competition running order shall then be posted on various WWSF digital platforms (website, social media, etc.).

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- 2.3.4. If a competitor drops, for any reason, from the competition after the running order has been established, the next entered competitor in the same discipline (who isn't part of the established running order) will be afforded the opportunity to ski. Any such entries under these circumstances will be seeded first in the discipline and must pay the original entry fee and the late fee, if the original entry was received after the deadline.
- 2.3.5. There will be two alternate spots for each event should a competitor withdraw. Alternates will be informed of their status within 24 hours of the competition field being finalized. Alternates must then accept within 24 hours of notification of their status. To be eligible, alternates must have submitted all required paperwork and music by the announced deadline. Additionally, alternates must attend the required safety meeting for their event to participate. Alternates will ski first in each event.

2.4. Individual Events Competition Entry Fees & Paperwork Requirements

- 2.4.1. The collection of entry fees and required competition documents shall be the responsibility of the tournament host and shall be done after the competition field is set according to Chapter 12 Section 2.3. The specific date/deadline and method of collecting entry fees and required competition documents shall be determined by the tournament host and aligned with all applicable NSSA competition rules.
 - 2.4.1.1. If an entry fee is not received by the required deadline after the competition field is set, the competitor will be dropped from the competition and still be liable for payment of the entry fee plus any applicable late fees. Payment of the fee(s) is required to maintain WWSF membership in good standing for the current and subsequent years. If a competitor is dropped, a new competitor will be selected according to Chapter 12 Section 2.3 (and more specifically, Chapter 12 Section 2.3.5).
 - 2.4.1.2. If a competitor fails to submit the required competition documents by the specified deadline established by the tournament host, the competitor will be subject to a penalty of 50% of the original entry fee and it must be paid prior to the start of competition. Any missing required competition documents must accompany the penalty payment.
- 2.4.2. Individual events competition entry fees only for each event (Swivel, Swivel Pairs, Doubles, Team Jump, Men's Freestyle Jump, and Women's Freestyle Jump) shall be established according to Chapter 10, Section 1.5 of these Policies & Procedures. (Late fees are already noted in these Policies & Procedures.)
- 2.4.3. Pass Lists/Judges Forms for Swivel, Swivel Pairs, and Doubles as well as Music for Swivel, Swivel Pairs, Doubles, and Team Jump must be submitted to the tournament host by 11:59 PM (Central) on the Tuesday preceding the competition.

WISCONSIN WATER SKI FEDERATION POLICIES & PROCEDURES

CHAPTER 13 – STATE DIVISION II INDIVIDUAL EVENTS CHAMPIONSHIPS (SHOW SKI)

1. WISCONSIN STATE DIVISION II INDIVIDUAL EVENTS CHAMPIONSHIPS REQUIREMENTS

- 1.1. The WWSF shall conduct an annual Division II (Show Ski) Individual Events Championships on or before the Saturday (or weekend) following the annual Wisconsin State Water Ski Show Championships.
- 1.2. The Wisconsin State Division II Individual Events Championships is both a state tournament and regional qualifier tournament (as defined by the National Show Ski Association) for competitors who wish to qualify for the individual events competition at the Division II Show Ski National Championships.
- 1.3. **Bid Requirements (Wisconsin State Division II Individual Events Championships)**
 - 1.3.1. The WWSF BOD shall solicit bids to host the annual Wisconsin State Division II Individual Events Championships each year.
 - 1.3.2. Bids shall be submitted to the Show Ski Sport Discipline Director by December 1 in the year preceding the tournament date(s).
 - 1.3.3. Bids shall be presented at the first BOD meeting after the December 1 deadline. The BOD shall select a host immediately following the presentation of bids.
 - 1.3.4. Established hosts (clubs that hosted a previous similar show ski event, Division I Show Ski National Championships, or Division II Show Ski National Championships) need only submit a letter (or email) of intent to bid for consideration.
 - 1.3.5. New hosts should submit a bid package that includes the following.
 - 1.3.5.1. Name and contact information of individual who will be the tournament chair.
 - 1.3.5.2. Maps, diagrams, and/or photos to illustrate the entire site including competition area dimensions, visibility within the competition area, skiers area, starting dock, landing area/beach, payoff stage, officials area, visibility of the competition area from the officials area, spectator seating, officials' parking, general parking, boat launch, boat/equipment parking, concessions area(s), restrooms, camping (if applicable), etc.
 - 1.3.5.3. Confirmation of a jump (per NSSA Rule 9.03).
 - 1.3.5.4. Accommodations for officials such as hotel rooms, viewing area separate from spectators, sun/rain cover(s), seating, tables, supplies, climate-controlled trailer or building for scorers and other officials, separate bathroom facilities, Wi-Fi (Internet) access, etc.
 - 1.3.5.5. Adequate electrical for sound system and other necessities.
 - 1.3.5.6. Safety elements such as public address system, emergency procedures, pickup boat for tournament safety use, onsite medical personnel, first aid kits, backboard(s), etc.
 - 1.3.5.7. Competitor and spectator lodging options and any other relevant details for individual events competition.

WISCONSIN WATER SKI FEDERATION POLICIES & PROCEDURES

Chapter 13 – State Division II Individual Events Championships (Show Ski)

1.4. Entry Procedures (Wisconsin State Division II Individual Events Championships)

- 1.4.1. Entries will be limited to 72 total competition slots in the following categories: swivel 180, swivel 360, open swivel, swivel 360 pairs, open swivel pairs, intermediate doubles, open doubles, men's intermediate freestyle jump, men's open freestyle jump, women's intermediate freestyle jump, and women's open freestyle jump.
 - 1.4.1.1. Any competitor wishing to compete in **open** events must have entered the Wisconsin State Water Ski Show Championships Open Division but not been seeded for competition or does not meet the minimum difficulty levels for entry into their respective event.
- 1.4.2. The tournament host may establish the entry deadline if the amount of time competitors must enter is at least two weeks, beginning no later than June 15 and concluding at 11:59 PM (Central) on June 30. Entries will be accepted only on the exact dates/times noted on the tournament announcement or communication.
- 1.4.3. Entries shall be collected electronically. All entries shall be date/time stamped to the second.
- 1.4.4. Late entries will be accepted through July 7 provided space is available within the 72-competitor slot limit. A penalty equal to 50% of the entry fee will be assessed for all late entries.
- 1.4.5. No entries will be accepted after the July 7 deadline.
- 1.4.6. Entries may be revoked only by the person who originally submitted the entry and may do so without penalty or fees by 11:59 PM (Central) on July 7.

1.5. Seeding (Wisconsin State Division II Individual Events Championships)

- 1.5.1. There shall be no automatic seeding of competitors from the previous year.
- 1.5.2. Competitors will be seeded on a first-entered basis (by date/time stamp on electronic entry) with the first skiing last, second skiing second to last, and so on until all are seeded.)
- 1.5.3. The competition field will be set by 11:59 PM (Central) on July 9 or as soon as all 72 competition slots are filled, whichever is sooner. The competition running order shall then be posted on various WWSF digital platforms (website, social media, etc.).

WISCONSIN WATER SKI FEDERATION POLICIES & PROCEDURES

Chapter 13 – State Division II Individual Events Championships (Show Ski)

1.6. Entry Fees & Paperwork (Wisconsin State Division II Individual Events Championships)

- 1.6.1. The collection of entry fees and required competition documents shall be the responsibility of the tournament host and shall be done after the competition field is set according to Chapter 13 Section 1.5. The specific date/deadline and method of collecting entry fees and required competition documents shall be determined by the tournament host and aligned with all applicable NSSA competition rules.
 - 1.6.1.1. If an entry fee is not received by the required deadline after the competition field is set, the competitor will be dropped from the competition and still be liable for payment of the entry fee plus any applicable late fees. Payment of the fee(s) is required to maintain WWSF membership in good standing for the current and subsequent years. If a competitor is dropped, a new competitor will be selected according to Chapter 13 Section 1.5.
 - 1.6.1.2. If a competitor fails to submit the required competition documents by the specified deadline established by the tournament host, the competitor will be subject to a penalty of 50% of the original entry fee and it must be paid prior to the start of competition. Any missing required competition documents must accompany the penalty payment.
- 1.6.2. Individual events competition entry fees only for each event shall be established according to Chapter 10, Section 1.5 of these Policies & Procedures. (Late fees are already noted in these Policies & Procedures.)
- 1.6.3. Pass Lists/Judges Forms and Music for Swivel 180, Swivel 360, Open Swivel, Swivel 360 Pairs, Open Swivel Pairs, Intermediate Doubles, and Open Doubles must be submitted to the tournament host by 11:59 PM (Central) on the Tuesday preceding the competition.

1.7. Selection of Officials (Wisconsin State Division II Individual Events Championships)

- 1.7.1. The Show Ski Sport Discipline Director and WWSF Officials Committee shall assist the tournament host with selection of officials.
- 1.7.2. The officials for this competition shall have the appropriate ratings and consist of a minimum of the following positions.
Chief Judge (1), Scoring Judges (3), Secretaries (3), Chief Scorer (1), Scorer (1), Chief Safety (1), Assistant Safety (1), Timer/Staging Marshall (1), Tournament Driver (1), Freestyle Jump Driver (1), and Tournament Announcer

WISCONSIN WATER SKI FEDERATION POLICIES & PROCEDURES

CHAPTER 14 – OFFICIALS

1. SUPPORT FOR WATER SKI OFFICIALS

- 1.1. The WWSF President may create an ad-hoc Officials Committee and appoint its chair (with the approval of the BOD according to the requirements of the Bylaws) for the purpose of assisting with the qualification requirements for and selection process of officials for any Wisconsin State Championship event. The committee may also administer a mentoring program for officials who require experience to achieve a rating or for international officials participating at any Wisconsin State Championship event.
- 1.2. The WWSF shall pay for up to two hotel nights for international officials participating in a mentoring program at any Wisconsin State Championship event.
- 1.3. The tournament host shall pay for all on-site food and beverage for international officials participating in a mentoring program at any Wisconsin State Championship event.

WISCONSIN WATER SKI FEDERATION POLICIES & PROCEDURES

CHAPTER 15 – WWSF OWNED EQUIPMENT

1. WWSF OWNED TWO-WAY RADIOS & OTHER EQUIPMENT

- 1.1. Any WWSF owned two-way radios or other equipment is available for use by any tournament host for any sanctioned water ski competition or other event held in the state of Wisconsin.
 - 1.1.1. Requests for such equipment shall be made to the appropriate Sport Discipline Director.
 - 1.1.2. Equipment shall be returned in good working condition to the same Sport Discipline Director or his/her designee.
- 1.2. Tournament hosts who damage or lose the equipment (or any related accessories) shall be responsible for full cost of repair(s) or replacement. Payment of repair or replacement cost(s) is required to maintain WWSF membership (regardless of whether an individual or club member) in good standing for the current and subsequent years.

WISCONSIN WATER SKI FEDERATION POLICIES & PROCEDURES

CHAPTER 16 – CONFLICT OF INTEREST

1. CONFLICT OF INTEREST POLICY

- 1.1. Any Officer, Director, committee chair, or committee member who has a direct or indirect financial interest with an entity with which the WWSF has a transaction or arrangement shall have a duty to disclose such an interest. The governing body (Board or committee) shall determine whether such an interest is, in fact, a conflict of interest.
- 1.2. If it is determined that a conflict of interest exists, the Officer, Director, committee chair, or committee member who has the conflict shall recuse him or herself from all proceedings related to discussion and approval of the conflicting transaction or arrangement.
- 1.3. Any Officer, Director, committee chair, or committee member who fails to disclose a potential conflict of interest shall be subject to disciplinary action.