

# Policies and Procedures

## OF THE NATIONAL COLLEGIATE WATER SKI ASSOCIATION

Last amended January 24, 2014

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### 1.0 General

This Policy and Procedure manual shall not contradict the NCWSA Bylaws. The NCWSA Bylaws will resolve any conflicting information. These Policy and Procedures (hereby referred to as P&P) may be amended at any time by a 2/3rds majority vote of the NCWSA Board.

### 2.0 Membership and Dues

**2.1** NCWSA membership is governed by Bylaws Article III

**2.2** An annual club affiliation fee and an individual membership fee is assessed each club and individual competing in any sanctioned NCWSA event or tournament. Dues must be

paid to the treasurer of NCWSA or online before their first competition of the year as defined in the Bylaws. The money collected will be used to cover the cost of operation of NCWSA. The amount of this fee (presently \$ 30.00 for team affiliation and \$ 5.00 for individual membership), if deemed necessary by the Board, will be determined by the Board of Directors annually. The dues will be waived for new NCWSA Teams in their first year of competition. It is not mandatory to be a USA-WS member club. All NCWSA clubs hosting a USA-WS sanctioned collegiate tournament must be a member of USA-WS.

## **3.0 Board of Directors**

**3.1** As defined in Bylaws Article VII the board will consists of 2 representatives from each of the 4 regions and 2 representatives from the athlete's advisory council.

**3.2** Officers under said board are defined in Bylaws Articles VIII-IX

**3.3** Board members and officers shall be reimbursed up to a maximum \$300 stipend for travel, hotel, and rental car to the annual National Championships and the annual Board meeting. Standing committee chairpersons shall be given a \$200 stipend for travel, hotel, and rental car to the annual Board meeting. The awards committee chairperson shall be given a \$250 travel stipend to attend the National Championship. Reimbursement will occur by the Treasurer upon receipt of spending during those trips.

## **4.0 Webmaster**

**4.1** The webmaster is responsible for maintaining all aspects of the NCWSA.com website. This person is responsible for posting the current contact information, Bylaws, policy and procedures, and all other forms and documents. The webmaster shall also maintain an electronic dues collection and team registration section, advertising banners, and any other section, pages, or web forms as per the request of any board members. It shall be the responsibility of each Regional Chairman to ensure event scores are submitted as soon as possible after a tournament. In addition, each region shall post articles on tournaments, activities, and other noteworthy events as they occur. Any discrepancies on what duties are covered by the webmaster shall be defined by the chairman

**4.2** The contract of the webmaster will be reviewed and renewed each year at the annual board meeting.

## **5.0 Electronic Balloting Procedures of the Board of Directors**

**5.1** The author of an issue for board consideration shall present the issue in resolution form to the Chairman of the Board for processing by the board. 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, 1st day of the next calendar year, etc.
- D. Relevant and pertinent documentation and data supporting the issue

**5.2** The Chairman of the Board shall present the resolution, in electronic form, to the board for a discussion period.

**5.3** At the end of the discussion period, the author will review the discussion of the board and may revise the resolution to reflect the input of the board, then have the resolution re-presented to the board for further discussion or have the Chairman 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.

**5.4** The Chairman of the Board shall prepare a Ballot, in electronic form, to be sent to the board for. The time span for the Directors to vote on the Ballot shall be set by the Chairman.

**5.5** 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. Votes recorded as abstentions, no response and No by the Directors to the ballot shall be recorded as No votes, disapproving the Ballot.

**5.6** Upon receiving the votes of the board, the Chairman shall send by electronic mail the results of the voting for review by the board. The Directors 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 Director does not respond to the Ballot voting review, the Chairman shall assume that their vote has been recorded correctly.

**5.7** The Chairman shall send the Ballot as presented and the voting record, whether approved or disapproved, for inclusion in the P&P or Bylaws of the NCWSA.

## **6.0 Committee Membership**

**6.1** There are 2 types of committees, standing and special.

**6.2** Standing committees must be approved by the board while special committees can be appointed by the chairman at any time

**6.3** Standing committees shall consist of a minimum of 1 member from each region and 1 representative from the AAC. Of the 5 committees members one will chair the committee or if needed a 6th person may chair the committee but will only have a voice, no vote. If one region can not fill their spot then it may be taken by a member from another region. At any time no more than 2 members may be on a committee from the same region except approved by the board. For example the AAC has 3 members from each region. All members of committees shall be elected to one year terms unless stated otherwise below. The term of all standing committees is one year, March 1st to February 28th. Regions should send in their committee members by March 1st each year. The chair of those committees will be determined by April 1st either by a vote of the existing members or as designated by the chairman.

**6.4** The following are the NCWSA standing committees

- a. Awards
- b. International Activities

- c. Operations
- d. Membership
- e. Marketing
- f. Athletes Advisory Council

**6.6** Special committee membership will be determined by the chairman

## **7.0 Committee Operation**

**7.1** The term of all standing committees is one year, March 1st to February 28th. Regions should send in their committee members by March 1st each year. The chair of those committees will be determined by April 1st either by a vote of the existing members or as designated by the chairman.

**7.2** The term of special committees is determined by the chairman establishing the committee

**7.3** Committee Reports and Recommendations

- A. Committees shall work on issues and projects as directed by the Board, chairman/vice chairman, the Bylaws and Policy and Procedures Manual or those identified by the committee.
- B. The final report of the committee shall take the form of a written recommendation(s) to the Board. Recommendations shall be submitted in writing to the NCWSA Chairman Director by the first Sunday of January
- C. Recommendations require a majority (3 of 5) approval of the committee before submittal to the Board for approval or adoption.
- D. Generally, the Committee Chair or his designated representative shall present the committee's report in person at scheduled Board meetings.

## **8.0 Standing Committees**

### **8.1 Awards Committee**

#### **8.1.1 Purpose**

The purpose of the awards committee to do determine which awards should be given out to individual and team NCWSA members each year. They will also determine who wins these awards

#### **8.1.2 Membership**

This committee shall consist of 1 member from each region and 1 representative from the AAC. Of the 5 committees members one will chair the committee or if needed a 6th person may chair the committee but will only have a voice, no vote.

#### **8.1.3 Responsibilities**

The awards committee will make recommendations for NCWSA awards to be given each January. The awards committee will conduct a nomination period and create a nomination list for each award. The awards committee will vote on the winner and present them to the NCWSA board by the deadline determined by USA Waterski's awards committee. The board must give final approval on all awards. The awards

committee may also select qualifications for the Academic All Star Team. Current NCWSA Awards include:

- a.
- a. Male and Female Athlete of the Year
- b. Male and Female Most Outstanding Leadership
- c. NCWSA Team of the Year.
- d. Academic All Star Team
- e. Bill Stevenson Drivers Award
- f. Phil Chase Officials Award

This committee shall also administer the submission of athletes for the Academic All Star team. They shall work with team captains to ensure eligible students are submitted to the awards chairman via the website. Students with a GPA of 3.5 or higher in their last academic term or cumulative are eligible. Student names can be submitted year round. Awards committee should make sure proper awards are prepared and ready for the annual all-stars, nationals, all American team, and annual year end awards. The awards committee will be responsible for determining the criteria for an NCWSA Hall of Fame and shall make recommendations to the NCWSA Board for nominations. Lastly the awards committee should contact winners and encourage them to attend the USA Water Ski awards banquet in January. These winners are eligible for up to \$100 in reimbursement for travel to receive these awards.

## **8.2 International Activities Committee:**

### **8.2.1 Purpose**

The purpose of this committee is to deal with any international activities associated with the NCWSA

### **8.2.2 Membership**

This committee shall consist of 1 member from each region and 1 representative from the AAC. Of the 5 committees members one will chair the committee or if needed a 6th person may chair the committee but will only have a voice, no vote.

### **8.2.3 Responsibilities**

This committee is responsible for selecting any NCWSA sponsored team for events sanctioned outside of the NCWSA. The only event that currently meets this criteria is the bi-annual World University Championships. Selection of this team will take place on the Friday before the All Stars preceding the WUT. Standards for qualifying for team trials and making this team are determined by the team trial standards. These standards will be recommended by the IAC, and approved by the NCWSA Board of Directors. In the event it is impractical or cost prohibitive to hold a team trials, the IAC may instead recommend an alternate selection procedure based on prior tournament scores to be approved by the NCWSA Board of Directors. The committee is also in charge of nominating a coach and manager of this team. The coach and manager nominated by the IAC will be approved by a vote of the NCWSA Board of Directors. In the event the Board does not approve the IAC recommended candidates, the NCWSA Board may nominate and approve other qualified candidates. The IAC should also work with the LOC hosting team trials to make sure the tournament is up to standards with that of selecting a World Championship Team. The IAC shall make any recommendations regarding team trials standards, approval of team trials bids,

selection of the team, coach, and manager, bids for international events, and any other related international activities in their annual report. Funds from USA Water Ski will be used for travel and expenses of international competitions.

### **8.3 Operations Committee:**

#### **8.3.1 Purpose**

The purpose of this committee is to maintain and amend the NCWSA documents and to make sure we are running under proper Bylaws of USA Waterski. The committee shall put into place (subject to Board approval), review, modify as necessary and oversee the competition rules governing NCWSA Tournaments with the goal of providing a fair competition for all of the athlete's entered.

#### **8.3.2 Membership**

This committee shall consist of 1 member from each region and 1 representative from the AAC. Of the 5 committees members one will chair the committee or if needed a 6th person may chair the committee but will only have a voice, no vote.

#### **8.3.3 Responsibilities**

The committee will review the Bylaws of NCWSA to ensure that they meet the criteria and standards of the NCWSA and are in compliance with and not in conflict with the USA-WS Bylaws. The committee will review the Bylaws of the NCWSA Regions to ensure that they meet the criteria and standards of the NCWSA and are in compliance with and not in conflict with the NCWSA Bylaws. The committee will review the NCWSA Policy and Procedures Manual to ensure that it provides the proper support, explanations and interpretations of the policies and procedures used on a daily basis and as a complimentary addition to the NCWSA Bylaws. The committee shall perform such duties with respect to the NCWSA and Regional Bylaws, NCWSA Policy and Procedures Manual and related matters as the Board may direct. This committee will also handle the up keeping of our national and all-star tournament standards. They shall make recommendations to the NCWSA Board for changes that should be adopted in their annual report. The committee shall work to facilitate the timely preparation and issuance of an Rulebook. The committee shall be responsible for the preparation of a set of rules and requirements governing competition in NCWSA tournaments, and for the interpretation of the Official Tournament Rules, subject to the approval of the Board. They shall review our record applications and review National Records annually and make recommendations to the board.

### **8.4 Membership and Marketing Committee:**

#### **8.4.1 Purpose**

This committee has the responsibility to grow NCWSA membership and assist with the development and recruitment of new teams. This committee is also in charge of bringing in sponsors, marketing the NCWSA, public relations, and working with the Nationals host in preparing the NCWSA Nationals

#### **8.4.2 Membership**

This committee shall consist of 1 member from each region, 1 representative from the AAC, and all past national tournament directors. Two of the committee members will chair the committee, with one person in charge of marketing and one person in charge

of membership. If needed an additional person may chair the committee but will only have a voice, no vote.

#### **8.4.3 Responsibilities**

This committee is responsible for increasing NCWSA membership. They shall do this through recruiting new teams and new members. One of the biggest responsibilities of this committee will be to make sure all NCWSA skiers are USA Water Ski members in the collegiate sport division. This committee should aid regions in starting up new teams as well as helping current teams expand and grow into life long successful teams of the NCWSA. They shall also maintain the online recruiting database. This committee should prepare a report on membership and team numbers in their annual report. This committee shall also work with the NCWSA National Tournament host and the Nationals Tournament Committee to assist with preparation for the NCWSA Nationals. These tasks may include procuring sponsors, assisting with the banquet, and promoting the event. In addition this committee shall work with the USA-WS sponsorship and marketing department to help promote NCWSA events and gain sponsors. They will submit an annual report on how sponsorship is going and what marketing is being done for NCWSA. A folder with helpful national documents shall be maintained by this committee as well.

### **8.5 Athletes Advisory Council:**

#### **8.5.1 Purpose**

The purpose of the AAC is to represent the athletes on the NCWSA board.

#### **8.5.2 Membership**

This committee shall consist of two members from each region. The minimum criteria for AAC consideration is a skier who finished in the top half of the NCWSA Nationals D1 or All Stars, or recorded a comparable score in the Nationals D2, or been a member of a World University Team. The AAC will elect two of their members to sit on the NCWSA Board, and one member to serve as the Chairman. At least 2 of the current AAC members must be current members of the NCWSA and competed within the last ski year except the AAC Board Representatives if re-elected, they can stay on more than one year out of skiing.

#### **8.5.3 Responsibilities**

The AAC is responsible for getting input from the athletes themselves so that their concerns can be represented in every aspect of the NCWSA. The AAC should work together with all committees to make sure this is accomplished. The AAC should also help inform skiers about competing at all-stars and at team trials as well as help promote skier participation in all aspects of the NCWSA.

### **9.0 Wakeboard Commission**

The NCWSA shall have a wakeboard commission with the purpose of providing alternate events (primarily wakeboarding and barefooting) for NCWSA members. This organization shall make recommendations to the NCWSA board regarding the development of wakeboarding as an NCWSA sanctioned sports discipline

## 10.0 Scholarships

Four Scholarships shall be awarded by the NCWSA each year, in the amount of \$1500. They are designed to be team development awards. Each region shall use their own criteria to award their scholarship, provided the award is used for team development purposes. Currently the scholarships are named in honor of Mastercraft, Correct Craft, and Ed and Carol Walker. It is the responsibility of the Regional Chairman to notify the treasurer when a scholarship check is needed and who it has been awarded to or for, and to verify that scholarship funds have been used accordingly.

## 11.0 Medical Red Shirt Procedures

### Medical Hardship Waiver

If a student-athlete suffers a season-ending injury after competing in a limited amount of competitions during a particular collegiate water ski season, he/she may qualify for a medical hardship waiver which would allow him/her an additional season of eligibility. To qualify for a medical hardship:

- a. The student-athlete must not have competed in Conference, Regional, or National Championships, or All-Stars.
- b. (The student-athlete has not previously been awarded a medical hardship waiver.

### Medical Hardship Paperwork

A Medical hardship application form is included in Appendix A of the NCWSA Policy and Procedures manual. It must be filled out and contain the following information for the medical hardship request to be considered.

(a) Signed document by a licensed physician on official letterhead containing the following information:

- (1) Date of injury
- (2) Diagnosis of injury
- (3) Date of diagnosis
- (4) Length of recuperation
- (5) Telephone number of licensed physician's office
- (6) Signature of licensed physician
- (7) Date of signature

(b) Signed document by team president/captain containing the following information:

- (1) Acknowledgement of repercussions for falsely filing a hardship waiver.
- (2) Phone number contact for team president/captain
- (3) Email contact for team president/captain
- (4) Signature of team president/captain
- (5) Date of signature

(c) Signed document by student-athlete requesting medical hardship waiver containing the following information:



- (1) Acknowledgement of repercussions for falsely filing a hardship waiver.
- (2) Date of injury
- (3) Phone number contact for the student-athlete
- (4) Email contact for the student-athlete
- (5) Signature of student-athlete
- (6) Date of signature

(d) Letter of Eligibility for affected student-athlete per NCWSA rules.

### **Paperwork Submission Path**

- (1) The above paperwork should be submitted to either the Conference or Regional director. The submitting team should keep copies of all submitted paperwork.
- (2) Upon all paperwork being submitted the Regional director should pass the paperwork on to the NCWSA board for approval.

### **Repercussions For Fraudulent Filings**

- (1) The waiver will be rejected.
- (2) The skier will be banned from all-future NCWSA competition.
- (3) The team will be suspended for the remainder of the current season.

## **12.0 NCWSA Nationals**

The NCWSA Nationals is governed by the NCWSA Bylaws and the [National Tournament Standards](#)

## **13.0 NCWSA All Stars**

The NCWSA All-stars is governed by the NCWSA Bylaws and the [All-star Tournament Standards](#)

# **Policy and Procedures Appendix A**

## **National Collegiate Water Ski Association**

### **Medical Hardship Waiver Application**

This form must be signed by both the Team Captain and the injured skier requesting a medical red shirt. In addition, the physician certification letter and a complete letter of eligibility (meeting all requirements set forth in the NCWSA Tournament Rules Appendix A and NCWSA Tournament rules section 4.01) must be attached. All paperwork must be submitted to your regional or Conference Chairman no later than one month after the last NCWSA event skied during the season in which a skier is applying for a medical red shirt. The decision to award a medical red shirt extra eligibility season will be made by a vote of the NCWSA Board. The skier, team captain, and Regional or Conference Chairman who

submitted the application will be notified of the results in email by the NCWSA Board of Directors Chairman as soon as a determination has been reached.

By signing this form below, I certify all statements regarding this injury on the physician certification letter to be accurate. I give my approval for the NCWSA Board to contact the treating physician to follow up and investigate all statements made on the physician certification letter. I also understand that if any portion of this medical hardship application is found to be inaccurate, or any portion of the physician statement is inaccurate or signed by anyone other than a licensed physician, I agree to the following:

- 1) The skier will be banned from all future competition in NCWSA events.
- 2) The skier's team will be banned from competition from the remainder of the current season, including Championship Tournaments.

Date of injury:

Name and location of treating physician:

\_\_\_\_\_  
Team Captain Signature Date Injured Skier Signature Date

\_\_\_\_\_  
Team Captain Email Address Injured Skier Email Address

\_\_\_\_\_  
Team Captain Phone Number Injured Skier Phone Number

National Collegiate Waterski Association  
Medical Hardship Waiver

To be completed by a Licensed Physician

All information below must be included in the physician's letter.

This information must be placed on the physician's official letterhead.

To: National Collegiate Water Ski Association Board of Directors:

This letter is to certify that I have examined the student athlete named in this letter and determined that the severity of his or her injury will prevent him or her from competing in the remainder of the NCWSA season.

Name of skier:

Date injury was sustained:

Date skier was examined:

Diagnosis of injury:

Expected Length of Recuperation:

\_\_\_\_\_  
Signature of Licensed Physician Date

\_\_\_\_\_  
Telephone Number

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