

NSSA

MIDWEST REGION

SHOW SKI ASSOCIATION

POLICIES & PROCEDURES

MANUAL

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TABLE OF CONTENTS

- 1.0 General**
- 2.0 Fiscal year**
- 3.0 Principle Office**
- 4.0 Membership**
- 5.0 Tournaments**
 - 5.1 Midwest Regional Show Ski Tournament**
 - 5.2 Tournament Bid Content Requirements**
- 6.0 Rules**
- 7.0 Ski Motion Conference**
- 8.0 Electronic Balloting Procedures of the MRSSA Board of Directors**
- 9.0 Committee Membership**
- 10.0 Committee Operation (Standing and Special)**
- 11.0 Standing Committees**
 - 11.1 Executive**
- 12.0 Special Committees**
- 13.0 Reimbursement of NSSA Directors**
- 14.0 Financial Statement**

APPENDIX I TOURNAMENT FORMS REQUIRED FOR ENTRY

APPENDIX II SAMPLE NSSA DIRECTOR ABSENTEE BALLOT

APPENDIX III SAMPLE NSSA DIRECTOR BALLOT

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

1.0 General

- 1.1 Policies and Procedures shall be established and amended by the Board, and when applicable, shall direct Board actions. These Policies and Procedures shall not be in conflict with MRSSA Bylaws.

2.0 Fiscal Year

- 2.1 The fiscal year is the calendar year.

3.0 Principle Office

- 3.1 The principle office location is the office of the President of the MRSSA.

4.0 Membership

- 4.1 Membership types and annual membership fees shall be determined by the Board of Directors annually.

Show Clubs	\$50.00
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- 4.2 The Tournament Taxes for the following year will also be determined at the annual meeting. The Tournament Tax is applicable only for the Midwest Regional Show Tournament.

Tournament Tax per team	\$50.00
Tournament Tax per individual entrant	\$10.00

5.0 Meetings

- 5.1 The Annual Meeting shall be held the last Sunday in September. Business meetings will also occur on or about the weekend of Wisconsin Water Ski Convention & Expo and another during the MRSSA Regional Tournament at/or near the site.
- 5.2 Annual meeting is mandatory for all teams. If a team isn't represented, there will be a charge of \$100 due before the team will be allowed to ski at the MRSSA Regional Tournament.

6.0 Tournaments

All regular tournaments shall comply with the bidding procedures outlined in 3.0 and shall meet the criteria of an NSSA tournament.

6.1 Midwest Regional Show Tournament

- 6.1.1 The MRSSA will present the Midwest Regional Water Show Ski Tournament.
- 6.1.2 The MRSSA Board of Directors shall award the right to host the annual Midwest Regional Water Show Ski Tournament based on bids received no later than the annual meeting two years prior to the event.
- 6.1.3 Each member of the Board of Directors will submit a closed vote or roll call vote at the discretion of the President at the Annual Meeting. The votes will, at that time, be opened and counted by the Board of Directors. Results will be announced at this meeting.
- 6.1.4 There must be a copy of the bid available for each Board Member of the MRSSA.
- 6.1.5 Once the Host Club has been selected, the Host Club and the MRSSA will sign a 'Letter of Agreement' detailing the roles and responsibilities between the Host Club and MRSSA.
- 6.1.6 The MRSSA Tournament shall be held on the days determined by the Board.
- 6.1.7 The entry fees and late registration fees for the MRSSA Tournament will be determined by the Board at the Annual Meeting.
- 6.1.8 The MRSSA shall retain all Television rights to said tournament.
- 6.1.9 The Host Club will recommend officials to the MRSSA board. Officials must meet all qualifications as defined by the NSSA rules.
- 6.1.10 Other participating clubs attempting to generate revenue at the tournament must seek approval of MRSSA and host club by the tournament registration date.

- 6.1.11 Running order will be set at a MRSSA Seeding Meeting in the following format: Teams will be ranked based on prior year's scored points at the Midwest Regional Tournament independent of division. If a team did not compete in the prior year, the points will be recorded as a zero. If multiple teams have a recorded zero, a random draw will determine the ranking to set the order. The team with the highest number of points will ski in the last time slot on day 2. The team with the second highest number of points will ski in the last time slot of day 1. The team with the third highest number of points will ski in the second to last time slot on day 2. The order will continue to be set alternating between day 1 and day 2 down through the ranked list of points until the final 2 teams. The lowest point total team and the second lowest point total team will ski in the 1st and 2nd time slots of day 1 in their respective positions. Teams can request a time change at the seeding meeting and must receive Board approval for the change. If requested after the seeding meeting, a petition must be sent to the Board of Directors. The Board will determine the merit and approval for this request.
Note: The MRSSA Seeding Meeting will most likely be held in conjunction with the MRSSA Spring Meeting.

- 6.1.12 The tournament will have a maximum of fourteen club teams.

Individual Acts competition shall consist of ten competitors in each of the following divisions: swivel 180, swivel open, doubles, freestyle jump, intermediate freestyle jump, and team jump. Maximum number of total entrants in individual competition will be 60. If a division or divisions do not have participants to fill to the capacity of 10 entrants, other divisions will be allowed additional entrants filled in the following rotation: doubles, swivel open, freestyle jump, swivel 180, team jump, intermediate freestyle jump until the qualified entries are seeded or until the maximum of 60 entrants is reached.

- 6.1.13 Required tournament registration and forms are located on the MRSSA.ORG website.
- 6.1.14 All clubs competing for Team Trophies must be affiliated members of the MRSSA.
- 6.1.15 Individual Acts scores will be posted immediately following the Individual Acts Competition. Individual Acts awards will be presented with the team awards.

6.1.16 **TEAM TOURNAMENT ENTRY**

To submit your Team's tournament paperwork, please visit the mrssa.org website and complete the electronic submission process. It's important to note that there are two distinct deadlines for required paperwork submissions, which can be found on the mrssa.org website.

Items numbered 1 through 8 must be submitted no later than two weeks prior to the start of the tournament, while items numbered 9 and above are due 48 hours before the tournament begins.

1. **Team Roster:** This is your team-generated roster, typically maintained by your membership person. This roster will be cross-referenced with your USA-WSWS Member Roster, and they must match. The roster should include: Name, USA-WSWS member #, and team duty (Driver/Rider/Skier/Announcer as applicable).
2. **USA-WSWS MEMBER Roster:** name, membership number, SafeSport status, and renewal date for each member.
3. **USA-WSWS OFFICIALS Roster:** Highlighting the safety coordinator, tournament drivers, and show director's SafeSport certification with a background check, etc.).
4. **Team's Safety Coordinator's Membership Card**
5. **USA-WSWS Club Membership Card**
6. **Tournament Driver's Record**
7. **Towboat Liability and Physical Damage Report**
8. **Certificate of Insurance OR the Declaration Page** for each boat with the following:
certificate holder & additional insured (USA-WSWS), and each boat's liability limit (a minimum of \$500,000 is required).

Items 9 - 12 are submitted no later than 48 hours prior to the competition start.

9. Judge's Form
10. Act Reasoning Form
11. NSSA Safety Director's Tracking Report Form
12. Outstanding Male/Female Skier Nomination Form
13. Ski Team Fact Sheet (Team History)
14. Wireless Microphone Frequency/Club Radio Frequency

INDIVIDUAL TOURNAMENT ENTRY

To submit your Individual tournament paperwork, please visit the mrssa.org website and complete the electronic submission process. It's important to note that there are two distinct deadlines for required paperwork submissions, which can be found on the mrssa.org website. Items numbered 1 through 4 must be submitted no later than two weeks prior to the start of the tournament, while items numbered 5 and above are due 48 hours before the tournament begins.

1. Competitor's USA-WSWS membership card
2. Boat driver's USA-WSWS membership card, if not using tournament boat
3. Pinner's USA-WSWS membership card, if not using the tournament pinner
4. USA-WSWS Event Waiver

Items 5 - 7 are submitted no later than 48 hours prior to the competition start.

5. Pass List (swivel & doubles only); Jump does not require a pass list.
6. Music file (10.6 MB or less). Audio formats: MP3, M4A, Wav, or AAC
7. Announcer's Form

- 6.1.17 **Individuals competitors** Any paperwork received after these deadline(s) but before the close of registration at the site will be assessed an additional 50% of the entry fee for late entry. Competitors submitting paperwork within this timeframe will continue to be seeded first to ski until registration has closed.
 - 6.1.18 Individual Acts competition seeding. The top 3 competitors from the prior year's Midwest Region competition shall be seeded in reverse order from their placement in the prior year i.e. 1st place will ski last time slot, 2nd place penultimate, etc. Entry must participate in the same division. Doubles couples must remain an entity. A change in doubles partner will be considered a new couple. Team jump will be exempt from the same participant rule. All other entries will be drawn from a hat and seeded from late to early.

6.2 Tournament Bid Content Requirements

- 6.2.1 Bids shall be submitted on 8.5"x11" paper, except for maps or diagrams, which may be larger.
- 6.2.2 A complete copy of the bid for each MRSSA Team Representative and one for the MRSSA permanent file shall be submitted.
- 6.2.3 The fully completed bids may be sent via USPS mail or electronically to the team representatives of record.
- 6.2.4 Each bid shall include all of the following information:
 - 1) Map or sketch of the site, and showing:
 1. Size of show area
 2. Water depths
 3. Main dock and secondary docks
 4. Boat ramps
 5. Beach area
 6. Bleachers and other seating
 7. Exhibitor areas
 8. Concession areas
 9. Officials' facilities
 - 2) Capacity and site for spectators and types of seating available, including bleacher capacity.
 1. A statement regarding water conditions and how the area will be regulated regarding recreational boaters.
 2. A statement regarding whether additional charges will be made, such as parking or admissions.
 3. A statement regarding parking capacity, location relative to the site and control.
 4. A list of hotels, motels and campgrounds in the area.
 5. Entry fees for both clubs and individuals.
 6. Banquet facilities, menu and costs.
 7. Host supplied sound equipment availability.
 8. Description of any towboats and other boats provided by the host.
- 6.2.5 Bid Procedure for Established Hosts
Established hosts may submit a "Letter of Intent" to host the Midwest Regional Show Ski Tournament in lieu of a formal bid package. It may be mailed to the president of MRSSA prior to our annual fall meeting or presented in person at the fall meeting.

7.0 RULES

- 7.1 **Rules:** The Midwest Regional Show Ski Tournament shall follow the Official NSSA Tournament Rules.
- 7.2 The following are approved MRSSA forms:
- a) MRSSA -1 Club Affiliation Application
 - b) MRSSA -2 Club Re-Affiliation Application
 - c) MRSSA -4 Think Tank Registrar (fees subject to change)
 - d) MRSSA -7 Application for Associate Membership
 - e) MRSSA -8 Think Tank Comment Sheet
 - f) MRSSA -9 Club Membership Certificates
- 7.3 Division I and Division II distinction for Show Tournaments; This distinction is for the Regional Tournament and for qualifying for both the Division I, and Division II National Tournaments. Clubs in Division I cannot move down to Division II unless they petition the Midwest Region Board. Each club that desires to move from Division I to Division II or Division II to Division I must make this petition by the Spring Seeding Meeting of each year for the Board's approval.
- 7.4 Removed 3-1-08
- 7.5 The seeding of the clubs from the Midwest Region to the Division I National Show Ski Tournament will be as follows: The winner of Division I at the Midwest Region Show Ski Tournament will be offered the first selection. The second place at the Midwest Region Show Ski Tournament will be offered the next selection.
- The 1st and 2nd place teams at Midwest Region Show Ski Tournament shall only ski at Division I Nationals. Beginning with the 3rd place team in Midwest Region Division I, each team shall be given the option to ski in either Division I or Division II National Tournament. Those choosing Division II National Tournament will be seeded according to section 7.6. Remaining teams from Division I will be seeded in order of placement until the National Tournament is filled. Midwest Region Division II teams will not be seeded to Division I National Tournament.
- 7.6 The seeding of the clubs for Division II National Show Ski Tournament we will proceed as follows: The winner of Division II at the Midwest Region Show Ski Tournament will be asked to fill the first position at the Division II National Show Ski Tournament. The Regional second place team will then be asked to take the second spot at Division II Nationals.
- Seeding to the Division II Nationals will be continued with placement in Midwest Region Division II teams and then by placement of the Midwest Region Division I teams that have elected to go to Division II National Tournament.
- This will continue until all Division II and Division I clubs have been asked to participate at Division II Nationals, or the tournament becomes filled.

- 7.7 The Following Rules must be a Part of the Entry Form
- 7.8 Rating requirements for tournament must be put on entry form; Teams desiring to enter Team Competitions must use a Team Entry Form.

8.0 Conferences, Clinics, and Reimbursements

- 8.1 The MRSSA will assist in sponsoring educational opportunities annually.
- 8.2 One such event shall be the annual Ski Motion Conference. The MRSSA shall organize the annual Ski Motion Conference. The MRSSA will cooperate/participate with the sponsors to provide location, speakers, exhibitors, publicity, auction and any other activities to be presented during this event.
- 8.3 Required clinics (drivers, safety, etc.) the MRSSA will reimburse expenses up to \$100 per event. Clinics that are not required (waterski skills training, etc.) upon request the MRSSA will reimburse up to \$100.00 per event. The clinic must be open, and an invitation extended to all MRSSA affiliated teams to qualify. Non required clinic reimbursement will require MRSSA Board approval. Submit all requests for reimbursement along with expense receipts to the MRSSA Treasurer. If the request requires Board approval, the Treasurer will include the request in the Treasurers Report for approval at the next scheduled MRSSA meeting.

9.0 Electronic Balloting Procedures of the MRSSA Board of Directors

- 9.1 The author of an issue for board consideration shall present the issue in resolution form to the President 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
- 9.2 The President shall present the resolution, in electronic form, to the board for a discussion period of ten (10) days.

- 9.3 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, again with a ten (10) day discussion period or have the 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.
- 9.4 The President shall prepare a Ballot, in electronic form, to be sent to the board 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 Directors to vote on the Ballot shall be set by the President.
- 9.5 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.
- 9.6 Upon receiving the votes of the board, the President 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 President shall assume that their vote has been recorded correctly.
- 9.7 The President shall send to the Secretary, the Ballot as presented and the voting record, whether approved or disapproved, for inclusion in the corporate records of MRSSA.

10.0 Committee Membership

- 10.1 The President appoints committee members and the committee chair. Each Board member shall make membership recommendations for the President's consideration. These recommendations shall be predicated on those who are best qualified and who have the desire to serve. The President will consider such recommendations but will not be bound by them.
- 10.2 Standing Committee and Special Committee appointments require Board approval.

11.0 Committee Operation (Standing and Special)

11.1 Term

- A. The term of all standing committees is one year and starts with the first Regular Meeting in September.
- B. The term of special committees is determined by the President and BOD when establishing the committee.

11.2 Committee Reports and Recommendations

- A. Committees shall work on issues and projects as directed by the President and Board, the Bylaws and P & P's or those identified by the committee itself.
- B. Committees shall make status reports to the BOD.
- C. Recommendations requiring action, which have received majority approval of the committee, shall be submitted to the MRSSA President and members of the Board for approval.
Generally, the Committee Chair or his designated representative shall present the committee's report in person at scheduled Board meetings.
- D. Official Committee documents, including but not limited to: Board Reports, Manuals, Disciplinary Action Documents, etc, shall be maintained by the MRSSA President. Committee chairmen shall maintain the balance of the Committee's files including documentation of committee votes.

12.0 Standing Committees

12.1 EXECUTIVE

- 12.1.1 The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer and one (1) Elite athlete.
- 12.1.2 The Executive Committee will be empowered to act on emergency issues as needed and all judiciary matters.
- 12.1.3 Any actions taken by the Executive Committee will require ratification by the MRSSA Board of Directors.

13.0 Special Committees

14.0 Reimbursement of NSSA Directors

- 14.1 The current MRSSA Directors and one Honorary National Director on the NSSA board shall be reimbursed ~~\$350~~ \$400 for the fall NSSA board meeting.

15.0 Financial Statement

- 15.1 The Financial Report of the MRSSA is due to NSSA January 15th of each year. The report covers the period January 1 - December 31 of the current year. The Region will use a standard financial form from NSSA for this report.

APPENDIX I

Removed March 4, 2023

APPENDIX II

SAMPLE ABSENTEE BALLOT

To: All voting Midwest Region Members of the MRSSA

Per MRSSA Bylaws, an absentee ballot is to be furnished to Club/Team Presidents and/or Show Directors 30 days prior to the annual Midwest Region Tournament.

Please copy this ballot and distribute to those voting club members who may not be able to attend or participate in the Regional Tournament so that their vote can be recorded.

20xx TEAM AFFILIATION: (Please check one)

- Five Seasons Ski Team
- Hartwick Huskys
- Waterhawks Ski Club
- Bayside
- Little Crow Water Ski Team
- Midwest Ski Otters
- Rochester Water Ski Show Team
- Twin Cities River Rats Water Ski Show Team
- Aberdeen Aqua Addicts
- Sioux Falls Water Ski Club
- Other _____

Your Name: _____

Your USA-WS # _____ ATTACH COPY OF USA-WS

CARD HERE:

Vote for one, only!

- name of candidate (club affiliation)*

- name of candidate (club affiliation)*

PLEASE: Use this absentee ballot ONLY if:

- 1-You are at least 18 years of age and a USA-WS member of a Midwest Region Team and
- 2-You will NOT be at the MRSSA Regional Show Tournament month/days/year

Return this ballot by mail to the MRSSA/NSSA Director in charge of the tellers committee 7 days before the beginning of the MRSSA Regional Tournament, via USPS mail or electronically.

Thank you!

NAME AND ADDRESS (USPS AND ELECTRONIC) OF THE MRSSA/NSSA DIRECTOR CONDUCTING THE ELECTION

APPENDIX III

SAMPLE BALLOT

To: All voting Midwest Region Members of the MRSSA

Re: Ballot for election of MRSSA candidate for NSSA National Director

Per MRSSA Bylaws, this BALLOT is to be used by those members of the MRSSA, able to attend and/or participate in the Regional Tournament so that their vote can be recorded.

20xx TEAM AFFILIATION: (Please check one)

- Five Seasons Ski Team
- Hartwick Huskys
- Waterhawks Ski Club
- Bayside
- Little Crow Water Ski Team
- Midwest Ski Otters
- Rochester Water Ski Show Team
- Twin Cities River Rats Water Ski Show Team
- Aberdeen Aqua Addicts
- Sioux Falls Water Ski Club
- Other _____

Your Name: _____

Your USA-WS # _____

USA-WS MEMBERSHIP VERIFIED BY: _____

VOTE FOR ONE, ONLY!

- name of candidate (club affiliation)*

- name of candidate (club affiliation)*

PLEASE: Use this ballot ONLY if:

1-You are at least 18 years of age and a USA-WS member of a Midwest Region Team and

2-You will be at the MRSSA Regional Show Tournament June/24-25/2006

Thank you!

NAME OF THE MRSSA/NSSA DIRECTOR CONDUCTING THE ELECTION