

**AWSA**  
**SOUTHERN REGION**  
**POLICIES & PROCEDURES**  
**MANUAL**

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**NOTE: For the purposes of this manual the word “mail” shall indicate the use of the USPS or electronic means for transmittal. 1/04**

## **1.0 TOURNAMENTS**

### **1.1 Regional Tournament**

#### **1.1.1 Bids for Regional Tournament Sites**

Bids for the AWSA Southern Regional Tournament will be voted on by the AWSA Southern Region Council one season prior to the tournament. The EVP must solicit bids for the regional site on April 1st each year. All bids for the tournament shall be submitted in writing (27 copies) on the official (2005 version) bid form (APPENDIX III) with all the details to the EVP by June 20<sup>th</sup>, and to be presented to Council within 10 days for voting. The deadline for voting is the Wednesday after the State Championship weekend (third weekend in July). (7/02)

The sanction fee for the AWSA SR Regional Tournament will be \$300. There will also be a \$1.00 head tax per entry skied, which will be collected from the sponsor and donated to the American Water Ski Educational Foundation Building Fund on behalf of the Southern Region.

AWSA Southern Regional Tournament requirements for sponsoring water ski clubs are as follows:

The following list of requirements is intended to be a guideline for water ski clubs who are hosting the annual AWSA SR Regional Tournament. Please note that some items are listed as mandatory and other items are listed as customary and/or optional.

#### **MANDATORY REQUIREMENTS**

1. The AWSA Southern Region Council shall have complete control of the AWSA Southern Regional Tournament and the EVP will be its representative in all decisions regarding the operations of the tournament. The EVP will mediate all registration problems that apply to the entry of a skier in the Southern Regional Water Ski Tournament. This is of the utmost importance, because a skier must ski in the Regional Tournament in order to ski in the Nationals. (This authority does not preclude the authority of the AWSA Rule Book nor the authority of the Chief Officials of the tournament.)
2. The AWSA Southern Regional Tournament will be an AWSA sanctioned "Record Capability Tournament". The class of each event whether "E", "L" or "R" will be the same as is stipulated for the National Water Ski Tournament. 1/07
3. The tournament shall be operated according to the following format:
  - Single lake - 7 days
  - Two or more lakes - 4 days
  - Multiple lake site definition: single piece of land containing two or more sites for competition within reasonable walking distance of each other. 1/91

The hosting club will provide a meeting room of adequate size for the Thursday night AWSA Southern Region Council meeting.

5. The hosting club will provide a meeting room of adequate size for the Friday night AWSA Southern Region General Membership Business Meeting.
6. As a minimum for each event, the hosting club will provide trophies, medals, or plaques for the first five (5) places for the Boys 1-3 and the Girls 1-3 and the first three (3) places for all other Divisions. The hosting club will also provide (as a minimum) one (1) Overall Award for each division. 1/03
7. The hosting club will provide room accommodations during the tournament (the same number of nights as the tournament) for the following tournament officials, except for the Chief Judge, Chief Technical Controller and Assistant Chief Technical Controller who will come in one night early to prepare for the tournament: 7/02

Chief Judge	Chief Driver
Asst. Chief Judge	All Appointed Drivers
All Appointed Judges	All Assigned Judges
Chief Scorer	All Appointed Scorers
Safety Director	Asst. Safety Director
2 Technical Controllers	Announcer

If for any reason, one of the alternate officials takes the place of an appointed/assigned official, that alternate official will receive room accommodations for the tournament.

### **CUSTOMARY - OPTIONAL REQUIREMENTS**

1. Provide for a Saturday Night Awards Banquet.
2. Provide Goody Bags for contestants to include T-shirts, banquet tickets, etc.
3. Provide a designated time for contestants to practice at the regional site during the week preceding the tournament.

#### 1.1.2 Scheduling, Practice and Miscellaneous

The Chief Technical Controller shall have priority over practice at the tournament site on the day before the tournament, should the site still need preparation.

Practice shall be at the option of the Tournament Sponsor (as approved by the EVP) and is acceptable during the Tournament on unused water.

#### 1.1.3 Entry Qualifications and Skier Seeding

**Note: Entry requirements will be based on the most current Ranking List prior to the entry deadline for the Southern Regional Tournament. 1/07**

All entries for the AWSA Southern Regional Tournament shall have a minimum of a Level 7 Ranking except Boys & Girls 1 & 2 and Men & Women 5, 6, 7, 8, 9, 10 and 11. These skiers may enter with a Level 6 Ranking. 1/07

All skiers listed in the AWSA Rankings list in the Open Men, Open Women and MM55K divisions, shall be automatically qualified to enter those respective skiing divisions/events, regardless of their ranking level. 1/07

The first place event winning skiers, without regard to ranking level and who scored in their events at their respective state tournament, shall be allowed to ski in that event at the Southern Regionals Championship 1/07

Overall three event skiers with a Level 6 Ranking in each event (who skied and scored three events at their respective state tournament) shall be allowed to ski in all three events at the Southern Regionals Championship. 1/07

Regionals are to be seeded by the Southern Region National Seeding Committee representative using the AWSA National Ranking List and using the cutoff date as previously noted at the beginning of this section. 1/07

An electronic copy of the LZH file, produced by WSTIMS, of the AWSA Southern Regionals shall be sent to USA-WS/AWSA headquarters competition department, the Southern Region Seeding Committee representative and the EVP immediately following the tournament. 1/07

#### 1.1.4 Towboat Selection

Events at regionals shall be divided into groups equal to the number of the qualified towboats participating. Each group shall be of approximated "equal weight". Towboat selection shall then be done by the Chief Judge and Chief Driver by random draw in the presence of all the qualified towboat manufacturers' representatives. The towboat assignments shall be posted along with the skier running orders at the site. 7/02

#### 1.1.5 Officials' Length of Service

Senior and Regular Judges and Scorers may submit their name for consideration as an official for the Southern Regional Tournament annually without any limitations to times served. 8/93

Senior and Regular Drivers, Safety Directors and Technical Controllers may serve three years consecutively and then must sit out one year before submitting their name again for consideration. 8/93

#### 1.1.6 Regional and National Officials Selection Process - General

On October 1 a letter must be sent by the EVP to each Judge, Driver, Scorer, Technical Controller and Safety Director of the Southern Region asking if they desire to be an appointed official at the Regionals and the Nationals (criteria per Council MW 1995). (Call USA-WS headquarters to request the mailing labels for these individuals.) Immediately after the deadline (November 1) for responses, the EVP shall compile a list for each category and send it to the Council and Directors for voting. All votes should be returned to the Chairman of the Tellers committee by December 15. The votes should be reviewed by

the Nominating committee. The results will be announced at the Southern Region Mid-Winter Meeting. 1/95

### 1.1.7 Selection of Drivers for Regionals

The EVP will send out the customary request form to all Regular and Senior Drivers asking that they indicate their interest in driving the Regionals. 1/03

The EVP will send out a ballot to the Council & Directors and they will return their votes for each of the candidates. To appear on the ballot, the official must reply to the Officials' Request form sent by the EVP in October of the year prior to the Regional Tournament. The selected Officials will be announced at the Midwinter meeting of the Southern Region. 1/03

At the Regionals, other Regular & Senior Drivers on site may request to drive events and will be allowed to do so with the approval of the Chief Driver, the Chief Judge and the EVP. 1/00

Number of Drivers appointed: 1/95

One Lake Site - Chief Driver, 3 appointed

Two or more Lake Site - Chief Driver, 4 appointed

NOTE: Appointed Judges at Regionals shall not be allowed to drive. 1/00

### 1.1.8 Selection of Judges and Scorers for Regionals

Appointed officials are to be selected by vote of the Southern Region Council. To appear on the ballot, the official must reply to the Officials' Request form sent by the EVP in October of the year prior to the Regional Tournament. The selected Officials will be announced at the Midwinter meeting of the Southern Region.

Number of Judges appointed: 1/95

One Lake Site - Chief Judge, 1 Asst. Chief Judge, 7 appointed, 5 assigned

Two or more Lake Site - Chief Judge, 2 Asst. Chief Judges, 7 appointed, 8 assigned

Number of Scorers appointed: 7/04

One Lake Site - Chief Scorer, 2 appointed scorers

Two or more Lake Site - Chief Scorer, 4 appointed scorers

All Regional Officials shall receive complimentary banquet tickets (no duplication if also a skier).

## 1.2 AWSA Nationals Officials' Selections

- 1.2.1 Senior Judges, Scorers and Safety Directors may complete the Nationals Officials' Request form in October of the year prior to the AWSA National Tournament and have their names placed on the ballot for consideration as Appointed or Assigned Officials at

the AWSA National Tournament. The Officials will be announced at the Midwinter meeting of the Southern Region.

1.2.2 Senior Drivers may complete the Nationals Officials' Request form in October of the year prior to the AWSA National Tournament and have their names placed on the ballot for consideration as Appointed or Assigned Officials at the AWSA National Tournament. The EVP will send out the customary request form to all Regular and Senior Drivers asking that they indicate their interest in driving the Nationals. The EVP will send out a ballot to the Council & Directors and they will return their votes on the candidates. The Officials will be announced at the Midwinter meeting of the Southern Region. 1/03

1.2.3 Regular Judges, Scorers and Safety Directors may complete the Nationals Officials' Request form in October of the year prior to the AWSA National Tournament and have their names placed on the ballot for consideration as Assigned Officials at the AWSA National Tournament. The Officials will be announced at the Midwinter meeting of the Southern Region. Soon after the announcement (Midwinter meeting) of the names of those individuals who will represent the Southern Region at the National Tournament, the EVP shall notify all of these persons for final acceptance, and send USA-WS Headquarters and the President of AWSA the name and position of each person selected to work the Nationals.

1.2.4 Nationals Officials' Length of Service

Senior and Regular Judges and Scorers may submit their name for consideration as an official for the AWSA National Tournament annually without any limitations to times served. 1/05

1.3 Other Tournaments

1.3.1 Scheduling Tournaments

The State Federations are to hold scheduling meetings prior to the Midwinter meeting of the Southern Region to coordinate and schedule their tournaments and activities for the upcoming year.

Tournaments not scheduled at these meetings are to be approved or disapproved by the State Federations prior to the club applying to the EVP for sanction approval.

There are three protected weekends during the sanctioning year: The AWSEF Hall of Fame, the third weekend in July for the State Championships and the Southern Regional Tournament. There is not to be a sanctioned tournament in the Region/State on these protected weekends, whichever applies. If a State tournament is scheduled on an alternate weekend due to conflicts, this mandate will apply to that weekend.

1.3.2 Sanction Approval

When a tournament sanction is requested, the EVP's sanction approval must go to AWSA headquarters before AWSA headquarters will approve the tournament.

The EVP may check listed officials at random to see if they have actually been contacted. The Council authorizes the EVP to refuse sanctions to those who list officials without their consent.

For a tournament to be announced in the Regional Guide, it must be AWSA and/or USA-WS approved. (1/02)

### 1.3.3 Tournament Fees

A tournament registration fee, payable to the Southern Region of AWSA, as listed below, for all AWSA SR Class C or higher sanctioned tournament shall be forwarded by the sponsoring club, after filing the electronic form available through the AWSA Southern Region Website, to the Executive Vice President. These fees are in addition to the AWSA sanctioning fees for a tournament. EVP approval will not be granted until this registration fee has been received. \$25.00 from each of the fees listed below shall go to the Regional Guide Fund and the remainder will be deposited in the General Fund. (1/02)

Class C, one day tournament: \$100

Class C, two day tournament: \$150

Class E, L or R tournament: \$175

All AWSA Southern Region registration fees for tournaments held in conjunction with approved clinics for Judges, Drivers, Scorers, Technical Controllers and/or Safety Directors will be waived. The Annual AWSEF Hall of Fame Tournament fees will be allocated as a donation to the American Water Ski Educational Foundation on behalf of the AWSA Southern Region.

### 1.3.4 Tournament Operational Guidelines

A tournament skier is requested, but also obligated, to perform some sort of assistance in producing that tournament. A mandatory assignment by the Chief Judge is proper when necessary.

### 1.3.5 Miscellaneous Tournament Guidelines

No alcoholic beverages shall be consumed by an official or contestant in any tournament until that official's or contestant's participation in that tournament is complete for that day. (1/78)

## 2.0 RECORDS AND MEETINGS

### 2.1 Records

2.1.1 AWSA Southern Regional Records may only be set at the Southern Regional Tournament.

2.1.2 Only "legal" residents of the AWSA Southern Region, as defined in Article III Section 1 of the Southern Region Bylaws, may set Regional records. 1/05

- 2.1.3 Slalom, Trick and Jump records shall be recorded and listed as a raw score of the events score, rather than an aggregate of the score (except Tricks) per the following examples: 1/05

Tricks – aggregate total of the raw scores from both passes

Slalom – Buoys @ line length/metric speed kph – i.e. 2 @ 16.00/55 kph

Jump – distance – ft/ meters @ metric speed kph/ramp ht. – i.e. 135/41.1 @ 54 kph/5.5

- 2.1.4 Overall records: The score generated by the current Regionals Scoring Standard, as noted in the AWSA Rulebook and the Official Scorebook shall be the number used to determine an overall record. If the new number exceeds the current record, then it shall replace the old record. There shall not be any compensation for the variability of the Regionals Scoring Standard as stipulated in the AWSA Rulebook and the Official Scorebook. 1/07

## 2.2 Southern Region Record Certificates

The Southern Region uses a specially designed record certificate to present to skiers who set Southern Regional Records. These certificates should be presented at the Regional Tournament if possible or mailed shortly thereafter. 1/91

The Southern Region also has participation certificates for the new Boys I & Girls I competitors. 1/91

## 2.3 Site of Midwinter Meeting

The AWSA Southern Region Council determines the site of the Midwinter meeting. It is recommended that it be near the center of the region.

The EVP must make arrangements for the Midwinter meeting. This includes the meeting site (including Friday night hospitality room and Saturday and Sunday (if necessary) meeting rooms, and preparing an agenda to be sent to the Southern Region Council, Southern Region Committee members, the State Federation Presidents, the National Directors and the Honorary National Directors. Also, the location and times must be mentioned in the EVP winter newsletter.

## 2.4 Summer Meeting

The EVP must work closely with the Southern Regional Tournament sponsor to make arrangements for the summer meeting. The EVP must also prepare an agenda to be sent to the Southern Region Council, National Committee members, Honorary National Directors and the Region Directors.

## 2.5 Minutes of Meetings

Minutes of each Membership and/or Council Meeting shall be mailed to each Council representative, State Federation President, National Committee members, National Directors and Honorary National Directors within two months following the meeting by the AWSA Southern Region Secretary. These minutes will be pending approval at the following meeting.

### **3.0 SOUTHERN REGION COUNCIL**

- 3.1 The AWSA Southern Regional Council has the authority to set, change and enforce policy at any Regional Council Meeting (provided there is a quorum present) within the bounds of the AWSA Southern Region and AWSA National Bylaws. The membership only directs the Council. Therefore, council vote is necessary on those issues voted on by the membership to make them official policy.
- 3.2 Council members are to be elected at the State Championships each year according to the Bylaws of each of the State Federations.

Each State must determine its Council members and the Federation President shall notify the EVP. The EVP must then prepare a roster, including addresses and phone numbers, of all Directors and Council members. A copy of this roster should be mailed to USA-WS Headquarters, the AWSA President, Council members and Southern Region National Committee members. These tasks must be completed as soon as all information is available.

### **4.0 ELECTRONIC BALLOTING PROCEDURES OF THE SR COUNCIL**

- 4.1 The author of an issue for Council consideration shall present the issue in resolution form to the Executive Vice President for processing by the Council. The resolution shall contain the following information:
  - A. Title of the resolution
  - B. Specific wording of the issue being presented
  - C. Proposed date that the issue will be effective i.e. immediately upon approval of the ballot, 1<sup>st</sup> day of the next calendar year, etc.
  - D. Relevant and pertinent documentation and data supporting the issue
- 4.2 The Executive Vice President shall present the resolution, in electronic form, to the Council for a discussion period of ten (10) days.
- 4.3 At the end of the discussion period, the author will review the discussion of the Council and may revise the resolution to reflect the input of the Council, then have the resolution re-presented to the Council for further discussion, again with a ten (10) day discussion period or have the Executive Vice President proceed to a Ballot using the original or revised wording of the issue. This decision will be the choice of the author without undue bias.
- 4.4 The Executive Vice President shall prepare a Ballot, in electronic form, to be sent to the Council for voting that meets the criteria outlined in section 4.1 A- D and is approved by the author of the issue. The time span for the Council to vote on the Ballot shall be set by the Executive Vice President.
- 4.5 The votes shall be counted as noted in Roberts Rules of Order, Newly Revised in the following manner:
  - A. Yes votes will signify approval of the Ballot.

B. Measures must pass by the appropriate amount of affirmative votes cast on the issue from among those eligible to vote.

- 4.6 Upon receiving the votes of the Council, the Executive Vice President shall send by electronic mail the results of the voting for review by the Council. The Council shall have a period of five (5) days to review and verify/change their vote on the Ballot after which the Ballot will be considered ratified and placed in effect on the date approved in the Ballot. If a Council person does not respond to the Ballot voting review, the Executive Vice President shall assume that their vote has been recorded correctly.
- 4.7 The Executive Vice President shall send to the Secretary, the Ballot as presented and the voting record, whether approved or disapproved, for inclusion in the official records of the AWSA Southern Region.

## **5.0 SCHEDULE FOR PAYMENT FOR EXPENSES RENDERED BY VOLUNTEERS**

### **5.1 Payment of expenses to National Committee Persons:**

Annual funds (January 1 through December 31) in the amount of \$600.00, if needed, will be authorized for members of the IAC and additionally \$400.00, if needed, for members of other National Committees and Chairpersons of National Committees who are required to travel and attend meetings. The EVP will check and authorize expenditures not to exceed \$100.00 per required trip. It will be the responsibility of the committee members who have a requirement to request this assistance from the EVP. 1/95

### **5.2 Payment of Expenses to National Tournament Officials**

The EVP is responsible for paying the appropriate amount to certain National Tournament Officials of the Southern Region. At the Midwinter meeting, the Southern Region will pay \$100.00 to each of the Southern Region Officials appointed to the past National Tournament. This includes Judges, Drivers, Scorers, Safety Director, Technical Controllers, Announcers (approved and assigned) and Qualifications Judge. The Seeding Committee representative shall receive \$50.00 for expenses incurred during the ski year. The total paid at the Midwinter meeting is based on the amount of officials required by the AWSA to operate the National Tournament. 1/07

### **5.3 Payment of Expenses to National Directors**

The EVP is responsible for paying the appropriate amount to the National Directors of the Southern Region. At the Midwinter meeting the Southern Region will pay, for the previous calendar year, the past EVP and National Directors \$300 each for a total of \$1200.00.

### **5.4 Payment for State Federation Junior Development Clinics**

The EVP is authorized to pay each State Federation that sponsors a Junior Development Clinic, in the calendar year, a stipend of \$400.00 for that calendar year. This equates to a total expenditure of \$2800.00 for the seven Southern Region states. 7/07

## 5.5 Payment for Regional Junior Development Clinics

The Region may host a Regional Junior Development Clinic for Southern Region junior athletes during a calendar year, which shall be approved by the Southern Region Junior Development Committee and the Regional Council. The EVP is authorized to pay a stipend of \$1000 to the State Federation that hosts the Regional Junior Development Clinic. The Southern Region Junior Development Committee shall be responsible for selecting the junior athletes, proportionately, from all of the states of the Southern Region that will participate in the clinic. The hosting State Federation will administer the funding of the Regional Junior Development Clinic. Upon the EVP receiving written documentation of the Regional Clinic, these funds will be disbursed at the mid winter meeting following the calendar year in which the clinic was held. Documentation is to include the name of the hosting State Federation, hosting site, sponsoring Ski Club name and the amount of participants listed by participating state. 5/04

## 5.6 Payment for Officials Clinics

The EVP is authorized to pay to each State Federation \$100 for each type of Officials Clinic hosted (types listed below) and for each clinic hosted, in their state during the calendar year. Upon the EVP receiving written documentation of the clinics held, these funds will be disbursed at the mid winter meeting following the calendar year in which the clinics were held. Documentation is to include the name of the State Federation, hosting site, sponsoring Ski Club name and the amount of participants for each type of clinic. The total of the funds disbursed will be equal to the amount of clinics held in the Southern Region. 1/90

Approved AWSA Clinic Types:

Judges Clinic  
Scorer Clinic  
Drivers Clinic  
Safety Clinic

## 6.0 APPOINTMENTS

The EVP shall select a Treasurer and Secretary immediately following being elected to office.

## 7.0 COMMITTEE ASSIGNMENTS

7.1 The EVP must recommend Southern Region members to serve on all AWSA Standing National Committees, except the Executive Committee.

### 7.2 Regional Nominating Committee

The chair of the Southern Region Nominating Committee and the members (one from each state), in accordance with the Southern Region Bylaws, must be appointed by the EVP within 60 days following the Regional meeting. The committee chairman and members should be announced in the EVP winter newsletter.

### 7.3 Regional Teller's Committee

The chair of the Region Teller's Committee and the members (one from each state), in accordance with the Southern Region Bylaws, must be appointed by the EVP within 60 days following the Regional meeting. The committee chairman and members should be announced in the EVP winter newsletter.

These assignments are made at the same time as those of the National Committees. After recommendations have been made by the EVP and confirmed with the individual, a roster must be compiled and mailed to USA-WS Headquarters, National Committee members, Southern Region Council members, and the new President of AWSA - once he/she has been elected. This information should be in the mail no later than two weeks after the Nationals. These assignments are submitted for approval of the President of AWSA. New committee representatives will act as committee observers until after the Winter BOD Meeting and then will take over as committee representatives.

## 8.0 AWSA & USA-WS DIRECTOR QUALIFICATIONS

8.1 No person shall be eligible for election to the office of AWSA or USA-WS National Director unless such a person has the following qualifications:

### A. Mandatory Qualifications 1/00

Candidates for AWSA & USA-WS Board membership must possess:

1. U.S. Citizenship
2. Current valid USA-WS membership

In addition, they must meet at least two (2) of the following qualifications:

3. Previous membership on the AWSA or USA-WS Board of Directors
4. Membership on an AWSA or USA-WS National Standing Committee
5. Membership on an AWSA Regional Council
6. Current AWSA Judge, Scorer, Technical Controller, Regional Safety Director or Boat Driver with Regular or Senior rating
7. Approval of the AWSA SR Regional Council

### B. Desirable Qualifications 1/96

In addition to the mandatory qualifications, the following background factors are to be considered as desirable for Board membership, and are to serve as guidelines for Regional Elections:

1. Ability to travel and attend AWSA Board meetings
2. Good knowledge of the functions of AWSA
3. Good organizational background
4. Good character and personality traits
5. Ability to communicate well
6. No conflicts of interest
7. Active in the sport of water skiing in some capacity

## USA-WS Director Qualifications 1/99

The candidate will be required to meet the qualifications of 8.0

- A. In addition the candidate must have served no less than two (2) full years on the AWSA Sport Discipline Board, as a voting member, prior to election to the USA-WS Board per USA-WS Bylaws Article VI A. 2 (a) (1).

## 9.0 SOUTHERN REGION WINTER NEWSLETTER

The EVP must prepare and distribute a newsletter no later than December 10 each year. The contents of this letter is up to the EVP. However, it must include the location and dates of the Regionals, the location and dates of the Nationals, the location and dates of the Midwinter Meeting and other announcements of importance and interest to the Southern Region as a whole. This may be accomplished by a posting of the information on the regional website by this date. 1/07

## 10.0 REGIONAL GUIDE

The EVP's biggest job, in terms of magnitude and time is the publication of the Regional Guide. Letters to all Federation Presidents and the Council giving them the ad costs etc. needs to be mailed by October 1 so that they can contact potential advertisers in a timely fashion. The absolute deadline for receiving advertising materials must be January 15. The Electronic Sanctioning Forms must be completed by December 30 in order to be published in the Southern Regional Guide. The EVP must stay on top of the Federation Presidents, Council and Clubs in order to get the job done. USA-WS publishes the Guide for the EVP and the Region, but the EVP must proof read the drafts, including the final draft. The cost of a tournament announcement is included in the sanction fee for traditional tournaments, except for Novice and Fun tournaments. The sponsors will pay \$35.00 along with the announcements of the Sports Disciplines. 1/91.

## 11.0 PAST EVP PLAQUE

The newly elected EVP is responsible for ordering a standard plaque for the immediate past EVP. This plaque is generally presented at the Midwinter General Membership Meeting if the past EVP is there. Otherwise, it is presented at the Summer Open Meeting. This plaque is to be ordered from Trocraft Studios. They have all details (designs) on file and need only the inscription to be engraved on the plaque. This should be ordered by mid-November. 1/04

## 12.0 FINANCIAL STATEMENT

The Financial Report of the Southern Region is due to USA-WS January 15th of each year. The report covers the period January 1 - December 31 of the current year. The Region has a standard financial form for this report.

APPENDIX I Invitation to Clubs to Bid on the Southern Regional Tournament Ver. 7/2004

Date

To: AWSA Affiliated Clubs Southern Region

From: (name) Executive Vice President

Re: (year) AWSA Southern Regional Bids

The Council and the General Membership of the Southern Region approved at the mid-winter meeting in January 1993 to have the bidding for the Southern Regional Tournament take place prior to the current year's regional tournament. This will allow potential sponsors more lead time to prepare for the following year's tournament.

I am therefore, with this letter, soliciting bids for the xxxx Southern Regionals. If your club intends to bid, notify me immediately so that I can forward a copy of the bid package to you for completion of your bid.

I will utilize the following timetable for this process:

1. Bid Packages may be requested until deadline of May 15, (year).
2. Bid Packages must be returned to me by deadline of June 22, (year).
3. Ballot prepared and sent to Council with a voting deadline of Wednesday after the State Tournaments.
4. Results will be announced at the (year) Regionals.

This schedule should allow sufficient time for everyone to complete the packages and the council to consult its constituents before and during the State Tournament prior to casting its votes.

The Bid Form is available in hard copy and/or electronically in Microsoft Word. Please specify your preference.

Thank you for your attention to this matter.

cc: Southern Region Council  
Honorary Vice Presidents

APPENDIX II Letter to potential Sponsor of the AWSA Southern Regional Tournament Ver. 7/2004

Date

Mr. Joe Bidder  
123 Water Ski Road  
Anywhere, SR 00000

Dear Sir,

Enclosed you will find the application form for the xxxx Southern Regional Tournament. Please fill out and return 27 copies to me by June 20 so that I can send it on to the Council for voting.

I have enclosed a copy of the synopsis for the past XX years of the Southern Regional Scorebook so that you will have a feel for the amount of Officials that were used and the number of skiers in each event. On page three (3) of the application you should list the number of Officials that you feel will be necessary to operate the tournament in an efficient manner at your site. Please make note of the minimums established by the Southern Region Council.

Please note that the Council voted in July 2002 to change the days required versus lakes required to operate the tournament to the following:

1 lake	7 days
2 or more lakes	4 days

Multiple lake site definition: single piece of land containing two or more sites for competition within reasonable walking distance of each other.

Thank you for your interest in sponsoring the xxxx Southern Regional Tournament. I wish you success in your bid to be the host.

Sincerely,

Executive Vice President  
AWSA Southern Region

**AMERICAN WATER SKI ASSOCIATION**

APPLICATION FOR  
(year) AWSA SOUTHERN REGIONAL TOURNAMENT

\_\_\_\_\_ Last week in July, xxxx \_\_\_\_\_  
Date submitted) (tournament dates-2 weeks prior to Nationals)

Application to conduct the (year) Southern Regional Tournament is hereby submitted by the  
\_\_\_\_\_ (club name) \_\_\_\_\_

\_\_\_\_\_ (address - city, state, and zip)

Tournament will be held at \_\_\_\_\_  
(name of location, direction to location, etc.)

Entry fee: \$\_\_\_\_3 event - \$\_\_\_\_2 event - \$\_\_\_\_1 event Deadline: July 21, (year) (Saturday prior to tournament)

Late fee: \$\_\_\_\_\_ Absolute Deadline: \_\_\_\_\_  
(per 24 hour period) (no entries accepted after this date)

Awards: \_\_\_\_\_  
(please describe - type - number of places - overall)

Concessions: \_\_\_\_\_

Camping: \_\_\_\_\_  
(give complete details, fee, how to reserve, restroom facilities, etc.)

Description of spectator areas and parking facilities: \_\_\_\_\_

Airport: \_\_\_\_\_  
(distance from site, facilities available, etc.)

Headquarters Motel: \_\_\_\_\_  
(describe fully, distance from site, cost, meeting room(s), etc.)  
\_\_\_\_\_  
\_\_\_\_\_

Officials Meeting: \_\_\_\_\_  
(suggested time and place)

Regional Council Meeting : Thursday \_\_\_\_\_  
(suggested location)

Regional Annual Meeting: Friday \_\_\_\_\_  
(suggested location)

Banquet: \_\_\_\_\_  
(menu, extra ticket cost, suggested time and location)  
\_\_\_\_\_

AWSEF Booth Area and availability of volunteers to operate: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of tournaments held on your site each year: \_\_\_\_\_

Number of Record tournaments held: \_\_\_\_\_

Date of most recent "R" tournament: \_\_\_\_\_

Have you ever held a Regional tournament? Yes \_\_\_\_\_ No \_\_\_\_\_

List any significant changes or improvements since your last "R"  
tournament and/or Regional: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Give description of Judges towers, including main tower and all

Slalom, Jump and Trick towers: \_\_\_\_\_  
(size, number, height, location)  
\_\_\_\_\_  
\_\_\_\_\_

Give description of on-site communications: \_\_\_\_\_

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Do you have liability insurance? Yes \_\_\_\_\_ No \_\_\_\_\_

Type of coverage: \_\_\_\_\_

Is site Three or More Lake Capacity? Yes \_\_\_\_\_ No \_\_\_\_\_

Multiple lake site definition: single piece of land containing three or more sites for competition within reasonable walking distance of each other.(if so, must plan on 4 day tournament)

Is site Dual Lake Capacity? Yes \_\_\_\_\_ No \_\_\_\_\_

Dual lake site definition: single piece of land containing two sites for competition within reasonable walking distance of each other. (if so, must plan on 4 day tournament)

Is site a Single Lake Site? Yes \_\_\_\_\_ No \_\_\_\_\_

(if so, must plan for 7 day tournament)

Based on the (year) Regional entries (rides/pulls per division) plus 10%, attached is our proposed daily schedule of events and number of days required for the most efficient use of our site for the Southern Regional tournament. (Subject to the approval of the Region Council)

Attached are aerial photos or a drawing of the site to scale with dimensions of all pertinent items: (such as distance from courses to towers, distance measuring devices relationship to jump course, etc.)

The following minimums were defined as the minimums for the number of Officials required for the Southern Regional Tournament and were ratified by the Southern Regional Council at the January 1994 meeting of the Council. These standards will ensure the efficient operation of the tournament. You may ask for more in any category, and submit them for the approval of the Southern Region Council.

**SINGLE LAKE SITE**

**TWO OR MORE LAKE SITE**

- 1 Chief Judge
- 1 Assistant Chief Judge

- 1 Chief Judge
- 2 Assistant Chief Judges

- 12 Appointed Judges
- 2 Alternate Judges

- 15 Appointed Judges
- 2 Alternate Judges

- 1 Chief Driver
- 3 Appointed Drivers
- 1 Alternate Driver

- 1 Chief Driver
- 4 Appointed Drivers
- 1 Alternate Driver

- 1 Chief Scorer
- 2 Appointed Scorers
- 1 Alternate Scorer

- 1 Chief Scorer
- 4 Appointed Scorer
- 1 Alternate Scorer

- 1 Safety Director
- 1 Assistant Safety Director

- 1 Safety Director
- 1 Assistant Safety Director

Controller

1 Technical Controller  
Assistant Technical Controller

1 Announcer

1 Announcer

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In addition to the minimums listed above we request the following additional Officials:

_____	_____
_____	_____
_____	_____
_____	_____

Additional remarks that may help secure your bid: \_\_\_\_\_

\_\_\_\_\_  
(use back if additional space is needed)

We will be responsible for rooms, lunches and banquet tickets for all appointed officials including Judges, Scorers, Technical Controller, Safety Director, Drivers, Announcer, and the EVP. Rooms shall be furnished from the night before the tournament through Saturday night. The Technical Controller(s) and Chief Judge shall have one additional day.

We further agree to supply enough help to handle towboats, dock starting, announcing, and safety boats.

Twenty seven (27) copies of this bid, photos, maps, or drawings of our site are enclosed, one for each Council member, the EVP, the National Directors, and the Southern Region permanent file.

We hereby agree to the above and attest the foregoing information is accurate to the best of our knowledge.

Signed: \_\_\_\_\_ For: \_\_\_\_\_  
(Tournament Chairman) (Sponsoring Club)

Address: \_\_\_\_\_  
(city, state and zip)

Phone numbers: (work) \_\_\_\_\_ (home) \_\_\_\_\_

Email address: \_\_\_\_\_