

# **FLORIDA WATER SKI FEDERATION POLICY & PROCEDURE MANUAL**

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## FLORIDA WATER SKI FEDERATION POLICY & PROCEDURE 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.**

## 1.0 Membership

All participants (skiers and officials) in sanctioned tournaments held in the state of Florida shall be members of the Florida Water Ski Federation. Participants involved in the US Team Trials, Southern Regionals and National Water Ski tournament shall be exempt from this requirement. 12/03

- 1.2 Membership types and annual membership fees and are based on the calendar year: effective 1/17

Single membership - Age 18 and older	\$10.00
Family membership - Parents and children under age of 18	\$20.00
Hall of Fame Inductees	Life Membership

## 2.0 President's Duties and Timeline

### 2.1 July:

- A. Annual Meeting in conjunction with the Florida State Tournament:

Prepare Agenda and have copies available of Minutes of December meeting.  
Elections are held in a specified order according to our Bylaws:

Agenda: Presidents report  
Secretary and Treasurer Reports  
Old Business  
Election of Officers:  
President/Councilperson  
Remaining 3 Councilpersons  
Vice-President  
Treasurer  
Secretary  
Old Business  
New Business

- B. Provide the following to the Southern Region EVP for inclusion on the Southern Region website and the Southern Regional Guide:
1. List of current Florida State records.
  2. List of Officers and Council Members for Florida with name, address, phone, and e-mail address.
- C. Southern Regionals: Attend Southern Region Council and General Membership Meetings. Provide brief report of the current year's activities in Florida. The incoming President and Councilpersons are invited to attend the Council Meeting with no voice or vote to get familiar with procedures, etc. Voice and vote on the Southern Region Council begins following the July Southern Region meetings.
- D. Suggested Newsletter: Include reminder to check Southern Region website for results of Florida State Tournament and Southern Regionals; include new and current

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Florida State Records set and other exciting news from Regionals; give names and email of current officers and Councilpersons, and include any other news or issues from July meetings.

- E. Junior Development Coordinator: The President will appoint a Junior Development Coordinator for the state. The Coordinator may choose as many assistants from across the state to assist them as necessary, to insure a representation from each of the major skiing participation areas of the state.

### 2.2 October/November:

- A. Schedule Location for winter meeting for 1<sup>st</sup> Saturday of December: Approximately 20-25 people attend and lunch is served, compliments of the federation.
- B. Mandatory Newsletter (Required by Bylaws to be sent 30-60 days prior to December meeting to all current federation members.) Include:
- Date, time and place of meeting
  - Information regarding renewal of Florida Federation dues
  - Juniors to send bios to EVP for inclusion in Southern Regional Guide
  - Issues that you know of to be discussed at December Florida meeting or January Southern Region Council meeting, and ask for skiers' input
  - Announcement of any proposed Bylaw changes
- C. Letter or email to Tournament Hosts: Send an email, with an attachment of the current Policies and Procedures Manual to all of the hosts of record and remind them to review sections 5 and 6 of the manual for the procedures to be used.

### 2.3 December:

- A. December Meeting (1<sup>st</sup> Saturday in December). This is the mid year planning and business meeting for the federation for the upcoming skiing season and the main purpose of this meeting is the scheduling of tournaments for the upcoming year with the least amount of conflicts for skiers and officials. See "Tournament Selection" later in this P&P Manual. 7/00

Agenda: Presidents report  
Secretary report  
Treasurer's report  
Old Business  
New Business  
Adjourn business meeting  
Tournament Scheduling

- B. Prepare reports for January Southern Region Meeting
- C. Provide EVP with items to include in Southern Regional Guide, including:
1. Florida State Tournament Entry Form

2. Dissertation on the activities that are taking place in Florida (crystal ball approach on what we plan to accomplish)
3. Current list of the Florida State Records. (Typed & ready to be put in Guide)

2.4 January:

- A. Attend Mid-Winter Meeting of the Southern Region (usually held in Atlanta):
  1. Provide written Financial Report (prepared by Treasurer) to request funds for official's clinics and junior development clinics held in Florida the previous calendar year.
  2. Present general report of the upcoming year and items of interest
    - a. Present Junior Development Report (prepared by your Junior Development Coordinator)
    - b. Report of planned officials' clinics (prepared by your Judges and Drivers representatives in the state.
  3. Suggested Newsletter: To include:
    - a. Items of interest from recent meetings
    - b. Florida Tournament schedule and clinics scheduled for upcoming year

2.5 Spring/Summer:

- A. Suggested Newsletter: Include information about Florida State tournament, Florida Hall of Fame inductees, July Meeting, and any other interesting news.
- B. June: Verify officials for Florida State tournament.

2.6 Board of Directors Meetings: Schedule as needed.

**3. DUTIES OF PRESIDENT, VICE-PRESIDENT, SECRETARY, TREASURER**

- 3.1 The President, Vice-President, Secretary and Treasurer shall attend all meetings of the Federation. Following are their duties:
  - A. President: The President shall be the presiding officer of the Florida Water Ski Federation, Inc.
  - B. Vice-President: The Vice President shall perform those duties as assigned by the President and conduct meetings in the absence of the President. In the event the President is no longer willing or able to continue his duties, the Vice-President shall become the President.
  - C. Secretary: The Secretary shall maintain a book containing the minutes of past meetings and other corporate documents and take the minutes of the meetings of the Federation.

- D. Treasurer: The Treasurer shall deposit funds in the federations banking accounts and write checks as needed for the Federation and will prepare Treasurer Reports for the meetings and requests for funding from Southern Region.

#### **4. DUTIES OF COUNCIL MEMBERS**

- 4.1 Councilpersons are Directors on the Board of Directors for the Florida Water Ski Federation and are our representatives on the Southern Region Council. Councilpersons shall attend the following meetings:
  - A. Annual December meeting of the Florida Water Ski Federation (1<sup>st</sup> Saturday in December), location to be announced by the President.
  - B. Mid-winter Meeting of the Southern Region Council in January, usually held in Atlanta.
    - 1. If a councilperson will be unable to attend either of the Southern Region Council meetings, they must notify the President in advance so that the Florida council may choose an alternate council representative. The selection of the Alternate is outlined in the Southern Region Bylaws in Article X, section 8. The Alternate councilperson applies to the Southern Region Council only, and not the Florida Federation Board of Directors.
  - C. July meeting of the Florida Water Ski Federation (in conjunction with the Florida State Tournament).
  - D. July meeting of the Southern Region Council, held during the Southern Regionals. If you are an out-going councilperson, you will attend this meeting with voice and vote. The incoming council should go to this meeting to become familiar with procedures, etc. Incoming council has voice and vote effective after this meeting.
  - E. Any other meetings called by the President.

#### **5. Tournament Selection Procedure**

- 1. Present the bids for the FI State Tournament. See section 6.3.
- 2. Post "protected" tournament dates and the accepted majors on the calendar
- 3. Ask sponsors with "protected" dates if they will again be hosting tournaments on those dates. Adjust calendar accordingly. Allow deletions only, no additions!
- 4. Ask for Officials clinics dates and add to calendar.
- 5. Ask for Junior Development Clinic dates and add to calendar accordingly.
- 6. Add North and South Florida dates to the calendar, announcing each one.
- 7. Have all of the tournament sites (new & old) randomly draw bidding numbers. 12/09
- 8. A potential tournament site that does not have two protected event dates may bid (by bidding number) on open event dates. Sites with one protected date and a site foregoing a protected weekend will join in the next round to pick a second date. At

the end of round two, all sites should have two dates on the calendar if wanted.  
12/09

9. All tournament sites, by bid number, bids the additional tournaments they would like, using a bidding/round system, until all tournament sites have had an opportunity to bid all of their desired tournament dates. 12/09

**NOTE:** If there is a conflict on dates requested, they should be worked out by the two tournament sites to an amicable solution. It is not the duty of the federation to mediate these conflicts. 12/09

10. When all bidders have completed the process, review each date with everyone to ensure that it is the schedule that they want the Federation Board of Directors to approve.

**Note:** The general consensus has been that a class C and a class, E, L, R tournament can be held the same weekend as long as the sites are not too close together (minimum of one-hour driving distance between the sites); but do not schedule two E, L, R, tournaments the same weekend within this close proximity.

- 5.2 Tournaments not approved at the December meeting or requests to change a date already approved, must be approved by a majority of the Federation Board of Directors. The tournament host shall contact the President a minimum of 14 calendar days before the proposed date of the tournament with the date and information on the proposed event; the President will take a vote of the Federation Board of Directors and report back to the tournament host. The President will then notify the EVP of the approved change or new date per section 1.3 of the Southern Region P & P Manual. 12/11

### 5.3 Protected Tournament Dates Rev 12/19

1 <sup>st</sup> weekend in April	LaPoint Ski Park
2 <sup>nd</sup> weekend in April	Florida Southern College
4 <sup>th</sup> weekend in April:	McCormick Lakes
1 <sup>st</sup> weekend in May Saturday	Champions Lake
1 <sup>st</sup> weekend in May Sunday:	Swiss Ski School
Mother's Day or 2 <sup>nd</sup> weekend in May:	Ski Paradise
2 <sup>nd</sup> weekend in May:	Florida Inboards
3 <sup>rd</sup> weekend May:	Sunset Lakes
3 <sup>rd</sup> weekend May:	Ski Watch
1 <sup>st</sup> weekend in June:	Lakeland Water Ski Club
1 <sup>st</sup> weekend in June:	Ski Club of the Palm Beaches
3 <sup>rd</sup> weekend in June:	Ski Paradise
3 <sup>rd</sup> weekend in June:	Ski Watch
3 <sup>rd</sup> weekend in June:	Victory Lake
1 <sup>st</sup> weekend in July	Stillwater/Space Coast
2 <sup>nd</sup> weekend in July or 2 weeks before Regionals:	Florida State Championships
3 <sup>rd</sup> weekend in July	Ski Fluid
2 <sup>nd</sup> weekend of September (after Labor Day):	Stillwater/Central Florida
3 <sup>rd</sup> weekend of September:	Victory Lake/ Jax Tournament Skiers

3rd weekend of September:	Ski Club of the Palm Beaches
1st weekend of October:	Sunset Lakes
2nd weekend of October:	Champions Lake
2nd weekend of October:	Swiss Ski School
3 <sup>rd</sup> weekend October	Ski Fluid
4th weekend of October:	McCormick Lakes
1 <sup>st</sup> weekend of November	Isles of Hancock
1 <sup>st</sup> weekend of November	LaPoint Ski Park

- 5.4 A tournament site is entitled to skip a protected date for one year. The tournament must be held the next year or the date is lost as one of their protected dates. 12/09
- 5.5 If a site is hosting the Southern Regionals or US Team Trials, they are entitled to skip a protected date the weekend before the event without penalty.
- 5.6 To establish a protected date a tournament site needs to hold the tournament for 2 years on the same weekend. On the 3<sup>rd</sup> year the tournament site can ask to have that weekend as their protected date. The Federation Board of Directors will approve this unless there are extenuating circumstances that have been discussed and voted upon. 12/09
- 5.7 The Florida State Tournament is a protected weekend by the Southern Region. Any change in this date must be approved by the Southern Region Council.
- 5.8 South Florida Tournaments Dates: North and South Florida tournament sites normally do not participate in the Central Florida protected dates; therefore, they will mail to the President a list of proposed tournaments before the December meeting. They have stated that they are flexible and will change dates if needed. 12/09

## **6. FLORIDA STATE TOURNAMENT**

- 6.1 Bidding Procedures: Tournament sites interested in hosting the Florida State Tournament will submit their bid on the Florida State Tournament Bid Form (Appendix I of this manual). The Bid Form includes specifications approved by the Florida Federation Board of Directors for this tournament.
- 6.2 Bid forms for the Florida State Championships shall be sent to the President via mail by November 1 of the year preceding the event.
- 6.3 Specifications for the Florida State Tournament
  - A. Tournament type: The Florida State Tournament is a one-round, 3 event, Record capability tournament, Class, E, L, R and will be held on a 2 (or more) lake site.

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- B. Banquet/Meeting: A Banquet and the Annual Meeting of the Federation will be held in conjunction with the tournament (typically Saturday night). Officials will receive a banquet ticket. Skier banquet tickets will be addressed below by Host.
- C. Entry Requirement: Boys and Girls 1-5 and Men and Women 7–11 do not have a minimum ranking list requirement. Men and Women 5–6 must have a Level 5 ranking from the same AWSA Rankings list cutoff date as used by the AWSA Southern Region and all other divisions must have a Level 6 ranking from the same AWSA Rankings list cutoff date as used by the AWSA Southern Region. This shall be stated in the Southern Regional Guide. 2/20
- D. Entry Form Requirement: The Florida State Entry Form will be used for this tournament and this will be stated in the Southern Regional Guide if the tournament sponsor is not using the AWSA Online Registration system. If the Online Registration system is being used, the standard entry form will be required for all manual entries. See Appendix II. 12/16
- E. Skier Entries: Florida residents shall be accepted first into this tournament. Out of state and foreign skiers can then be accepted to ski for ranking only, not to exceed the tournament entry limit. Any non-placing skiers will be identified on the running order with an “\*” by their name. Non-placing skiers will ski first in their division and will not be seeded; Florida resident skiers will follow in seeded order, using the most recent AWSA Rankings List to seed them. 12/01
- F. The Florida Water Ski Federation (FWSF) Board of Directors shall have the authority to vote to allow an exception for a skier to ski in the Florida State Tournament if they don't have Ranking List scores, such as a skier that was not able to ski for medical or injury reasons but is now cleared to ski. The skier shall request the exception through any FWSF Board member and the President will then forward the request to the FWSF Board of Directors for a vote. 7/15
- G. Towboats: The tournament shall be open to all towboats qualified for the current year's AWSA Regional Tournaments.
- H. Officials: The Federation Board of Directors will participate in ensuring a sufficient quantity of qualified officials for this Class E, L, R tournament. The Tournament Host will submit a list of officials to be approved by the Florida Federation Board of Directors, at least 30 days prior to the tournament date.
- I. Awards: The Florida Water Ski Federation (FWSF) shall provide an FWSF approved standard medal for the 1<sup>st</sup>-5<sup>th</sup> event places for the Junior divisions. All other age divisions shall receive 1<sup>st</sup>-3<sup>rd</sup> event placement medals. 12/15
- J. The FWSF shall provide Overall medals for 1<sup>st</sup>-3<sup>rd</sup> for Juniors and 1<sup>st</sup> place for all other age divisions. 12/15

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- K. If the tournament host chooses not to use the standard Overall medal from the FWSF, they shall be responsible for the cost of the Overall awards awarded as stipulated in (J).
  - L. It is recommended that the Tournament Host appoint an awards coordinator and that awards be given as soon as possible following each event. The Junior awards will be given at the Banquet and it is requested that this be stated in the Southern Regional Guide as part of the Florida State Tournament announcement. 12/15
  - M. The medals will be ordered 10 days prior to the Florida State Championships, based on the entries received through the online registration process. Any medals that are not awarded, are to be returned to the FWSF for use next year. Any shortfall in the number ordered versus the number needed, shall be ordered after the tournament, and shipped to the recipient. The cost of the shipping shall be billed back to the sponsoring club. 12/15
  - N. Florida Federation Membership: Contestants and Officials in the Florida State Tournament must be a current member of the Florida Water Ski Federation. If not current, their membership will be collected at the time of registration and the list of who paid and the monies collected will be submitted to the President or Treasurer of the Federation. 12/06
  - O. T-shirts: It is suggested that T-shirts be provided to contestants and officials.
- 6.4 After a review of the bids for the next years Florida State Championships Tournament, the award will be voted on and granted by the FWSF Board of Directors. 12/05
- 6.5 The Federation Will Be Responsible For:
- A. The FWSF will pay the USA-WSWS and AWSA Southern Region sanction fees. 12/17
  - B. One-half the cost of t-shirts for officials and one-half the cost of the banquet for officials.
  - C. The cost of the Banquet tickets for the Junior skiers attending the banquet will be paid for from the Junior Development fund, unless a benefactor takes care of the cost. 12/15
  - D. The cost of the Banquet tickets for the Florida Hall of Fame Inductee/s and one guest.
  - E. After the tournament, a statement will be submitted to the Federation and the tournament host will be reimbursed in a timely manner.

## 6.6 Florida State Records

6.6.1 The Florida State Records are “Florida State Tournament Records” and can only be set at the Florida State Tournament by a Florida State resident. To be a “Florida State resident” the following criteria must be met:

- A. Live in the state of Florida;
- B. Be a U.S. Citizen;
- C. Not an out-of-state student (a High School student is considered out-of-state if parents live in another state; a college student is out-of-state if paying out-of-state tuition. Once a college student graduates, if they maintain a Florida residence and have a Florida job, they are then considered a Florida resident.) If any question remains as to whether someone qualifies as a Florida State Resident or an out-of-state skier, the President shall take a vote of the Florida Water Ski Federation Board of Directors.
- D. The skier is not currently on a team for another country or receiving training funds from another country. Reference the AWSA Rulebook.

6.6.2 Records will 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: 12/05

Tricks – aggregate total of the raw scores from both passes

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

Jump – distance – ft/ meters @ speed/ramp ht. – i.e. 135/41.1 @ 57kph/5.5

## 7.0 JUNIOR DEVELOPMENT

- 7.1 A Junior Development Coordinator for the State of Florida shall be appointed by the President and the EVP shall be notified of the appointment. Florida is expected to choose a person that will fulfill the goals of both the state and the Southern Region during their time of service.
- 7.2 It is suggested that two or more Junior Development Clinics be held each year: one clinic for Regional/National level skiers that have not been chosen for the AWSA National Junior Development Team or the Southern Region Junior Team, and one or more grassroots clinics for beginning skiers. Florida is a very large state, and it is suggested that the Junior Development Coordinator have others working with him/her in each area of the state, i.e., the Panhandle, the Jacksonville area, Central Florida area, and South Florida. Ideally each of these areas would hold 1 to 2 clinics per year.

**7.3 JUNIOR DEVELOPMENT CLINIC PROCEDURES:**

- 7.3.1 Sanctioning Procedures: Junior Development Clinics must be sanctioned through USA-WSWS 2-3 weeks in advance. A Level I Clinic is a \$35.00 sanctioning fee. You will need an AWSA rated Driver, Coach, and Safety Coordinator. Tradition has been to charge \$10 per skier to attend clinics and to provide lunch (be sure to take garbage bags for clean up!).
- 7.3.2 Registration at Clinics: Have a sign-in list with skier's names, addresses, and age division. Have parents sign a master release form. Skiers need to show proof of current USA-WSWS membership or pay a guest membership (no Jumping).

After the clinic: Submit report to the AWSA Athlete Representative. Send a thank you note to the clinic host, coaches, etc.

- 7.3.3 Reimbursable Expenses:
  - A. Boat gas
  - B. Lunch served at the site during the clinic

The federation will not pay for:

- A. Professional coaches. This is a volunteer effort and volunteer coaches are to be used. It is strongly recommended that current Team members be used as the coaches.
  - B. Travel and lodging expenses.
- 7.4 Reports: The Junior Development Coordinator shall prepare and give to the President a report of the activities that have occurred this year in Florida's Junior Development program and requests for any clinic funding, the President will present this at the December meeting of the Florida Federation and January Southern Region Council Meeting.

**8. CLINIC REIMBURSEMENTS**

- 8.1 The Southern Region reimburses the Florida Federation for Junior Development and Officials Clinics per section 4.0 of the Southern Region P & P Manual:
- 8.2 Official's clinics: \$100 will be paid to the clinic sponsor for each clinic category of Judges, Scorers, Drivers, or Safety Clinic. If there are more than two clinics held, the total clinics/categories held will be paid a pro-rated payment from the total monies available.12/02
  - 8.2.1 The sponsor of the clinic will be required to turn in a written request to the President, to be approved by the FWSF Board of Directors, following each clinic held in the current year. The request must include copies of any appropriate receipts and contain the following information in order to be processed:
    - Name of Sponsoring club
    - Location of clinic

Date of clinic  
Instructors' names  
Clinics categories and number of attendees in each category

**8.3 Junior Development Clinics:**

8.3.1 The sponsors of Junior Development Clinics held in Florida will be reimbursed for their approved expenses (see 7.3.3) upon submitting a written request to the Federation. The request must include copies of any appropriate receipts and contain the following information in order to be processed:

Name of Sponsoring club  
Location of clinic  
Date of clinic  
Names of participating clinic staff (workers and drivers)  
Instructors' names  
Name, age, and skiing level of participants

The Federation President will send a thank you letter to all of the staff and instructors participating in the clinic. The list of participants will be forwarded to the Florida Junior Development coordinator for inclusion in their master mailing list.

8.3.2 The President and the Junior Development coordinator will review and validate all of the clinic funding requests and make recommendations to the Federation Board of Directors for payment. This is to take place at the conclusion of the clinic and when all of the documentation has been submitted and approved by the FWSF Board of Directors.

**9. COUNCIL PERSON REGIONAL MEETING STIPEND**

The President is responsible for paying a stipend to the Florida Council Persons for their travel expenses to attend the Midwinter meeting of the Southern Region in January each year. The stipend will be \$300 per trip payable after the meeting is completed, for a total of \$1200.00. 12/14

**10. FEDERATION LOGO**

The official logo of the Florida Water Ski Federation is shown below. This logo is also on the Florida State Tournament medals.



## **11. FLORIDA HALL OF FAME**

The Hall of Fame was established in 2003 to recognize individuals who have made extraordinary contributions and excelled in the sport of 3 event water skiing in the State of Florida. The purpose of the Hall is to honor and perpetuate the names of the skiers, pioneers, industry leaders and officials whose accomplishments have made a major impact on organized 3 event water skiing in Florida. 12/14

Inductions will generally take place annually for those elected into the Hall of Fame. There is no requirement that candidates be retired from the sport or deceased to be considered for inclusion in the Hall of Fame. 12/14

### **THE SELECTION PROCESS**

As with any Hall of Fame selection process, it is recognized that every candidate will have different and unique resumes for consideration. The following criteria serve as guidelines only and are not intended to be all-inclusive.

#### **GENERAL ELIGIBILITY REQUIREMENTS**

1. Must be a U.S. citizen.
2. Resident of the State of Florida for at least ten (10) years. Water skiing accomplishments must have occurred during this residency.
3. No member of the Hall of Fame Selection Committee is eligible during his term on the Committee.
4. Generally, a minimum age of 45 is required for all inductees. However, the Selection Committee may elect to waive this minimum requirement under extraordinary circumstances.

#### **CATEGORIES**

There are three main categories: Pioneer, Competitor and Official. Candidates are to be submitted, noting one category as the major area for selection while background in other areas will be included as secondary.

#### **ELIGIBILITY FOR PIONEERS**

This category is intended for people whose contributions to the sport are considered to be original. New methods or technical developments by innovators/inventors are examples.

Individuals whose qualifications relate to the introduction of a new or specific discipline should also be viewed under this category.

### **ELIGIBILITY FOR COMPETITIVE SKIERS**

1. The skier must have competed in a U.S. National Tournament (or U.S. Open Tournament) at least 5 years.
2. The nominee may be a three, two or one event skier and may have competed in other Sports Disciplines. The primary consideration for induction into the Hall of Fame is competition in 3 event water skiing. 12/14
3. The Committee will consider the following factors in voting for competitive skiers:
  - A. Major factors:
    1. World, U.S. Open, National Records
    2. Florida State Records
    3. Sportsmanship and character
  - B. Minor factors:
    1. Competitive record in "ELR" tournaments Competitive record in Florida State Tournaments. 12/14
    2. Service as any type of official, administrator or promoter of the sport.
    3. Retirement from active competition is not a requirement.
    4. Must have been a member of the Florida Water Ski Federation during the competitive years, unless the competitive period was prior to the formation of the Florida Water Ski Federation in 1976.

### **ELIGIBILITY FOR OFFICIALS**

1. A candidate will be recognized for major contributions to the sport over a considerable number of years.
2. Primary consideration is given to contributions to the sport as a USA-WSWS rated official, AWSA Sport Discipline officer or National Board or Committee member.
3. Secondary consideration is given to contributions as Regional Councilman, Florida Federation officer, local club officer or chief official of a major tournament.
4. Additional consideration may be given to serving as tournament chairman of a major tournament, tournament announcer or water skiing writer or promoter.
5. Emphasis will be on an overall, cumulative contribution to the sport.
6. Generally, 15 years of service to the sport at a local, national or international level is a minimum requirement for consideration. Length of service alone is not to be a valid reason for consideration for selection into the Hall of Fame.
7. Retirement from active involvement in the sport is neither a requirement for nomination nor encouraged.
8. Posthumous awards are permitted.

### **ELECTION PROCEDURE**

1. Nominations for induction into the Hall of Fame may be made by any member in good standing of the Florida Water Ski Federation and must be submitted to the Hall of Fame Committee Chair prior to the deadline to be considered for induction. The Hall of Fame committee shall not automatically consider nominees from other sources. 12/14

2. All nominations must be in writing using the official nomination form located on the FWSF website. 12/14
3. Written rationale and biographical information for any candidate must accompany each nomination. 12/14
4. Deadline for accepting nominations for the current year will be April 15.
5. Induction into the Hall of fame will occur at the Florida State Championship banquet unless otherwise determined by the Florida Water Ski Federation Board of Directors.
6. Appropriate research will be carried out by the Selection Committee to verify accomplishments.
7. The Selection Committee will vote by secret ballot on all nominees upon conclusion of appropriate research into each nominee's qualifications.
8. Election requires a 2/3-majority vote of the Selection Committee.
9. Induction will be limited to a maximum of six (6) individuals the first year and a maximum of four (4) each year thereafter. If more than the maximum receives a 2/3-majority vote of the committee only the top scoring number will be elected as determined by secret ballot, using a forced ranking system whereby each committee member shall rank the nominees in descending order with the highest vote totals being inducted for that year.

#### **SELECTION COMMITTEE**

1. The Selection Committee will be comprised of a maximum of nine (9) active voting members of the Florida Water Ski Federation.
2. Committee members will serve for a term of three (3) years.
3. Committee members shall be elected by the Florida Water Ski Federation membership at the annual Florida State Championships Summer Meeting.
4. Chairman of the Selection Committee will be appointed by the Florida Water Ski Federation President from the elected Committee members with approval of the Florida Water Ski Federation Board of Directors.
5. Committee membership will be staggered so that no more than three members shall be elected in any one-year. The first year, three sets of members shall be elected:
  - A. Three members for a period of three years.
  - B. Three members for a period of two years.
  - C. Three members for a period of one year.
6. Committee members must be current members of the Florida Water Ski Federation.
7. Committee members must be at least 30 years of age.

#### **FINANCIAL CONSIDERATIONS**

1. The cost of the plaques each year will be paid for from the Federation Hall of Fame restricted funds. 07/05
2. Inductees shall receive a banquet ticket for themselves and one guest paid for by the Federation, 12/05

**The nomination form for the Florida Hall of Fame is in Appendix IV of this manual.**

APPENDIX I

**FLORIDA STATE TOURNAMENT BID FORM VER 2.20**

Name of Club: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

The above-named would like to host the Florida State Tournament for the year \_\_\_\_\_. The Tournament Host agrees to the following specifications:

**STANDARD FLORIDA STATE TOURNAMENT AGREEMENT:**

1. **Tournament type:** : The Florida State Tournament is a one-round, 3 event, Record capability tournament, Class, E, L, R and will be held on a 2 (or more) lake site.
2. **Banquet/Meeting:** Banquet/Meeting: A Banquet and the Annual Meeting of the Federation will be held in conjunction with the tournament (typically Saturday night). Officials will receive a banquet ticket. Skier banquet tickets will be addressed below by Host.
3. **Entry Requirement** Entry Requirement: Boys and Girls 1 -5 and Men and Women 7 – 11 do not have a minimum ranking list requirement. Men and Women 5–6 must have a Level 5 ranking from the current AWSA Rankings list and all other divisions must have a Level 6 ranking from the current AWSA Rankings list. This shall be stated in the Southern Regional Guide. 2/20
4. **Entry Form Requirement:** The Florida State Entry Form will be used for this tournament and this will be stated in the Southern Regional Guide if the tournament sponsor is not using the AWSA Online Registration system. If the Online Registration system is being used, the standard entry form will be required for all manual entries. See Appendix II. 12/16
5. **Skier Entries:** Skier Entries: Florida residents shall be accepted first into this tournament. Out of state and foreign skiers can then be accepted to ski for ranking only, not to exceed the tournament entry limit. Any non-placing skiers will be identified on the running order with an “\*” by their name. Non-placing skiers will ski first in their division and will not be seeded; Florida resident skiers will follow in seeded order, using the most recent AWSA rankings list to seed them. 12/01
6. **Towboats** shall be open to all towboats qualified for the current year’s Regionals.
7. **Officials:** Officials: The Federation Board of Directors will participate in ensuring a sufficient quantity of qualified officials for this Class E, L, R tournament. The Tournament Host will submit a list of officials to be approved by the Florida Federation Board of Directors, at least 30 days prior to the tournament date.

8. **Awards:** Awards: The Florida Water Ski Federation (FWSF) shall provide an FWSF approved standard medal for the 1<sup>st</sup>-5<sup>th</sup> event places for the Junior divisions. All other age divisions shall receive 1<sup>st</sup>-3<sup>rd</sup> event placement medals. 12/15

The FWSF shall provide Overall medals for 1<sup>st</sup>-3<sup>rd</sup> for Juniors and 1<sup>st</sup> place for all other age divisions. 12/15

If the tournament host chooses not to use the standard Overall medal from the FWSF, they shall be responsible for the cost of the Overall awards awarded as stipulated in (J).

9. **Florida Federation Membership:** Contestants and Officials in the Florida State Tournament must be a current member of the Florida Water Ski Federation. If not current, their membership will be collected at the time of registration and the list of who paid and the monies collected will be submitted to the President or Treasurer of the Federation. 12/06

10. **T-shirts:** It is suggested that T-shirts be provided to contestants and officials.

**THE FEDERATION WILL BE RESPONSIBLE FOR:**

- A. The FWSF will pay the USA-WSWS and AWSA Southern Region sanction fees. 12/17
- B. One-half the cost of t-shirts for officials and one-half the cost of the banquet for officials.
- C. The cost of the Banquet tickets for the Junior skiers attending the banquet will be paid for from the Junior Development fund, unless a benefactor takes care of the cost. 12/15
- D. The cost of the Banquet tickets for the Florida Hall of Fame Inductee/s and one guest.
- E. After the tournament, a statement will be submitted to the Federation and the tournament host will be reimbursed in a timely manner.

**TOURNAMENT HOST INFORMATION:**

- 1. Entry Fees:
  - a. Boys & Girls 1 & 2:
  - b. Other Divisions:
- 2. Awards/Medals:
  - a. Event awards: Provided by FWSF
  - b. Overall awards: Provided by FWSF or LOC special
- 3. Banquet & meeting:
  - a. Location:
  - b. Skier cost:
- 4. Host hotel:

**5. Any exceptions being requested to the Standard Florida State Tournament Agreement:**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Tournament Host

**Return the completed form to the FWSF President by November 1**

**APPENDIX II SAMPLE**

**FLORIDA STATE CHAMPIONSHIPS ENTRY FORM**

July XX & XX, 20XX (This form must be used for Florida State Entry)

USA-WSWS Membership #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Contestant Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ City

\_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone # \_\_\_\_\_ T-Shirt Size: \_\_\_\_\_

Email: \_\_\_\_\_ Entry Fee Enclosed: \_\_\_\_\_

**\*See the Southern Region Guide for entry fees and banquet information.**

To speed Registration, please also include a Skier Bio.

Florida Federation Membership (Required): **PAY BY SEPARATE CHECK TO** Florida Water Ski Federation (\$10.00 individual, \$20 family) OR: \_\_\_\_\_ 20XX Membership has been paid)

\* Entry Requirements: Entry Requirement: Boys and Girls 1-5 and Men and Women 7-11 do not have a minimum ranking list requirement. Men and Women 5-6 must have a Level 5 ranking from the current AWSA Rankings list and all other divisions must have a Level 6 ranking from the current AWSA Rankings list.

Check one of the following:

\_\_\_\_\_ I am a Florida State resident and citizen of the United States.

\_\_\_\_\_ I am not a Florida resident and/or U.S. citizen; including out-of-state students; therefore, I am skiing for rankings only and not awards or FL State Record.

Trick, Boat Preference: \_\_\_\_\_ Jump, Ramp Height: \_\_\_\_\_

**Check (X) Division and Events You Intend to Enter** (See Official Rules and Tournament Announcement for entry qualifications)

Age Division	Slalom	Trick	Jump	Age Division	Slalom	Trick	Jump
Boys 1			■	Girls 1			■
Boys 2				Girls 2			
Boys 3				Girls 3			
Boys 4				Girls 4			
Boys 5				Girls 5			
Men 1				Women 1			
Men 2				Women 2			
Men 3				Women 3			
Men 4				Women 4			
Men 5				Women 5			
Men 6				Women 6			
Men 7				Women 7			
Men 8				Women 8			
Men 9				Women 9			
Men 10				Women 10			
Men 11				Women 11			
Open Men				Open Women			
Masters Men				Master Women			

**ADULT –**

**EVENT WAIVER MUST BE SIGNED TO COMPLETE REGISTRATION**

**MINOR**

**SKIER BIO FORMS AND THE WAIVERS FORMS ARE ON THE FOLLOWING PAGES**

APPENDIX III

**FWSF Skier Biography** PLEASE PRINT OR TYPE

Name: \_\_\_\_\_ Age: \_\_\_\_ Division: \_\_\_\_ Region: \_\_\_\_

Pronunciation (if applicable) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Events entered: Slalom \_\_\_\_ Tricks \_\_\_\_ Jumping \_\_\_\_

Current Ranking: Slalom \_\_\_\_ Tricks \_\_\_\_ Jumping \_\_\_\_

Height: \_\_\_\_ Weight \_\_\_\_ Birthdate: \_\_\_\_\_

Skiing since age? \_\_\_\_ Competing since age? \_\_\_\_

Ski Club: \_\_\_\_\_

Sponsor(s): \_\_\_\_\_

Student (school & grade): \_\_\_\_\_

Future Career Plans: \_\_\_\_\_

Occupation: \_\_\_\_\_

Hobbies: \_\_\_\_\_

Events Entered:

Slalom \_\_\_\_ Tricks \_\_\_\_ Jumping \_\_\_\_ Overall \_\_\_\_

Best Performances (in a sanctioned tournament):

Slalom \_\_\_\_\_ Tricks \_\_\_\_\_ Jumping \_\_\_\_\_ Overall \_\_\_\_\_

State/Regional/National/World records or titles currently held: \_\_\_\_\_

USA Water Ski & Wake Sports & Wake Sports member since:

What other sports do you participate in? \_\_\_\_\_

Favorite ski boat: \_\_\_\_\_

Ski Brand Name and other equipment you use:

Slalom: \_\_\_\_\_ Trick: \_\_\_\_\_ Jump: \_\_\_\_\_

Other equipment: \_\_\_\_\_

People you look up to or who have helped you: \_\_\_\_\_

Greatest accomplishment in skiing: \_\_\_\_\_

**APPENDIX IV**

**Florida Water Ski Federation  
Hall of Fame**

**Nomination Form**

Name of Nominee: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Category: Pioneer\_\_\_\_\_, Competitor\_\_\_\_\_, Official\_\_\_\_\_.

Rationale for nomination:

Senders Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

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

Send completed form to: Chairman FWSF Hall of Fame Committee