POLICIES AND PROCEDURES

MANUAL

USA WATER SKI

APPROVED BY
BOARD OF DIRECTORS

Rev 0 Aug 1999
Rev 1 Jan 2000
Rev 2 Jan 2001
Rev 3 Jan 2002
Rev 4 Jan 2003
Rev 5 Jan 2004
Rev 6 June 2004
Rev 7 Jan 2005
Rev 8 Feb 2005
Rev 9 Jan 2006
Rev 10 Jan 2008
Rev 11 Jan 2010
Rev 12 Jan 2011
Rev 13 Jan 2012
Rev 14 Jan 2014
Rev 15 Jan 2015
Rev 16 Jan 2016
USA WATER SKI
POLICIES AND PROCEDURES

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Appendix II USA WATER SKI SAFESPорт PROGRAM HANDBOOK
1.0 GENERAL
1.1 Policies and Procedures
1.1.1 USA Water Ski Policies and Procedures shall be established per USA-WS Bylaws Article VI Section 1(c) and when applicable, shall direct Board action.
1.1.2 These Policies and Procedures shall not be in conflict with USA-WS Bylaws.
1.1.3 These Policies and Procedures may be amended by 2/3 vote of the Board.

1.2 Fiscal Year
1.2.1 The fiscal year is the calendar year.

1.3 Principle Office
1.3.1 The principle office location is: 1251 Holy Cow Road, Polk City, FL 33868-8200

2.0 MEMBERSHIP
2.1 Sport Disciplines – current:
- American Barefoot Club (ABC)
- American Kneeboard Association (AKA)
- USA Wakeboard (USA-WB)
- American Water Ski Association (AWSA)
- National Collegiate Water Ski Association (NCWSA)
- National Show Skiers Association (NSSA)
- National Water Ski Racing Association (NWSRA)
- US Hydrofoil Association (USHA)
- Water Skiers with Disabilities Association (WSDA)

NOTE: On January 22, 2005 the American Wakeboard Association changed its name to USA Wakeboard.

2.2 Members that do not specify a membership class shall be placed in a “No Preference” class. This class shall have neither voice nor vote on the Board.

2.3 A. Membership types and annual anniversary membership fees: effective 2016 memberships
- Ambassador (Life Supporting - single payment) $1500
- (Ambassador Active Insurance payable yearly) $35
- Active (25 and Older) AA $80
- Under 25 Active U25 $50
- Supporting SS $35
- Family Active (up to 6) (HOH) $175
- Foreign Federation Active $80
- Grass Roots Active (restricted) GRA $35
- Guest $7

Calendar year memberships:
- Clubs $100

B. Multi-Year Memberships: Provide an option for online paperless multi-year membership renewals at a discounted cost as noted below. This option is only available for Individual Active memberships. These memberships are non-refundable.
- Two Years = $150, Regularly $160 – Save 6% ($10)
- Three Years = $216, Regularly $240 – Save 10% ($24)
- Five Years = $350, Regularly $400 – Save 12.5% ($50)

2.4 Affiliate members-current
- USA Water Ski Foundation (USA-WSF)
- Water Ski Industry Association (WSIA)
3.0 GOVERNANCE

3.1 Determining Sport Discipline Membership

3.1.1 Membership on Dec 31 of the odd numbered years shall be used to establish Sport Discipline membership for the ensuing two (2) year time frame.

3.1.2 Annually, during membership renewal, members shall designate a primary Sport Discipline.

3.1.3 Members that do not specify a primary Sport Discipline shall be placed in the “No Preference” classification.

3.1.4 Sport Discipline membership as of 12-31-99 used to calculate Board seats and Board votes for the two (2) year period beginning 1-01 (adjusted for the No Preference allocation) is:

<table>
<thead>
<tr>
<th>Sport Discipline</th>
<th>Actual</th>
<th>Percent</th>
<th>No Pref</th>
<th>Adjusted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SD Total</td>
<td>Allocation</td>
<td>Total</td>
<td></td>
</tr>
<tr>
<td>ABC</td>
<td>1080</td>
<td>4.50</td>
<td>193</td>
<td>1273</td>
</tr>
<tr>
<td>AKA</td>
<td>241</td>
<td>1.00</td>
<td>43</td>
<td>284</td>
</tr>
<tr>
<td>AWSA</td>
<td>15362</td>
<td>63.86</td>
<td>2739</td>
<td>18101</td>
</tr>
<tr>
<td>NCWSA</td>
<td>936</td>
<td>3.89</td>
<td>167</td>
<td>1103</td>
</tr>
<tr>
<td>NSSA</td>
<td>5269</td>
<td>21.90</td>
<td>939</td>
<td>6208</td>
</tr>
<tr>
<td>NWSRA</td>
<td>763</td>
<td>3.17</td>
<td>136</td>
<td>899</td>
</tr>
<tr>
<td>USA-WB</td>
<td>321</td>
<td>1.33</td>
<td>57</td>
<td>378</td>
</tr>
<tr>
<td>WSDA</td>
<td>85</td>
<td>.35</td>
<td>15</td>
<td>100</td>
</tr>
<tr>
<td>Total SD</td>
<td>24057</td>
<td>100.00</td>
<td>4289</td>
<td>28346</td>
</tr>
<tr>
<td>No preference</td>
<td>4289</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>28346</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTE: USHA added as a sports discipline in January 2005 and the following information is to be used in the ten-year review required in 3.2.5

<table>
<thead>
<tr>
<th>Sport Discipline</th>
<th>Actual</th>
<th>Percent</th>
<th>No Pref</th>
<th>Adjusted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SD Total</td>
<td>Allocation</td>
<td>Total</td>
<td></td>
</tr>
<tr>
<td>USHA</td>
<td>421</td>
<td>1.72</td>
<td>240</td>
<td>661</td>
</tr>
</tbody>
</table>

NEW MEMBERSHIP NUMBERS 12/31/2015

<table>
<thead>
<tr>
<th>Sport Discipline</th>
<th>Actual</th>
<th>Percent</th>
<th>No Pref</th>
<th>Adjusted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SD Total</td>
<td>Allocation</td>
<td>Total</td>
<td></td>
</tr>
<tr>
<td>ABC</td>
<td>414</td>
<td>2.73</td>
<td>5</td>
<td>419</td>
</tr>
<tr>
<td>AKA</td>
<td>114</td>
<td>.75</td>
<td>1</td>
<td>115</td>
</tr>
<tr>
<td>AWSA</td>
<td>6888</td>
<td>45.50</td>
<td>80</td>
<td>6968</td>
</tr>
<tr>
<td>NCWSA</td>
<td>924</td>
<td>6.10</td>
<td>11</td>
<td>935</td>
</tr>
<tr>
<td>NSSA</td>
<td>5646</td>
<td>37.30</td>
<td>65</td>
<td>5711</td>
</tr>
<tr>
<td>NWSRA</td>
<td>267</td>
<td>1.76</td>
<td>3</td>
<td>270</td>
</tr>
<tr>
<td>USA-WB</td>
<td>730</td>
<td>4.82</td>
<td>8</td>
<td>738</td>
</tr>
<tr>
<td>USHA</td>
<td>53</td>
<td>.35</td>
<td>1</td>
<td>54</td>
</tr>
<tr>
<td>WSDA</td>
<td>102</td>
<td>.67</td>
<td>1</td>
<td>103</td>
</tr>
<tr>
<td>Total SD</td>
<td>15138</td>
<td>100.00</td>
<td>175</td>
<td>15313</td>
</tr>
<tr>
<td>No preference</td>
<td>175</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>15313</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3.2 Delegation of Board seats

3.2.2 Each Sports Discipline is guaranteed one voting Director and up to a maximum of five (5) based upon membership.

3.2.3 For purposes of determining Board seats, “No Preference” members shall be allocated to active Sport Disciplines based upon percentage of the Sport Disciplines membership to “Total” Sport Discipline membership (see Table in 3.1.5).

3.2.4 The following table, based upon the adjusted membership totals (see 3.1.5) is used to determine Sport Discipline Board seats:

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Director Seats</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>4000</td>
<td>1 Director</td>
</tr>
<tr>
<td>4001</td>
<td>8000</td>
<td>2 Directors</td>
</tr>
<tr>
<td>8001</td>
<td>12000</td>
<td>3 Directors</td>
</tr>
<tr>
<td>12001</td>
<td>16000</td>
<td>4 Directors</td>
</tr>
<tr>
<td>16001</td>
<td>Plus</td>
<td>5 Directors (maximum)</td>
</tr>
</tbody>
</table>

3.2.5 Sport Disciplines will retain their inaugural number of seats so long as they maintain 50% of their inaugural membership. The inaugural membership level shall be reviewed every ten years for possible adjustment. Sport Discipline inaugural membership and inaugural Director seats allocated are detailed in the following table:

**ORIGINAL DIRECTOR ALLOCATION TABLE PER 12/31/1997 MEMBERSHIP NUMBERS**

<table>
<thead>
<tr>
<th>Membership</th>
<th>Directors</th>
<th>Effective date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC</td>
<td>1080</td>
<td>1</td>
</tr>
<tr>
<td>AKA</td>
<td>241</td>
<td>1</td>
</tr>
<tr>
<td>AWSA</td>
<td>15362</td>
<td>5</td>
</tr>
<tr>
<td>NCWSA</td>
<td>936</td>
<td>1</td>
</tr>
<tr>
<td>NSSA</td>
<td>5269</td>
<td>2</td>
</tr>
<tr>
<td>NWSRA</td>
<td>763</td>
<td>1</td>
</tr>
<tr>
<td>USA-WB</td>
<td>321</td>
<td>1</td>
</tr>
<tr>
<td>WSDA</td>
<td>85</td>
<td>1</td>
</tr>
<tr>
<td>AAC*</td>
<td>NA</td>
<td>4</td>
</tr>
</tbody>
</table>

*based upon the required 20% of the Director seats

The following table lists the membership numbers that were used in the ten-year review of the Sports Disciplines on December 31, 2007.

**TEN YEAR REVIEW TABLE PER THE 12/31/2007 MEMBERSHIP NUMBERS AND CURRENT SPORTS DISCIPLINE DIRECTOR ALLOCATIONS**

<table>
<thead>
<tr>
<th>Membership</th>
<th>Directors</th>
<th>Effective date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC</td>
<td>800</td>
<td>1</td>
</tr>
<tr>
<td>AKA</td>
<td>251</td>
<td>1</td>
</tr>
<tr>
<td>AWSA</td>
<td>11306</td>
<td>5</td>
</tr>
<tr>
<td>NCWSA</td>
<td>1299</td>
<td>1</td>
</tr>
<tr>
<td>NSSA</td>
<td>6106</td>
<td>2</td>
</tr>
<tr>
<td>NWSRA</td>
<td>556</td>
<td>1</td>
</tr>
<tr>
<td>USA-WB</td>
<td>1724</td>
<td>1</td>
</tr>
<tr>
<td>USHA</td>
<td>371</td>
<td>1</td>
</tr>
<tr>
<td>WSDA</td>
<td>108</td>
<td>1</td>
</tr>
<tr>
<td>AAC*</td>
<td>NA</td>
<td>4</td>
</tr>
</tbody>
</table>

*based upon the required 20% of the Director seats

**12/31/2015 MEMBERSHIP NUMBERS AND CURRENT SPORTS DISCIPLINE DIRECTOR ALLOCATIONS FOR 2016-2017**

<table>
<thead>
<tr>
<th>Membership</th>
<th>Directors</th>
<th>Effective date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC</td>
<td>419</td>
<td>1</td>
</tr>
</tbody>
</table>

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3.2.6 Sports Discipline Director Seating per Article VI, Section 4(a) effective January 2010

<table>
<thead>
<tr>
<th>Sport Discipline</th>
<th>Odd Year Seating</th>
<th>Even Year Seating</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>AKA</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>AWSA</td>
<td>3-MW-SCR-W</td>
<td>2 - E-S</td>
</tr>
<tr>
<td>NCWSA</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>NSSA</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>NWSRA</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>USA-WB</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>USHA</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>WSDA</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>AAC</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>TOTAL DIRECTORS</td>
<td>10</td>
<td>8</td>
</tr>
</tbody>
</table>

3.3 Delegation of Board Votes

3.3.1 As outlined in USA-WS Bylaws Article VI Section A.3, each Board ballot/vote shall have 100 votes. The Chairman shall have one vote; AAC Directors 20 votes; and Sport Discipline Directors a maximum of 79 votes.

3.3.2 The Chair’s vote shall only be cast to break ties.

3.3.3 AAC votes shall be divided equally between the AAC Directors present unless specified otherwise in the AAC bylaws.

3.3.4 Sport Discipline votes shall be delegated to the individual Sport Disciplines based upon percentage of Sport Discipline membership.

A The formula is the product of 79 votes times the ratio of the Sport Discipline’s membership to the sum total of all Sport Disciplines members (see “Actual” column in 3.1.5).

B Where the resulting product is less than one, the Sport Discipline shall have one vote.

C Where the product is greater than one the product will be rounded down to the nearest integer.

D Should the formula result in more than 79 votes, the Sport Disciplines shall resolve the difference prior to any Board votes.

E If a Sport Discipline is not represented at a meeting their vote(s) shall not be cast.

F Sport Disciplines shall determine how to divide their votes among their Director(s)

G Sport Discipline votes, calculated below, shall be effective at the January 2016 Annual Board meeting for a period of two (2) years.

BASED ON 12/31/2015 MEMBERSHIP NUMBERS, WHICH IS USED IN THE FORMULA TO DETERMINE THE NUMBER OF VOTES ALLOCATED TO EACH SPORT DISCIPLINE.

<table>
<thead>
<tr>
<th>Sport Discipline</th>
<th>Actual Membership</th>
<th>/ Total Members</th>
<th>X 79 =</th>
<th>Vote Calculation</th>
<th>Votes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC</td>
<td>414</td>
<td>/ 15138</td>
<td>X 79 =</td>
<td>2.2</td>
<td>2</td>
</tr>
<tr>
<td>AKA</td>
<td>114</td>
<td>/ 15138</td>
<td>X 79 =</td>
<td>0.6</td>
<td>1</td>
</tr>
<tr>
<td>AWSA</td>
<td>6888</td>
<td>/ 15138</td>
<td>X 79 =</td>
<td>35.9</td>
<td>36</td>
</tr>
</tbody>
</table>
3.4 USA-WS Honorary National Directors

3.4.1 AWSA NGB voting Directors and elected Officers shall be credited for their years of service on the AWSA NGB Board as if all service years had been on both the USA-WS NGB and the AWSA Sport Discipline Boards.

3.5 USOC representation

As detailed in USA-WS Bylaws Article VI Section A.1 (j).

3.6 IWWF representation

As detailed in USA-WS Bylaws Article VI Section A.1 (l).

3.7 USA-WSF representation

As detailed in USA-WS Bylaws Article VI Section A.1 (k).

3.8 Adding a Sport Discipline

3.8.1 As detailed in USA-WS Bylaws Article V Section H and the petitioning organization must have a minimum number of members nationally equal to one percent (1%) of USA-WS total membership at the time of application (see “Total” from the Actual column in 3.1.5).

3.8.2 Petitioning Sport Disciplines must submit their Bylaws to the Bylaws Committee for review 60 days before the Executive Committee considers their petition to become a Sport Discipline.

3.9 Duties and Responsibilities of the Executive Director

3.9.1 The Executive Director shall be responsible for writing or approving job descriptions, employing agents and/or staff, fixing terms of service and compensation, and periodically reviewing the performance of the paid professional staff of USA-WS.

3.9.2 The Executive Director shall be responsible for developing and maintaining an effective partnership between the paid professional staff and the volunteers acting through the Sport Disciplines.

3.9.3 The Executive Director is entrusted to conduct the business affairs of USA-WS with prudence, good business judgment, and in a financially responsible manner. The Executive Director, acting in his fiduciary capacity, and subject to such restrictions as may be imposed by the Board, is empowered to make whatever financial and management decisions he deems to be in the best interest of USA-WS, and is specifically empowered, among other things, to do the following absent contrary direction from the Board:

A. Provide the principle coordination and administration of USA-WS day-to-day activities and programs as approved by the Board;
B. In cooperation with the Treasurer of USA-WS, arrange for receipt, deposit, and disbursement of USA-WS funds and the handling thereof;
C. Enter into binding agreements on behalf of USA-WS;
D. Sign contracts and agreements, approved by the Board, in the name of USA-WS; and
E. Propose budgets and establish financial controls.

4.0 ELECTRONIC BALLOTING PROCEDURES OF THE BOARD OF DIRECTORS

4.1 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

4.2 The Chairman of the Board shall present the resolution, in electronic form, to the board 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 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 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.

4.4 The Chairman of the Board 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 Chairman.

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

4.6 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.

4.7 The Chairman shall send to the Executive Director the Ballot as presented and the voting record, whether approved or disapproved, for inclusion in the corporate records of USA-WS.

5.0 COMMITTEE MEMBERSHIP

5.1 The President of USA-WS appoints committee members and the committee chair. Each Sports Discipline and the AAC 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.

5.2 Standing Committee appointments require Board approval.

5.3 Standing committees- require AAC participation. The following committees require 20% AAC membership and voting power.

- Executive
- Judicial
- Ethics
- Nominating
- Bylaws
- Risk Management
- Waterways
- Towboat

5.4 Special committees: The President may appoint members irrespective of Sports Discipline representation and athlete participation is recommended. The Committee Chairman can be a voting or non-voting member of the committee. The Chairman must be a Sports Discipline or AAC representative on the committee to have a vote.
6.0 COMMITTEE OPERATION

6.1 Term
   A. The term of all standing committees is one year and starts with adjournment of
      the Annual Board meeting in January.
   B. The term of special committees is determined by the Officer establishing the committee.

6.2 Committee Reports and Recommendations
   A. Committees shall work on issues and projects as directed by the Board, an Officer, 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 USA-WS Executive Director and by him to
      the President and members of the Board.
   C. Recommendations require a two-thirds 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.

6.3 Official Committee documents, including but not limited to: Board Reports, Manuals,
      Disciplinary Action Documents, etc., shall be maintained by the USA-WS Executive Director.
      Committee Chairmen shall maintain the balance of the Committee’s files including
      documentation of committee votes.

7.0 STANDING COMMITTEES

7.1 Executive

7.1.1 Purpose:
The Executive Committee is authorized to take administrative action only with respect to policies
adopted and decisions made by the Board as it may deem necessary and advisable in order to
implement such policies and decisions and to expedite the orderly transaction of the business of
USA-WS.

7.1.2 Membership:
The Executive Committee shall consist of five voting members including the Chairman of the
Board, President, Vice President, Treasurer and one “elite athlete” selected by the Athlete
Advisory Council. The Athlete Advisory Council member shall be selected from among “elite
athletes” representing Sport Disciplines with USOC Pan American Status. The President shall
chair the committee. The Executive Director and the immediate past President shall be non-
voting ex-officio members of the committee, and may participate in all meetings.

7.1.3 Responsibilities:
The Executive Committee shall be empowered to act upon all matters requiring Board attention
between regular meetings of the full Board, and which cannot be deferred until the next meeting
of the full Board. The Executive Committee shall have authority to act for the Board only in
meetings in which all voting Executive Committee members are participating (either personally
or via teleconference). During such times the Executive Committee shall possess the same
powers, authority and responsibilities as the Board. The Executive Committee shall discharge
its responsibilities in accordance with the following provisions:

Budget requests from each Sport Discipline will be sent to the USA-WS Executive Director by
November 1 of each year for planning the budget for the following year. The Executive
Committee will assist the Executive Director in preparing the budget for presentation to the
USA-WS Board of Directors. Sport Disciplines are to be funded as equitably as possible,
based on percentage of the membership per the last census of the membership database.
The growth of the USA-WS organization will be of prime consideration in the budgetary
process.

The Executive Committee shall review all matters pertaining to the USA-WS Budget and shall
submit a complete budget report and recommendations for USA-WS Board consideration and
action. They shall review and make recommendations on all matters of a financial nature
involving USA-WS. They shall present strategies and goals to the USA-WS Board for consideration and action.

The Executive Committee shall further review:

a. Sport Discipline status biennially according to the criteria established in section 3 of these Policies and Procedures;

b. requests by sport committees / organizations for USA-WS Sport Discipline or Affiliated Organizations status.

7.1.4 Specific Policies or Practices Governing the Committee:
Actions taken by the Executive Committee, on behalf of the Board, must be ratified by the Board at its next meeting, and if not so ratified, must be revoked and reversed to the extent reasonably possible.

7.2 Judicial
7.2.1 Purpose
The purpose of the Judicial Committee is to administer and decide grievances, disciplinary actions and appeals in accordance with the USA Water Ski Bylaws.

7.2.2 Membership
There shall be a USA-WS Judicial Committee appointed by the President of USA-WS comprised of knowledgeable members of USA-WS (who may, but need not be members of the USA-WS Board) who shall serve for fixed terms.

The composition of the USA-WS Judicial Committee shall be as follows:

A One member certified by USA-WS as an official;
B One member certified by USA-WS as a coach;
C One (1) “elite athlete” representing a USA-WS Sport Discipline with USOC Pan American Status, selected by the Athlete Advisory Council;
D One USA-WS member-at-large; and
E One USA-WS Sport Discipline representative from the discipline most closely involved in the particular issue before the Judicial Committee, which representative shall be drawn from a pool of USA-WS Sport Discipline members designated in advance by the respective USA-WS Sport Disciplines. By way of illustration, in a suspension appeal by an ABC athlete, the fifth member of the Judicial Committee shall be the ABC member appointed to be the discipline representative by the ABC Board.

7.2.3 Responsibilities
The responsibilities of the Judicial Committee are set forth in the USA Water Ski Bylaws. Specifically, the committee is required to investigate, conduct hearings, make preliminary rulings and issue final orders on grievances under the USA Water Ski Bylaws; to investigate, preliminarily decide requests for disciplinary action under the USA Water Ski Bylaws, and to recommend disciplinary action to the USA-WS Board of Directors for violations; and to decide appeals to the President of USA-WS of adverse actions taken against members.

7.2.4 Specific Policies or Practices Governing the Committee
The USA-WS Board of Directors shall establish policies and procedures for the operation of the Judicial Committee consistent with these bylaws. Decisions shall be made by a 2/3 vote and are subject to USA-WS Board of Directors Approval.

7.3 Ethics
7.3.1 PURPOSE:
USA Water Ski requires its volunteers and staff to conduct business with integrity, to maintain a
standard of ethical conduct consistent with the laws and regulations of the United States and other countries and jurisdictions in which USA Water Ski conducts business.

7.3.2 MEMBERSHIP:
There shall be at least one representative from each USA-WS Sports Discipline as selected by the Sports Discipline Presidents and approved by the President of USA-WS, with other members appointed by the Athlete Advisory Committee, which will maintain a minimum of 20% representation in both numbers and voting power. At the discretion of the President of USA-WS, non-voting at-large members may also be appointed.

7.3.3 RESPONSIBILITIES:
The Ethics Committee shall be responsible for the administration of the USA-WS Code of Conduct and Ethical Practices promulgated by the USA Water Ski Board of Directors. Volunteers and staff are required to comply with the following standards as a minimum:
1. Conduct all dealings with honesty and fairness.
2. Respect the rights of all volunteers and employees to fair treatment and equal opportunity, free from discrimination and/or harassment.
3. Know, understand and comply with the laws, regulations, and code of conduct governing the conduct of USA Water Ski, both domestic and foreign.
4. Ensure that all transactions are handled honestly and recorded accurately.
5. Protect information that belongs to USA Water Ski, our donors, sponsors, suppliers and fellow workers.
6. Avoid conflicts of interest, both real and perceived.
7. Never use USA Water Ski assets or information for personal gain.
8. Recognize that even the appearance of misconduct or impropriety can be very damaging to the reputation of USA Water Ski and act accordingly.

7.3.4 PROGRAM JURISDICTION:
USA Water Ski, as a National Governing Body of the USOC, is subject to the USOC Code of Ethics.

7.3.5 SPECIFIC POLICIES OR PRACTICES GOVERNING THE COMMITTEE:
Decisions shall be made by a 2/3 vote and are subject to Board Approval.

7.4 Nominating
7.4.1 Purpose:
The committee shall seek qualified candidates for the offices of Chairman of the Board, President, Vice President, Secretary and Treasurer. They shall also present qualified candidates for Honorary Directors per the established standards.

7.4.2 Membership:
There shall be at least one representative from each USA-WS Sports Discipline as selected by the Sports Discipline President and approved by the President of USA-WS, with other members appointed by the Athlete Advisory Committee, which will maintain a minimum of 20% representation in both numbers and voting power. At the discretion of the President of USA-WS, at-large members may also be appointed (non-voting).

7.4.3 Responsibilities:
After careful study of the qualifications of the candidates, the committee shall present a slate of nominees for the offices of Chairman of the Board, President, Vice President, Secretary and Treasurer to the Board of Directors. The Committee Chair shall conduct the election of Officers at the annual meeting of the Board of Directors.

7.4.4 Specific Policies or Practices Governing the Committee:
Decisions shall be made by a 2/3 vote and are subject to Board Approval.
7.5 Bylaws

7.5.1 Purpose:
The committee shall review and maintain the USA-WS Bylaws and the USA-WS Policies and Procedures Manual. They will make recommendations for changes in these documents to the USA-WS Board of Directors.

7.5.2 Membership:
There shall be at least one representative from each USA-WS Sports Discipline as selected by the Sports Discipline Presidents and approved by the President of USA-WS, with other members appointed by the Athlete Advisory Committee, which will maintain a minimum of 20% representation in both numbers and voting power. At the discretion of the President of USA-WS, non-voting at large members may also be appointed.

7.5.3 Responsibilities:
The committee will review the Bylaws of the Sports Disciplines to ensure that they meet the criteria and standards of USA-WS and are in compliance with and not in conflict with the USA-WS Bylaws.

The committee will review the USA-WS 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 USA-WS Bylaws.

The committee shall perform such duties with respect to the USA-WS and Sports Disciplines Bylaws, USA-WS Policy and Procedures Manual and related matters as the Board may direct.

7.5.4 Specific Policies or Practices Governing the Committee:
Decisions shall be made by a 2/3 vote and are subject to Board Approval.

7.6 Risk Management

7.6.1 Purpose:
Risk Management, which is the management of the risks involved in the competitions of our athletes, shall be the primary concern of the committee.

7.6.2 Membership:
Recommended membership includes representatives having knowledge of the activities and safety issues of USA Water Ski and its Sports Disciplines and may include the Chairman of Board, President, Executive Director, legal counsel, insurance council and other consultants as needed.

The President of USA-WS shall appoint these members, with other members appointed by the Athlete Advisory Committee, which will maintain a minimum of 20% representation in both numbers and voting power.

7.6.3 Responsibilities:
The committee shall work closely with the USA-WS Board of Directors, Executive Committee and the Executive Director, and with the Sports Disciplines of USA Water Ski, to provide input in creating and implementing programs and activities that not only impact the Safety Directors directly, but also the athletes and their safety in every area.

7.6.4 Program Jurisdiction:
The committee is responsible for all Board approved USA-WS Risk Management policies and shall oversee the USA-WS Official Safety Manual and Policy Handbook.

7.6.5 Specific Policies or Practices Governing the Committee:
Decisions shall be made by a 2/3 vote and are subject to Board Approval.
7.7 Waterways

7.7.1 Purpose
The purpose of the committee is to research the possibility of and work towards complete access to all public waters for our members for usage in the sport of recreational and competitive water skiing.

7.7.2 Membership
Recommended membership includes representatives having knowledge of the water skiing activities and safety issues of USA Water Ski and its Sports Disciplines and should include USA-WS headquarters staff representatives, and other consultants as needed in a non-voting capacity. Members should be located geographically so as to have a nationwide cross sectional view of the problems and solutions encountered by the membership in relation to water skiing on public bodies of water.

The President of USA-WS shall appoint five members to the committee, based upon recommendations from the Sports Disciplines and may appoint other non-voting members as noted above.

7.7.3 Responsibilities
The work of this committee encompasses a universal overview of the needs of the USA-WS membership concerning waterways access issues nationwide. The committee will review, update and make available an up to date Waterways Education Manual, as a resource to the general membership.

7.7.4 Specific Policies or Practices Governing the Committee
Decisions shall be made by a 2/3 vote, and are subject to Board Approval.

7.8 Towboats

7.8.1 Purpose:
The Towboat Committee shall establish performance guidelines for towboats used in USA-WS events. It shall also develop policy for towboat participation in USA-WS sanctioned events, subject to Board approval.

7.8.2 Membership:
There shall be one representative from each USA-WS Sports Discipline, that participates in the USA-WS Towboat program, as selected by the Sports Discipline Presidents and approved by the President of USA-WS, with other members appointed by the Athlete Advisory Committee, which will maintain a minimum of 20% representation in both numbers and voting power. At the discretion of the President of USA-WS, at large members may also be appointed (non-voting).

7.8.3 Responsibilities:
a. Establish towboat specifications and performance standards for towboats used in USA-WS events.
b. Establish testing procedures and standards for the USA-WS Towboat approval program.
d. Work in conjunction with the USA-WS Sports Disciplines’ Boat Drivers and Technical Committees.
e. Coordinate communications with towboat manufacturers.

7.8.4 Program Jurisdiction:
The committee has responsibility for the USA-WS Towboat program and shall maintain the USA-WS Towboat Policy Manual.

7.8.5 Specific Policies and Practices Governing the Committee:
Decisions shall be made by a 2/3 majority vote and are subject to Board approval.
8.0 SPECIAL COMMITTEES

8.1 International Activities

8.1.1 Purpose:
This will be the principal committee dealing with all aspects of USA Water Ski participation in International competitions and our relations with organizations such as the International Waterski and Wakeboard Federation, the Pan American Sports Organization and the United States Olympic Committee. They shall make recommendations to the USA-WS Executive Committee and to the USA-WS Board of Directors regarding policies and procedures governing our participation in International competition.

8.1.2 Membership:
There shall be at least one representative from each USA-WS Sports Discipline as selected by each Sports Discipline President that has a recognized international competition and approved by the President of USA-WS, with other members appointed by the Athlete Advisory Committee, which will maintain a minimum of 20% representation in both numbers and voting power. At the discretion of the President of USA-WS, at large members may also be appointed (non-voting).

8.1.3 Responsibilities:
The committee shall work closely with the USA-WS Executive Committee in coordinating efforts to provide competent officials and competitors to international competitions. They shall also work closely with the USOC through the USA-WS Headquarters staff to coordinate the financial grants to support our training and competition programs for the international teams that we train and select for international competitions. They shall work with the USA-WS Headquarters staff to review all aspects of international activities, to assure consistency with the requirements of the Board of Directors, USA-WS, IWWF, PASO, and USOC. They will make recommendations to the USA-WS Board of Directors where conflicting requirements exist. They shall have complete oversight over all representatives of USA-WS participating in international competitions, including skiers, officials, coaches, managers, and other members of the official USA-WS delegation.

8.1.4 Program Jurisdiction:
The Committee shall review and make recommendations, together with other committees as appropriate, regarding matters being brought before USA-WS, IWWF, PASO, the USOC, and others that impact our participation in international competition. They shall oversee procedures for the selection of water ski teams or individual skiers who shall be the officially sponsored representatives of USA-WS in competitions designated as international by this committee. In such international competitions, the committee shall be responsible for overseeing all related activities, including selection of officials, team managers, coaches and assistants, as it may deem necessary, and selection of USA-WS teams and/or individual skiers, subject to approval by the USA-WS Board of Directors.

8.1.5 Specific Policies or Practices Governing the Committee:
Decisions shall be made by a 2/3 vote and are subject to USA-WS Board approval.

8.2 Awards

8.2.1 Purpose:
The committee shall administer all of the awards available from USA Water Ski, the National Governing Body, to the membership of USA-WS.

8.2.2 Membership:
There shall be at least one representative from each USA-WS Sports Discipline as selected by each Sports Discipline President and approved by the President of USA-WS, with other members appointed by the Athlete Advisory Committee, which will maintain a minimum of 20% representation in both numbers and voting power. At the discretion of the President of USA-WS, at large members may also be appointed (non-voting).

8.2.3 Responsibilities:
The committee shall review the qualifications and selection of all of the candidates for each award available to the membership of USA-WS from the National Governing Body and
prepare a list of the committee selected recipients for presentation to the Board of Directors for approval.

8.2.4 Specific Policies or Practices Governing the Committee: Decisions shall be made by a 2/3 vote and are subject to Board Approval.

8.3 Time and Place
8.3.1 Purpose: The committee shall research and review locations within the United States as potential sites for the annual USA-WS Board of Directors meeting. They will make recommendations for meeting locations to the USA-WS Board of Directors.

8.3.2 Membership: There shall be at least one representative from each USA-WS Sports Discipline as selected by the Sports Discipline Presidents and approved by the President of USA-WS, with other members appointed by the Athlete Advisory Committee, which will maintain a minimum of 20% representation in both numbers and voting power. At the discretion of the President of USA-WS, non-voting at large members may also be appointed.

8.3.3 Responsibilities: The committee will review the costs of transportation and lodging for the directors and the USA-WS staff and consult with the Executive Director in determining the suggested locations for the meeting.

8.3.4 Specific Policies or Practices Governing the Committee: Decisions shall be made by a 2/3 vote and are subject to Board Approval.

9.0 MEETINGS
9.1 Board meetings
9.1.1 The immediate past President may attend Board meetings with voice, but without vote.
Appendix I  Sport Discipline Bylaw Requirements Rev 3

TO: USA-WS SPORT DISCIPLINES

FROM: USA-WS (NGB) BYLAWS COMMITTEE

RE: SPORT DISCIPLINE BYLAWS - REQUIRED CONTENT (Rev 3) 1/2008

The USA-WS Bylaws approved at the BOD meeting in August 98 have a provision whereby each Sport Discipline shall develop and implement a set of Bylaws. These Bylaws must be reviewed by the USA-WS Bylaws committee to ensure compliance with the USA-WS Bylaws. They will then require USA-WS BOD approval. As of this writing, it is anticipated Sport Disciplines will have one year to complete this process.

In January 2003 The USA-WS Board of Directors changed the requirements on membership disciplinary actions and the Appeals and Grievance process. Those revisions are listed below and the wording herein is now required to be in each Sports Disciplines Bylaws. These changes are required to made by the end of 2003 and will be a requirement for all Sports Disciplines in the future.

To assist in this effort, the Bylaws committee has prepared the following list of items that must be addressed in your Bylaws to be in compliance with the USA-WS Bylaws. XXX equals the name and XXX the abbreviation of the Sport Discipline. The numbers in ( ) reference the appropriate USA-WS Bylaws section and where appropriate, sample and/or the required language has been provided.

NAME
Must include reference to being a “Sport Discipline” of USA-WS
Sample: The name of the organization shall be XXX the abbreviation of which shall be XXX. This organization is a Sport Discipline of USA Water Ski Inc, the abbreviation of which is USA-WS. USA-WS is the national governing body of water skiing in the United States.

MEMBERSHIP
Must include statement that membership is open to all USA-WS members without prejudice. (Article V.A)
Sample: Membership in XXX shall be open to any individual member of USA-WS, without discrimination on the basis of race, color, religion, age, or sex: subject only to payment of dues as the USA-WS and XXX may prescribe from time to time.

GOVERNANCE
Must describe the method that will be used to select the USA-WS Director(s) allocated to the Sport Discipline. It should also address selection of alternates should the Sport Discipline choose to provide for alternates. (Article VI.2(a))

Must provide for athlete participation on the Board and on standing committees. (Article IV.A.5 & A.6)

If the Sport Discipline is a Pan American Sport Organization (PASO), the Bylaws must provide for “eligible athlete” participation on the Board and on standing committees and this participation must be 20% membership and voting power. (Article IV.A.5 & A.6)

The Sport Discipline Board must include among its members the Executive Director of USA-WS or his designated representative (in a non-voting ex-officio capacity).

Must include a provision for the Board accepting and annually signing the USA-WS Code of Ethics and Conflict of Interest Statements. (Article VIII)
Sample: The Board shall subscribe to the USA-WS written Code of Conduct and Ethical Practices which includes the requirement that each Officer, member of the Board, and each committee representative, annually agree in writing to abide by such code.

It is recommended, but not required that the Bylaws include a method or process for selecting the Sport Disciplines representatives to USA-WS committees, standing and special. It should also provide for selection of alternatives should the SD decide to provide for alternates.
It is strongly recommended, but not required, that the Bylaws include an “indemnification” statement.

Sample: The members of the Board, as a board and individually, and the members for each permanent standing committee, as a committee and individually, are specifically held harmless by XXX and USA-WS and its membership for all actions taken in good faith on behalf of XXX and USA-WS, including omissions, unless found culpable in a court of law of willful malfeasance, illegal activity or gross negligence, in which case XXX and/or USA-WS shall be entitled to recover any payments, costs or expenses incurred in the defense, compromise or settlement of any claims or suits against such member prior to such finding.

It is recommended, but not required, that where the Board has the authority to revise the Bylaws, that the Bylaws also provide a mechanism for the membership to appeal the revision(s).

DISCIPLINARY ACTION – MANDATORY SECTION
Must include referral of all disciplinary action that limits USA-WS membership or membership benefits that must be resolved within the Sports Discipline, including all Appeals and/or Grievances prior to being forwarded on to the President of USA-WS for resolution under Article IX of the USA-WS Bylaws. This specifically includes, but is not limited to suspension and expulsion from USA-WS and its Sports Disciplines.

THE FOLLOWING LANGUAGE AND CONTENT IS TO BE USED BY ALL SPORTS DISCIPLINES:

ARTICLE ### - SUSPENSION OR EXPULSION – MANDATORY SECTION

A A member may be suspended or expelled for Unsportsmanlike conduct; any willful violation of XXXX, and/or any other Sport Discipline, and/or USA-WS rules or procedures; criminal or fraudulent acts; failure to pay indebtedness; or any other act which is contrary to the objectives and purposes of XXXX, USA-WS, IWWF and/or USOC.

B Suspension or expulsion may be appealed and/or a grievance filed to the XXXX per ARTICLE XXX and when the XXXX Board of Directors has made a decision, then the resolution shall be referred directly to USA-WS and resolved in accordance with USA-WS Bylaws Article IX. The resolution must be passed by a two-thirds majority of the Board of Directors.

APPEALS

ARTICLE ### (next number) - DUE PROCESS AND APPEALS – MANDATORY SECTION

THE FOLLOWING LANGUAGE AND CONTENT IS TO BE USED BY ALL SPORTS DISCIPLINES:

A Members shall have the right to due process including the appeal of actions or decisions by XXXX Board of Directors or its representatives, where XXXX has ultimate jurisdiction and responsibility for the action or decision. The process in this Article must be used for membership suspensions or expulsions before being forwarded to USA-WS which has ultimate jurisdiction and responsibility. The member must check the definition of an Appeal in the USA-WS Bylaws Article IX.

B Appeals shall use the following process:

1. As soon as possible after receiving notice of an adverse decision, but in all cases within ten (10) days of such notice, a member who believes that such decision was arbitrary or unreasonable shall file a written appeal with the President of XXXX. Failure to timely file such an appeal shall be deemed a waiver of any objections to the decision, and that decision shall then become final and non-appealable;

The written appeal shall include the following

(a) The identity of the appellant;

(b) The identity of the XXXX representative responsible for the decision (appellee);

(c) A statement identifying whether the appeal requires action within ten (10) days, and if so, the reasons why “urgent” attention is required;

(d) citation of the criteria, standards or other material which the appellant contends XXXX was obliged to follow in rendering the decision at issue;
(e) A short and plain statement of all facts which the appellant contends demonstrate his dissatisfaction of the selection criteria at issue, and any other facts which the appellant contends demonstrate that the decision was arbitrary or unreasonable; and

(f) The signature of the complainant (and the signature of his parent or legal guardian if he is under eighteen (18) years of age).

2. Upon receiving the written appeal, the President shall immediately distribute a copy of the appeal to each Officer and Director.

3. If the appeal is urgent (i.e., requires a decision within ten (10) days), the President shall convene a hearing via teleconference as soon as possible which shall include as many members of the Board as can be gathered for the emergency teleconference and shall also include the aggrieved member and the appellee if possible.

4. If the appeal is not urgent, the President shall schedule a hearing either in person or via teleconference at the earliest time convenient for members of the Board, the aggrieved member and the appellee, and shall provide written notice of the date, time and type of hearing. Any person entitled to participate in the hearing may do so via teleconference.

5. Notwithstanding anything herein to the contrary, if the urgency of the appeal requires a decision before a quorum of the Board can be gathered despite best efforts to obtain a quorum, then the decision of those Board members who were able to participate in the hearing shall be rendered and shall not be subject to attack on the basis that a quorum was not present.

6 Each party shall have the following rights during the formal hearing:
   (a) To be assisted or represented by any member, or by legal counsel of the party’s choosing;
   (b) To call witnesses and present oral and written evidence and argument which the Board, during the hearing, deems relevant;
   (c) To confront and cross-examine adverse witnesses; and
   (d) To have an audio, video or stenographic record made of the hearing at the party’s own expense.

In any hearing conducted under this section, the Board shall affirm the decision at issue unless the aggrieved member proves by clear and convincing evidence that the decision was arbitrary or unreasonable. The decision of the Board is final and non-appealable within XXXX unless expressly provided for elsewhere in these Bylaws.

8. After a resolution has been reached and the Appeals process has produced a decision, the President shall forward the results to the President of USA-WS for action under Article IX of the USA-WS Bylaws. The resolution must be passed by a two-thirds majority of the Board of Directors.

GRIEVANCES – MANDATORY SECTION
Must provide members with the ability to file written grievances relative to the Sport Disciplines actions or inaction. (Article IX. A)

THE FOLLOWING LANGUAGE AND CONTENT IS TO BE USED BY ALL SPORTS DISCIPLINES:

ARTICLE ### (next number) - GRIEVANCE PROCEDURE

A Any member of XXXX may file a written grievance with the President of XXXX alleging a violation of the XXXX Bylaws or XXXX rules, policies and procedures. The member must check the definition of a Grievance in the USA-WS Bylaws Article IX.

B The President of XXXX shall present the Grievance complaint to the Executive Committee for action per the following:

1 In such instances, the Executive Committee shall appoint an investigating committee of at least three regular members of XXXX, subject to the approval of the President. None shall be members of the Region where the grievance occurred.
The committee shall conduct a confidential investigation to determine whether any action is warranted. The committee will report, within 30 days, in writing to the President recommending a resolution. The President shall present the results of the investigation and the results of the committee determination to the XXXX Board of Directors for resolution.

The President shall enact the recommendation unless it is revised or overturned by a majority vote of the Board through a Grievance procedure.

After a decision has been reached and the Grievance process has produced a decision, the President shall forward the results to the President of USA-WS for action under Article IX of the USA-WS Bylaws. The resolution must be passed by a two-thirds majority of the Board of Directors.

MEETINGS
Must provide for a minimum of one Annual Board of Directors meeting. (Article VII. E)
Must provide for a minimum of one Annual Membership meeting.

501C3 CLAUSES REQUIRED BY THE IRS
The following three sections are strongly recommended, especially if the intent is to incorporate the Sport Discipline, Federation or Region. These will be required for IRS approval of the Bylaws.

INDEMNIFICATION STATEMENT
The members of the XXXX, as a Sport Discipline, Federation or Region and individually, and the members for each permanent standing committee, as a committee and individually, are specifically held harmless by the XXXX and its membership for all actions taken in good faith on behalf of XXXX, including errors and omissions, unless found culpable in a court of law of willful malfeasance, illegal activity or gross negligence, in which case XXXX shall be entitled to recover any payments, costs or expenses incurred in the defense, compromise or settlement of any claims or suits against such member prior to such finding.

SAVINGS CLAUSE
Failure of literal or complete compliance with any provision of the Bylaws or Policies and Procedures in respect of dates and times of notice, or the sending or receipt of the same, or errors in phraseology of notice of proposals, which in the judgment of the Board at meetings held do not cause substantial injury to the rights of members, shall not invalidate the actions or proceedings of the members at any meeting.

DISSOLUTION
Section 1. XXXX may dissolve only by an affirmative vote of the XXXX Board in the manner and proportions described below. Each member of the Board shall be given notice of a special meeting called for the purpose of dissolution in the manner prescribed herein for special meetings. At a special meeting of the Board, three-quarters (3/4) of all then current directors must approve the proposed dissolution. Within ninety (90) days following Board approval of the dissolution, either voting by mail (USPS or electronically) or in person at the called meeting, must approve the proposed dissolution. In the event of dissolution, the disposal of the assets of XXXX shall devolve upon the Board. No part of the assets, income, or net earnings of XXXX shall inure to the benefit of any XXXX members or Directors or any other individual.

Section 2. Upon dissolution of the corporation, the Board of Directors shall dispose of all assets in such manner as qualifies as exempt at the time under section 501c3 of the Internal Revenue Code, or the corresponding code of any future federal tax code.
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INTRODUCTION

USA Water Ski strives to provide a safe environment for its members and is committed to create an atmosphere that is free of harassment and abusive practices.

The USA Water Ski bylaws states that:

    USA Water Ski and its affiliated Sport Disciplines will not tolerate any form of harassment, abuse or misconduct and will uphold a zero tolerance policy, consistent with the United States Olympic Committee SafeSport initiative. The USA Water Ski SafeSport Program Handbook is an addendum to the USA Water Ski Policies and Procedures Manual.

There are many positive reasons to participate in one of USA Water Ski’s nine Sport Disciplines, but like all sports, it can also be a high-risk environment for misconduct: emotional, physical, sexual, bullying, harassment and hazing. All forms of harassment, abuse and misconduct are unacceptable and in direct conflict with USA Water Ski values and ideals.

Misconduct may damage an athlete’s psychological well-being. Athletes who have been mistreated experience social embarrassment, emotional turmoil, psychological scars, and loss of self-esteem. Misconduct may also have a negative impact on family, friends and the sport. Misconduct often hurts an athlete’s competitive performance and may cause him or her to drop out of sport entirely.

This SafeSport Handbook, originally created by the U.S. Olympic Committee (USOC), and adapted by USA Water Ski, includes various policies that apply to all USA Water Ski members, clubs, programs, events and activities. It acts as an educational tool for USA Water Ski members. This handbook focuses on the following:

• Recognizing and reducing circumstances for potential abuse to occur
• Information on USA Water Ski’s required screening and background check program
• The availability and procedures for any person to report suspected abuse or misconduct (including protections from any retaliation or repercussions for such reporting),
• The procedures and means by which USA Water Ski and its sport disciplines, member clubs and programs should respond to allegations of abuse and misconduct

Through the USA Water Ski SafeSport Program, USA Water Ski is committed to providing the safest possible environment for all participants.
SAFE SPORT: WHERE YOUR GAME PLAN STARTS

What is SafeSport?

SafeSport is the United States Olympic Community and its 47 National Governing Bodies’ initiative to recognize, reduce and respond to misconduct in sport. The six primary types of abuse and misconduct identified by the USOC are:

- Sexual Abuse and Misconduct, including Child Sexual Abuse
- Physical Abuse and Misconduct
- Emotional Abuse and Misconduct
- Bullying, Threats and Harassment
- Hazing
- Willfully Tolerating Misconduct

Why SafeSport?

Sport provides athletes with an opportunity to perform – on and off the field. Unfortunately, sport can also be a high-risk environment for misconduct and abuse. For example, studies indicate that as many as 1 in 8 athletes will be sexually abused within their sport. Misconduct is a critical issue in all sport, and one which we all need a game plan to prevent.

Who is affected by SafeSport?

We all play a role in reducing misconduct and abuse in sport. SafeSport provides resources for all members of the sport community – organizations, coaches, parents and athletes – to identify misconduct, implement ways to reduce it and enact plans to respond to it.

What tools are available from SafeSport?

The SafeSport tools include written materials to help the community prevent misconduct in sport. This USA Water Ski SafeSport Handbook provides a starting place for all member clubs and programs to gain information and awareness about abuse and misconduct in sport.

The USOC also provides a SafeSport platform through a free video-based awareness course for any USA Water Ski member or affiliate. This training video addresses the six types of misconduct and provides an in-depth look at how to recognize, reduce and respond to child sexual abuse.

As a sport community, we have an opportunity to be part of the SafeSport solution. Start now by visiting www.safesport.org
To all USA Water Ski Member Club and Programs,

As a leader in youth sport, you have a role to play in creating and maintaining a safe sport environment. Sport provides many important lessons, including the value of hard work and fair play, the experience of dedicating yourself to a goal and the joy of competing, to name just a few. As we all know, the impact of sport extends far beyond the field of play and can help prepare kids to be successful in any field they choose.

The United States Olympic Committee is proud to dedicate its energy and resources to promoting safe training environments. However, no one individual or club is responsible for addressing issues of misconduct in sport. It’s a team effort, and that team consists of sport clubs, coaches, parents and athletes. This responsibility requires constant vigilance; misconduct in sport threatens athletes and clubs as well as the fundamental value that sport contributes to our society.

In order to help you be successful in this critical area of responsibility, the USOC has developed a SafeSport program to provide information and resources so that all members of the sport community have the awareness, tools and support structure they need to recognize, reduce and respond to misconduct in sport. Please visit www.safesport.org to learn more about the proactive steps you can take to ensure that sport continues to deliver on its promise to athletes and the communities that nurture them.

I thank you for your support of this initiative.

Sincerely,

Scott A. Blackmun  
Chief Executive Officer
## Definitions

| **Child, children, minor and youth** | Anyone under the age of 18. Here, “child,” “children,” “minor” and “youth” are used interchangeably. |
| **Members in position of influence and authority** | Anyone that USA Water Ski identifies as someone in a position of influence or authority over other USA Water Ski members including, but not limited to:  
- Level 1+ Coach/Instructor  
- Any team staff of National and International Teams including: Team leaders, coaches, managers, medical staff  
- USA Water Ski employees  
- Persons in leadership positions in USA Water Ski or in any of its 9 sport disciplines |
| **Child physical abuse** | • Non-accidental trauma or physical injury caused by contact behaviors, such as punching, beating, kicking, biting, burning or otherwise harming a child.  
- Legal definitions vary by state. To find guidelines concerning your state, visit the Child Welfare Information Gateway ([www.childwelfare.gov](http://www.childwelfare.gov)). |
| **Child sexual abuse** | • Child sexual abuse involves any sexual activity with a child where consent is not or cannot be given. This includes sexual contact with a minor that is accomplished by deception, manipulation, force or threat of force regardless of whether there is deception or the child understands the sexual nature of the activity. Sexual contact between minors can also be abusive if there is a significant imbalance of power or disparity in age, development or size, such that one child is the aggressor. The sexually abusive acts may include sexual penetration, sexual touching or non-contact sexual acts such as verbal acts, sexually suggestive written or electronic communications, exposure or voyeurism.  
- Legal definitions vary by state. To find guidelines concerning your state, visit the Child Welfare Information Gateway ([www.childwelfare.gov](http://www.childwelfare.gov)). |
| **Misconduct** | Conduct which results in harm, the potential for harm or the imminent threat of harm. Age is irrelevant to misconduct. There are six primary types of misconduct in sport: emotional, physical misconduct, sexual misconduct, bullying, harassment and hazing. |
| **Participants** | Participants may include athletes, officials, or any other USA Water Ski member or affiliate. |
| **Participant Safety Handbook** | As used here, a set of guidelines collecting policies and practices related to an organization’s strategy for recognizing, reducing and responding to child sexual abuse and other misconduct in sport. |
| **USOC** | United States Olympic Committee |
| **USA-WS** | USA Water Ski: The National Governing body of water ski and towed water sports in the United States |
COMPONENTS OF SAFESPORT

USA Water Ski’s SafeSport Program involves 5 primary components as indicated in the diagram below:

- Policies & Guidelines
- Enforcement
- Education & Awareness Training
- Recognizing, Responding & Reporting
- Screening

USA – WS’s SafeSport 5 Program Components

This document is an educational tool which may be useful to all USA Water Ski member clubs and programs in developing their own policies. The Handbook should not be viewed as creating a legal standard of care or as a model of best practice.

USA Water Ski views its member clubs, schools, camps and programs as independent businesses, which do, and should, have their own business practices, policies and procedures.
SECTION I: POLICIES & GUIDELINES

USA Water Ski is committed to providing a safe and positive environment for its participants’ physical, emotional and social development. USA Water Ski promotes an environment free from abuse and misconduct. USA Water Ski is in full support of the USOC SafeSport initiative that is being implemented by all 47 United States National Governing Bodies (NGB). Each NGB is embracing the principles of the SafeSport Initiative and adapting the program to meet the needs of its specific NGB. As part of this program, USA Water Ski has implemented policies to address certain types of abuse and misconduct, and to recognize and reduce areas where potential abuse and misconduct could occur.

All USA Water Ski members in positions of influence and authority shall familiarize themselves with each form of abuse and misconduct and shall refrain from engaging in such misconduct and/or violating any of these policies.

In the event that any USA Water Ski member or affiliate observes inappropriate behaviors (i.e., policy violations), suspected physical or sexual abuse, or any other type of abuse or misconduct, it is the personal responsibility of each such person to immediately report his or her observations to the appropriate person as described in Section IV: Reporting Abuse and Misconduct.

This section first addresses the general policies related to USA Water Ski’s Ethics Policies. Following the general policies are the specific policies addressing the six types of abuse and misconduct indentified by the USOC’s SafeSport Committee. USA Water Ski has adopted the USOC SafeSport Committee’s suggested definitions and descriptions of the six types of abuse and misconduct as outlined below:

- Sexual Abuse and Misconduct
- Physical Abuse and Misconduct
- Emotional Abuse and Misconduct
- Bullying, Threats and Harassment
- Hazing
- Willfully Tolerating Misconduct
GENERAL POLICIES OF USA WATER SKI

The following policy can be found in USA Water Ski’s Code of Ethics:

7: Human Rights

USA-WS respects the dignity, rights and aspirations of each employee and volunteer. USA-WS embraces the principles of federal, state and local human rights legislation that prohibits discrimination and harassment based on any of the following ground: race, sexual orientation, civil status, veteran status, marital status, religion, age, language, social condition or physical or mental disability. Therefore, USA-WS is committed to provide an environment free from discrimination and harassment.

Every volunteer and employee has a responsibility for maintaining and promoting acceptable standards of behavior in order to ensure that all have the opportunity to conduct business and compete in an environment free from discrimination and harassment.

USA Water Ski supports the principles of the USOC Coaching Ethics Code and has adopted the following policies that are consistent with the expectations of the USOC:

Instructors and members in positions of influence and authority respect the fundamental rights, dignity, and worth of all participants regardless of cultural, individual, and role differences, including those due to age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language, and socioeconomic status. They do not knowingly participate in or condone unfair discriminatory practices, but instead contribute to the welfare of those with whom they interact professionally. When conflicts occur, members attempt to resolve these conflicts and do so in a responsible fashion that avoids or minimizes harm. Finally, members in position of influence and authority are sensitive to differences in power between themselves and others, and they do not exploit or mislead other people during or after professional relationships.

It is a violation of USA Water Ski’s SafeSport policy if a USA Water Ski member in position of influence and authority knows or should know of the abuse and misconduct but takes no action to intervene on behalf of the targeted participant(s).
SEXUAL ABUSE AND MISCONDUCT:

*How to Recognize, Reduce and Respond to sexual abuse & misconduct*

Participating in one of USA Water Ski’s nine disciplines gives new opportunities to USA Water Ski members that enhance their quality of life. The benefits of participating are dependent upon maintaining the bonds of trust, mentorship and mutual respect among members. These elements are undermined when sexual misconduct occurs in any sport setting. Sexual misconduct includes sexual abuse, sexual harassment and rape. Every member of the sport community, especially adults in positions of influence and authority, can contribute to a sport environment free from sexual misconduct by working together and creating awareness of sexual abuse and misconduct.

**USA Water Ski’s SafeSport Policy**

It is the policy of USA Water Ski that there shall be no sexual abuse or misconduct of any minor (or adult) involved in any of its member clubs, schools, camps, events and programs by instructors, coaches, officials, or any other member or affiliate of USA Water Ski.

USA Water Ski supports the principles of the *USOC Coaching Ethics Code* and has created the following policies that are consistent with the expectations of the USOC:

USA-WS members and affiliates do not engage in sexual harassment, which includes, and is not limited to, nonconsensual sexual solicitation, physical advances, or verbal or nonverbal conduct that is sexual in nature. Inappropriate touching between USA-WS members or non-members is prohibited, which includes, but not limited to, nonconsensual touching, hugging, kissing, sexually oriented behavior, sexually stimulating or otherwise inappropriate games.

*Any USA Water Ski member who engages in any act of sexual abuse or misconduct is subject to appropriate disciplinary action including, but not limited to, suspension, revocation of membership without refund, and/or referral to law enforcement authorities.*

**Definition of Sexual Abuse and Misconduct**

USA Water Ski supports the following definition of sexual abuse and misconduct provided by the USOC’s SafeSport Committee:

**Definition:**

Sexual misconduct involves any touching or non-touching sexual interaction that is nonconsensual or forced, coerced or manipulated, or perpetrated in an aggressive, harassing, exploitative or threatening manner. It also includes any sexual interaction
between an athlete and an individual with evaluative, direct or indirect authority. Lastly, any act or conduct described as sexual abuse or misconduct under federal or state law (e.g., sexual abuse, sexual exploitation, rape) qualifies as sexual misconduct.

### Examples of Sexual Abuse and Misconduct

<table>
<thead>
<tr>
<th>Touching Offenses</th>
<th>Non-touching Offenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Fondling an athlete’s breasts or buttocks</td>
<td>• Sexually-oriented comments, jokes or innuendo made to or about an athlete, or other sexually harassing behavior</td>
</tr>
<tr>
<td>• Exchange of reward in sport (e.g., team placement, scores, feedback, free lessons/water time, etc.) for sexual acts</td>
<td>• An authority figure discussing his or her sex life with an athlete</td>
</tr>
<tr>
<td>• Genital contact – whether or not either party is clothed</td>
<td>• An authority figure asking an athlete about his or her sex life</td>
</tr>
<tr>
<td>• Sexual relations or intimacies between participants in a position of trust, authority and/or evaluative and supervisory control over athletes or other sport participants</td>
<td>• An authority figure requesting or sending a nude or partial-dress photo to athlete</td>
</tr>
<tr>
<td></td>
<td>• Exposing athletes to pornographic material</td>
</tr>
<tr>
<td></td>
<td>• Sending athletes sexually-explicit or suggestive electronic or written messages or photos (e.g., “sexting”)</td>
</tr>
<tr>
<td></td>
<td>• Deliberately exposing an athlete to sexual acts</td>
</tr>
<tr>
<td></td>
<td>• Deliberately exposing an athlete to nudity (except in situations where locker rooms and changing areas are shared)</td>
</tr>
<tr>
<td></td>
<td>• Sexual solicitation, physical advances, or verbal or nonverbal conduct that is sexual in nature</td>
</tr>
</tbody>
</table>

**Note:**
- An imbalance of power is always assumed between a coach and an athlete, regardless of age.
- Minors cannot consent to sexual activity with an adult. All sexual interaction between an adult and a minor is strictly prohibited.
PHYSICAL ABUSE AND MISCONDUCT:
How to Recognize, Reduce and Respond to Physical Abuse and Misconduct

Almost all sport involves strenuous physical activity; in practices and competition, athletes regularly push themselves to the point of exhaustion. However, any activity that physically harms an athlete - such as direct contact with instructors or other members in positions of influence and authority, disciplinary actions, or punishment - is unacceptable. Physical misconduct can extend to seemingly unrelated areas including inadequate recovery times for injuries and diet. Two of the best ways to promote safe conditions are to set clear boundaries and to take a team approach to monitoring athletes and participants.

USA Water Ski’s SafeSport Policy

It is the policy of USA Water Ski that there shall be no physical abuse or misconduct of any minor (or adult) involved in any of its member clubs, schools, camps, events and programs by instructors, coaches, officials, or any other member or affiliate of USA Water Ski.

Physical contact in sport is inherent in instruction and training. Appropriate physical contact has three elements:
1. The physical contact takes place in public;
2. There is no potential for, or actual, physical or sexual intimacies during the physical contact;
3. The physical contact is for the benefit of the athlete, not to meet an emotional, physical or other need of an adult.

With these elements in place, physical contact with athletes for the safety and instruction, celebration or consolation may be appropriate. In particular, instructors and other members in positions of influence and authority improve skills and make the training environment safer through appropriate physical contact.

Any USA Water Ski member who engages in any act of physical abuse or misconduct is subject to appropriate disciplinary action including, but not limited to, suspension, revocation of membership without refund, and/or referral to law enforcement authorities.

Definition of Physical Abuse and Misconduct

USA Water Ski supports the following definition of physical abuse and misconduct provided by the USOC’s SafeSport Committee:

Physical abuse means:
- physical contact with a participant that intentionally causes, or has the potential to cause, the participant to sustain bodily harm or personal injury.
• physical contact with a participant that intentionally creates a threat of immediate bodily harm or personal injury. Physical abuse may also include intentionally hitting or threatening to hit an athlete with objects or sports equipment.
• providing of alcohol to a participant under the age of 21 and the providing of illegal drugs or non-prescribed medications to any participant.
• any act or conduct described as physical abuse or misconduct under federal or state law (e.g., child abuse, child neglect and assault).

Physical misconduct does not include professionally accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline or improving athlete performance.

Without limiting the above, any act or conduct described as physical abuse or misconduct under applicable federal or state law constitutes physical abuse under this policy.

**Examples of Physical Abuse and Misconduct**

<table>
<thead>
<tr>
<th>Contact Offenses</th>
<th>Non-contact Offenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Punching, beating, biting, striking, choking or slapping an athlete</td>
<td>• Isolating an athlete in a confined space (e.g., locking an athlete in a small space)</td>
</tr>
<tr>
<td>• Intentionally hitting an athlete with objects or sporting equipment</td>
<td>• Forcing an athlete to assume a painful stance or position for no athletic purpose (e.g. requiring an athlete to kneel on a harmful surface)</td>
</tr>
<tr>
<td>• Providing alcohol to an athlete under the legal drinking age (under U.S. law)</td>
<td>• Withholding, recommending against or denying adequate hydration, nutrition, medical attention or sleep.</td>
</tr>
</tbody>
</table>
EMOTIONAL ABUSE AND MISCONDUCT:
How to Recognize, Reduce and Respond to Emotional Abuse and Misconduct

USA Water Ski’s SafeSport Policy

It is the policy of USA Water Ski that there shall be no emotional abuse or misconduct of any minor (or adult) involved in any of its member clubs, schools, camps, events and programs by instructors, coaches, officials, or any other member or affiliate of USA Water Ski.

Any USA Water Ski member who engages in any act of emotional abuse is subject to appropriate disciplinary action including, but not limited to, suspension, permanent suspension, and referral to law enforcement authorities.

Definition of Emotional Abuse and Misconduct

USA Water Ski supports the following definition of emotional abuse and misconduct provided by the USOC’s SafeSport Committee:

- Emotional abuse involves a pattern of deliberate, non-contact behavior that has the potential to cause emotional or psychological harm to a participant. These behaviors may include verbal acts, physical acts or acts that deny attention or support.
- Emotional abuse does not include generally accepted and age-appropriate coaching methods of skill enhancement, physical conditioning, motivation, team building, appropriate discipline or improving athletic performance.

Examples of Emotional Abuse and Misconduct

<table>
<thead>
<tr>
<th>Verbal Acts</th>
<th>A pattern of verbal behaviors that attack a participant personally (e.g., calling them worthless, fat or disgusting) or repeatedly and excessively yelling at a particular participant or participants in a manner that serves no productive training or motivational purpose.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Acts</td>
<td>A pattern of physically aggressive behaviors, such as throwing sport equipment, water bottles or chairs at, or in the presence of, participants; or punching walls, windows or other objects.</td>
</tr>
<tr>
<td>Acts that Deny Attention &amp; Support</td>
<td>A pattern of ignoring a participant for extended periods of time or routinely or arbitrarily excluding a participant from practice.</td>
</tr>
</tbody>
</table>

Note: Bullying, threats, harassment, and hazing (defined in the following sections) often involve some form of emotional misconduct.
BULLYING, THREATS AND HARASSMENT:

How to Recognize, Reduce and Respond to Bullying, Threats and Harassment

USA Water Ski supports an environment that is free from threats, harassment and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying, harassing or threatening behavior are regarded as unacceptable.

USA Water Ski’s SafeSport Policy

It is the policy of USA Water Ski that there shall be no bullying, threats and harassment of any minor (or adult) involved in any of its member clubs, schools, camps, events and programs by instructors, coaches, officials, or any other member or affiliate of USA Water Ski.

Any USA Water Ski member who engages in any act of bullying, threats and harassment is subject to appropriate disciplinary action including, but not limited to, suspension, permanent suspension, and referral to law enforcement authorities.

Definition of Bullying, Threats, Harassment

USA Water Ski supports the following definitions of bullying, threats and harassment provided by the USOC’s SafeSport Committee:

Definition of Bullying:

Bullying is the use of coercion to obtain control over another person or to be habitually cruel to another person. Bullying involves an intentional, persistent or repeated pattern of committing or willfully tolerating physical and non-physical behaviors that are intended to cause fear, humiliation, or physical harm in an attempt to socially exclude, diminish, or isolate another person. Bullying can occur through written, verbal or electronically transmitted expression or by means of a physical act or gesture. Bullying behavior is prohibited in any manner in connection with all USA Water Ski sanctioned activities and events.

Examples of Bullying

<table>
<thead>
<tr>
<th>Physical Bullying</th>
<th>● Punching, kicking or choking an athlete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verbal and Emotional Bullying</td>
<td>● Cyber bullying – Using electronic communication to harass, frighten, degrade, intimidate or humiliate</td>
</tr>
<tr>
<td></td>
<td>● Using words to harass, frighten, degrade, intimidate or humiliate</td>
</tr>
</tbody>
</table>
Definition of Threats:

A threat to harm others is defined as any written, verbal, physical or electronically transmitted expression of intent to physically injure or harm someone. A threat may be communicated directly to the intended victim or communicated to a third party. Threatening behavior is prohibited in any manner in connection with all USA Water Ski sanctioned activities and events.

Examples of Threats

<table>
<thead>
<tr>
<th>Direct Threat</th>
<th>Indirect Threat</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communicating an intent to cause physical harm to another</td>
<td>Communicating an intent to cause harm through a third party</td>
</tr>
</tbody>
</table>

Definition of Harassment:

Harassment is defined in various sources such as case law, state legislation, sports organization and professional association codes of conduct and training manuals, corporation and workplace documents, and Human Rights Commission materials. USA Water Ski has not adopted any specific definition of harassment, choosing instead to defer to such general sources and definitions for reference and application, depending upon the circumstances. The following, however, presents a general overview.

Behavior: Harassment in sport includes any pattern of physical and/or non-physical behaviors that (a) are intended to cause fear, humiliation, or annoyance, (b) offend or degrade, (c) create a hostile environment, or (d) reflect discriminatory bias in an attempt to establish dominance, superiority, or power over an individual participant or group based on gender, race, ethnicity, culture, religion, sexual orientation, gender expression, or mental or physical disability.

Environment: Creation of an environment through behavior or course of conduct that is insulting, intimidating, humiliating, demeaning or offensive. Harassment usually occurs when one person engages in abusive behavior or asserts unwarranted power or authority over another, whether intended or not. It includes, for example, name-calling, taunts, threats, belittling, unwelcome advances and requests for sexual acts, as well as undue threats to perform or succeed. Harassment includes child abuse.

Sexual Harassment is a form of harassment prohibited by this policy. It shall be a violation for any member, coach, official, director, employee, parent or volunteer, to harass a participant(s) through conduct or communications of a sexual nature. Additionally, it shall be a violation to retaliate against anyone that reports sexual harassment or participates in a harassment investigation.
Unwelcome sexual advances, requests for sexual acts, or other verbal, nonverbal or physical conduct of a sexual nature may constitute sexual harassment, even if the harasser and the participant being harassed are the same sex and whether or not the participant resists or submits to the harasser, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a participant’s participation in any activity; or
2. Submission to or rejection of such conduct by a participant is used as the basis for decisions affecting the participant; or
3. Such conduct is sufficiently severe, persistent or pervasive such that it limits a participant’s ability to participate in or benefit from a program or activity or it creates a hostile or abusive environment.

Any conduct of a sexual nature directed by a minor toward an adult or by an adult to a minor is presumed to be unwelcome and shall constitute sexual harassment. Acts of verbal or physical aggression, intimidation or hostility based on sex, but not involving conduct of a sexual nature may also constitute sexual harassment. Legitimate non-sexual touching or other non-sexual conduct is not sexual harassment.

**Examples of Harassment**

<table>
<thead>
<tr>
<th>Environment</th>
<th>• Harassing environment created by: name-calling, taunts, threats, belittling, unwelcome advances and requests for sexual acts, as well as undue threats to perform or succeed.</th>
</tr>
</thead>
</table>
| Sexual Harassment | • Unwanted deliberate touching  
• Unwanted sexual teasing, jokes, remarks, or questions  
• Unwanted letters, telephone calls, or materials of a sexual nature |
HAZING:

How to Recognize, Reduce and Respond to Hazing

USA Water Ski’s SafeSport Policy

It is the policy of USA Water Ski that there shall be no hazing of any minor (or adult) involved in any of its member clubs, schools, camps, events and programs by instructors, coaches, officials, or any other member or affiliate of USA Water Ski.

Any USA Water Ski member who engages in any act of emotional abuse is subject to appropriate disciplinary action including, but not limited to, suspension, permanent suspension, and referral to law enforcement authorities.

Definition of Hazing

USA Water Ski supports the following definitions of hazing provided by the USOC’s SafeSport Committee:

Definition of Hazing:

Hazing includes any conduct which is intimidating, humiliating, offensive, or physically harmful. The hazing conduct is typically an activity that serves as a condition for joining a group or being socially accepted by a group’s members.

Activities that fit the definition of hazing are considered to be hazing regardless of a person’s willingness to cooperate or participate.

Hazing does not include group or team activities that are meant to establish normative team behaviors, or promote team cohesion, so long as such activities do not have reasonable potential to cause emotional or physical distress to any participant.

Examples of Hazing

| Hazing | • Requiring or forcing (including through peer pressure) the consumption of alcohol or illegal drugs
|        | • Tying, taping, or physically restraining a participant;
|        | • Sexual simulations or sexual acts of any nature
|        | • Sleep deprivation, or the withholding of water and/or food
|        | • Social actions or public displays (e.g. public nudity) that are illegal or meant to draw ridicule
|        | • Beating, paddling, or other forms of physical assault. |
**Willfully Tolerating Misconduct:**

*How to Recognize, Reduce and Respond to Willfully Tolerating Misconduct*

It is a violation of this USA Water Ski policy if an instructor, coach, official, or any other member or affiliate of USA Water Ski knows of misconduct, but takes no action to intervene on behalf of the athlete(s), participant(s), staff member and/or volunteer.

Although these policies are designed to reduce child abuse and other misconduct, it can still occur. Staff, members, volunteers and participants of each member club and program shall follow the reporting procedures set forth in Section IV: Reporting Abuse and Misconduces. It is a clear violation of this policy if a club or program does not investigate suspicions or allegations of child physical or sexual abuse, or attempt to evaluate the credibility or validity of such allegations, as a condition of reporting suspicions or allegations to the appropriate law enforcement authorities.

Violations of the USA Water Ski’s policies shall be reported pursuant to the USA Water Ski reporting policy and will be addressed under the USA Water Ski disciplinary rules and procedure.
SECTION II: EDUCATION & AWARENESS TRAINING

Education is a key component of any abuse and misconduct prevention strategy. Awareness training provides relevant participants with information necessary to more effectively monitor their organization, minimize the opportunities for abuse and misconduct, and respond to concerns. It is also a strong public statement that the organization places a priority on the safety of its participants.

In an effort to maintain a safe environment for USA Water Ski members, it is a requirement that all Level 1 Certified Coaches and Instructors complete the SafeSport program. It is also strongly encouraged that USA Water Ski members in position of influence and authority familiarize themselves with the USA Water Ski SafeSport Program. The more awareness USA Water Ski members have about abuse and misconduct, the safer the sport will be.

To prevent child physical and sexual abuse and other types of abuse and misconduct, the awareness training shall:

- Provide definitions and effects of child physical and sexual abuse;
- Provide definitions and effects of all forms of abuse and misconduct (emotional, physical, and sexual; bullying, harassment, and hazing);
- Identify risk opportunities for physical and sexual abuse;
- Address common myths about offenders;
- Outline patterns, behaviors, and methods of operation of sexual predators;
- Identify risk opportunities for abuse and misconduct in sport;
- Identify policies, practices, and procedures to recognize, reduce, and report misconduct.

USA Water Ski has adopted the United States Olympic Committee’s SafeSport training materials as an available resource to its members. The USOC SafeSport training materials include a series of online training videos, free of charge, in the following subjects that are available for the training of administrators, coaches, volunteers, board members, etc.:

Lesson 1: The Coach-Athlete Relationship
Lesson 2: Bullying & Harassment
Lesson 3: Hazing
Lesson 4: Emotional Misconduct
Lesson 5: Physical Misconduct
Lesson 6: Sexual Misconduct
Lesson 7: Sexual Abuse
Lesson 8: Grooming
Lesson 9: Minimizing High-Risk Opportunities
Lesson 10: Local Travel
Lesson 11: Overnight Travel
Lesson 12: Signs & Symptoms of Abuse
Lesson 13: The Barriers to Reporting Abuse
Lesson 14: Reporting and Responding to Misconduct & Abuse

The training videos in total are approximately 90 minutes long. Upon completion of the online training, each person taking the training will be able to select the local program (via a drop down box) with which they are affiliated.

To find the link to register and complete the SafeSport video training, go to http://safesport.org/take-the-training/, then to “Register” in the right-hand column. The training course is free of charge to USA Water Ski representatives.

Certain jurisdictions in the United States have mandatory training and testing that may apply to those that work or volunteer with youth athletes. If state-mandated training and testing are in place, then the training and testing shall be consistent with relevant standards of care and state legislation.
SECTION III: SCREENING

Applicant screening processes identify applicants with characteristics that would increase the risk of harm if they were placed in a particular position. The screening process is based on the requirements of the position, the nature of the contact with athletes and participants and the legal limits placed on the use of screening tools. Sound, practical and responsible screening practices reduce the chance that athlete and participants will come in contact with potentially dangerous adults.

Purposes of a Screening Policy:
1. Protect USA Water Ski participants from known offenders so that such known offenders cannot be in a position of influence and authority.
2. Deter offenders who have not been caught from joining USA Water Ski clubs and events because the organization has a known policy against abuse.
3. Protect USA Water Ski’s reputation as a sport where participants are safe from abuse.
4. Help protect USA Water Ski member clubs, programs, events and all members from liability that could arise from allowing a previous offender to have access to minor participants.

USA Water Ski requires screening of the following members:
- Level 1+ Certified Instructors / Coaches
- Any team staff of National and International Teams
  - Including coaches, team leaders, managers, medical support and any other person in position of influence and authority
- Employees of USA Water Ski

Screening Policy
It is USA Water Ski’s policy that prior to the hiring of staff, awarding certification of instructors or designating any member into a position of influence and authority, that each individual gives consent to and passes a formal applicant screening process before performing or participating in USA Water Ski events and activities.

Elements of the Criminal Background Screening process are as follows:

Minimum Requirements:
- Applicant must be a current USA Water Ski Active Member
  *Does not include GrassRoots or Guest members*
- Applicant must be age 18 or above
- Applicant must have a valid Social Security number
This process includes the investigation and review of various consumer reports and law enforcement/public records including, but not limited to, the items listed below. Results are returned on an average of three (3) business days.

- Criminal History Check
- Sex Offender Check
- Social Security Number Check
- Address Checks
- Employment Checks
- Reference Checks
**SECTION IV: REPORTING ABUSE AND MISCONDUCT**

USA Water Ski strives to provide a safe environment for its members and to protect the opportunity of its members to participate in the sport in an atmosphere that is free of harassment and abusive practices. USA Water Ski will not tolerate or condone any form of harassment or abuse of or by any of its members including coaches, officials, directors, employees, parents, athletes, and volunteers, or any other persons, while they are participating in or preparing for a USA Water Ski sanctioned activity or event.

A reporting process clarifies to all participants, staff, volunteers, responsible parties and members of the public that the organization understands its duty and responsibility to create a safe and positive environment for athletes. This statement also further reinforces the organization’s commitment to athlete safety.

An effective reporting process that results in reports of suspected abuse and misconduct, and does not in any way deter victims or witnesses from reporting abuse and misconduct, is a key element to preventing abuse and misconduct from occurring. Potential abusers will avoid involvement in a program where there is a likelihood that suspected abuse will be reported. When sport stakeholders are untrained about how and when to report suspected abuse, they may feel ill-prepared, powerless and lost when it comes to responding to and reporting misconduct. By providing this guidance on when and how to report suspected misconduct, USA Water Ski seeks to remove barriers to disclosing misconduct, including child physical and sexual abuse.

The following policy works in conjunction with the USA Water Ski’s SafeSport Reporting Process and can be found in *USA Water Ski’s Code of Ethics*:

*Item 8: Enforcement*

All USA-WS volunteers and employees are expected to use good judgment and abide by this Code of Ethics. Any violation may expose the volunteer or employee, and the USA-WS, to civil and criminal liability and may harm our reputation and, therefore, our ability to raise funds in support of our mission.

Anyone who violates the Code of Ethics is subject to disciplinary measures, which may include termination of employment, suspension, or expulsion from USA-WS. Disciplinary measure may also be taken with respect to senior staff who condone improper conduct by their associates or who do not take measure to correct problems that are brought to their attention. Violations of the Code of Ethics shall be brought to the attention of either the President of USA-WS, the Chairman of the Ethics Committee or the Executive Director of USA-WS. The Ethics Committee shall review all violations of the Code of Ethics and, if appropriate, recommend sanctions to the Executive Committee (as to volunteers) or the Executive Director (as to staff).

Each employee and volunteer has the obligation not only to abide by the Code of Ethics, but also to report violations of the Code of Ethics when they become aware of them. USA-WS will not tolerate any
retaliation or threats of retaliation against anyone who, in good faith, reports a violation or suspected infringement.

This policy serves as a framework to guide ethical conduct, but by no means covers every situation. If you are unclear about the requirements of this policy, please consult your supervisor or contact the Chairman of the Ethics Committee. You have a responsibility to ask questions if you have doubts about a situation or proposed course of action.

The following people shall be required to deliver a biennial certification to the Executive Assistant of USA-WS regarding compliance with the Code of Ethics: (This can be satisfied by an e-mail statement.)

1. USA-WS and Sport Disciplines board of directors.
3. Employees of USA-WS
REPORTING PROCESS

It is the expectation that all USA Water Ski members contribute to the effectiveness of USA Water Ski’s SafeSport reporting process which mandates a report of any suspected abuse or misconduct. It is critical that all members understand that they should not attempt to evaluate the credibility or validity of child physical or sexual abuse allegations as a condition for reporting to USA Water Ski or to appropriate law enforcement officials.

Failure to Report:
It is the obligation of USA Water Ski members and member clubs to report suspicions or allegations of abuse or misconduct. If a person in authority knows, or should reasonably have known, that harassment or abuse may have occurred and fails to report it or take appropriate action as set out in this policy statement, that person may be subject to disciplinary action.

Retaliations or Threats of Reprisal
Retaliation or threats of reprisal against an individual for filing a complaint under this policy or for participating or assisting in any procedure under this policy will be considered harassment for the purpose of this policy. Further, any person who makes groundless allegations or complaints of abuse or harassment may be subject to disciplinary action.

Importance of Confidentially
Any investigation and/or disciplinary proceedings must be kept confidential. An investigator shall not discuss the investigation with anyone except for the purposes of conducting the investigation, except as requested by law enforcement or child protection authorities. Hearings should be closed and confidential, to the extent possible, other than for notification of the outcome. Participants in the hearing, including the hearing committee, complainant, victim, and witnesses (if any are permitted), should be requested and encouraged to keep the proceedings confidential, except as requested by law enforcement or child protection authorities. The hearing panel shall not discuss the testimony with anyone and shall deliberate among themselves until final resolution of the complaint, except as requested by law enforcement or child protection authorities.

Reporting Abuse and Misconduct
If you are aware of or suspect any violation of USA Water Ski’s policies on abuse and misconduct, you should do all of the following:

1. **Report the abuse to authorities.**

   *If the abuse and misconduct is criminal in nature, contact the authorities immediately.*

   In most states, you are obligated to bring this matter to the attention of local law enforcement or public child welfare organization and make a report. In fact, not
reporting incidents in some states is against the law and the coach or witness could be liable. Some states have a "Mandated Reporter Status." Be aware of your state laws and specific reporting requirements. If you do not know which authorities to contact in your state, call the National Domestic Violence / Abuse Hotline 1-800-799-SAFE | 1-800-799-7233 | 1-800-787-3224 TDD. All calls to the hotline are confidential, and callers may remain anonymous if they wish. You may also call Victims Assistance Ministry at (800) 355-2545 or seek help directly by contacting one of the Child Protective Services or one of the Law Enforcement Agencies in your area.

2. Report the abuse to USA Water Ski.

Notify the USA Water Ski President and follow Grievance policy as indicated in USA Water Ski Bylaws:

ARTICLE IX COMPLAINT PROCEDURES:

A. Designation of Complaints.
   The following kinds of complaints may be filed with USA-WS:
   a. Administrative Grievance. The USA-WS or any member of USA-WS may file a complaint pertaining to any matter within the cognizance of the USA-WS, including but not limited to any alleged violation of or grievance concerning: (i) any USA-WS rule or regulation, (ii) any provision of USA-WS Bylaws, or (iii) any provision of the Ted Stevens Olympic and Amateur Sports Act relating to USA-WS recognition as a National Governing Body;
   b. Right to Compete. Any athlete, coach, trainer, manager, administrator, or official may file a complaint pertaining to any alleged denial, or alleged threat to deny, of that individuals opportunity to compete in a USA-WS sanctioned competition.

B. Manner of Filing.
   The complainant shall file the complaint with the Judicial Committee. The complaint shall set forth in clear and concise language, preferably in numbered paragraphs: (i) the alleged violation, grievance, denial or threat to deny, and (ii) the remedy requested. The complainant shall sign the complainant.

C. Filing Fee.
   A complaint filed by an individual shall be accompanied with a $250.00 filing fee. A complaint filed by an organization shall be accompanied with a $500.00 filing fee, except that USA-WS is not required to pay a filing fee. The complainant may request that the filing fee be reduced or waived for reasons of significant financial hardship. If such request is made, the Judicial Committee shall determine whether or not to reduce or waive the filing fee.

D. Statute of Limitations.
   A complaint filed under these Bylaws shall be filed within one hundred and eighty (180) days of the occurrence of the alleged violation, grievance, denial or threat to deny.

E. Field of Play Decisions.
   The final decision of an official during a competition regarding a field of play decision (a matter set forth in the rules of the competition to be within the discretion of the official) shall not be reviewable through the procedures for, or the subject of, Administrative Grievances or Right to Compete Complaints unless the decision is: (i) outside the authority of the official to make, or (ii) the product of fraud, corruption, partiality or other misconduct of the official. For purposes of this Section, the term "official" shall include any individual with discretion to make field of play decisions.

F. Administration.
   The Judicial Committee shall generally administer and oversee all administrative grievances and right to compete matters filed with USA-WS. The Judicial Committee shall be responsible to ensure that all complaints are heard in a timely, fair and impartial manner. The Judicial Committee may promulgate procedures in addition to those set forth in these Bylaws for the effective administration of complaints filed with USA-WS.

G. Hearing Panel.
   Upon the filing of a complaint, the chair of the Judicial Committee, after consultation with the other Committee members, shall appoint a hearing panel consisting of five (5) individuals to hear the complaint. The Judicial Committee shall also appoint a chair of the hearing panel. Judicial Committee members may be appointed to and serve on the
hearing panel. Other disinterested individuals identified by the Judicial Committee may also be appointed to and serve on the hearing panel. At least one (1) member of the hearing panel shall be an athlete. Members of the panel need not be members of USAWS or involved in any Sport Discipline governed by USA-WS.

H. Conduct of the Proceeding.

The Hearing Panel shall rule on all motions and other matters raised in the proceeding. If the complaint is not dismissed, the hearing panel shall hold a hearing on the complaint. The hearing panel shall set such timelines and other rules regarding the proceeding and the conduct of the hearing as it deems necessary. The hearing shall be informal, except that testimony shall be taken under oath.

The hearing may be conducted by teleconference, if necessary or convenient to the parties. Each party shall have the right to appear personally or through a legal representative. All parties shall be given a reasonable opportunity to present and examine evidence, cross-examine witnesses and to present argument. Members of the hearing panel shall have the right to question witnesses or the parties to the proceeding at any time.

Any party may have a record made of the hearing. A court reporter may be present at the hearing at the request of a party. The court reporter shall be paid for by the party requesting the court reporter, or if mutually agreed, the cost may be equally divided. Any transcript shall be paid for by the party requesting the transcript.

I. Expedited Procedures.

Upon the request of a party, and provided that it is necessary to expedite the proceeding in order to resolve a matter relating to a competition that is so scheduled that compliance with regular procedures would not be likely to produce a sufficiently early decision to do justice to the affected parties, the Judicial Committee is authorized to order that the complaint be heard and decided within forty-eight (48) hours of the filing of the complaint. In such a case, the hearing panel is authorized to hear and decide the complaint pursuant to such procedures as are necessary, but fair to the parties involved.

J. Complaints Involving Selection to Participate in a Competition.

Where a complaint is filed involving selection of an individual to participate in a competition, the complainant shall include with the complaint a list of all other individuals, together with their contact information, that may be adversely affected by a decision rendered on the complaint. The hearing panel shall determine which additional individuals must receive notice of the complaint. The complainant shall then be responsible for providing appropriate notice to these individuals. Any individual so notified shall have the option to participate in the proceeding as a party. If an individual is notified of the complaint, then that individual shall be bound by the decision of the hearing panel even though the individual chose not to participate as a party.

K. Decision.

A decision shall be determined by a majority of the hearing panel. The hearing panel’s decision shall be in writing and distributed to the parties.

L. Arbitration.

Any party may appeal a decision of the hearing panel to the American Arbitration Association. The arbitrator appointed by the American Arbitration Association shall have the authority to hear the matter anew or if requested by a party to render a decision on a more limited review. Either party may submit the decision of the hearing panel to the arbitrator for the arbitrator’s consideration. The arbitrator may give whatever weight or authority to the hearing panel’s decision as the arbitrator deems appropriate.

M. Application of final decision on USA-WS membership.

The final decision rendered by the USA-WS Board of Directors, or through the USOC Code of Conduct or section 9 procedures and/or by the USOC/ American Arbitration Association on an Appeal, Grievance, or Disciplinary Action involving a member shall apply to his/her membership in all of the Sports Disciplines of USA-WS.

3. Report the abuse to your club president or SafeSport compliance officer.

(See Section V: Enforcement for more details regarding SafeSport compliance officers.)
REPORTING CHILD ABUSE

Contact a Local Child Protection Agency

Mandated Reporters:
A key legal protection for children and youth across the United States is the requirement that, following special training in the identification and reporting of child abuse, people involved in certain occupations must report suspected child abuse to a local law enforcement agency or local public child welfare agency or both, depending on state law.

These mandatory reporter occupations include health practitioners, teachers, social workers, psychologists, clergy, firefighters, police officers, day camp administrators and youth organization and youth recreation program employees and coaches, among others, as prescribed by state law. Therefore, if mandated reporters observe abuse or suspect abuse of a young USA Water Ski member, they are required by law to report it immediately.

Mandated reporters may be USA Water Ski team physicians or sport psychologists. They are not required to disclose the fact that they made such a report to the parent or guardian, nor are they supposed to investigate the situation. They will obtain only enough information to report a "reasonable suspicion." The reporter's identity is confidential and will only be disclosed between cross-reporting child protection agencies.

Other Observers: If any form of child abuse is observed or suspected by a non-mandated reporter, that person should immediately telephone either a local law enforcement or a public child welfare agency and make a report. (If more than one child protection agency exists, many states require that they cross-report.)

Some communities provide a child abuse hotline for this purpose. Even if observers are unsure as to whether or not an action, incident, or situation meets their state's legal definition of child abuse, they should report it. Child safety must be the most important consideration. To encourage this, the reporter's identity is always kept confidential. The local child protection agency is then responsible for assessing the matter and conducting any investigation. That agency is also responsible for informing the reporter as to what determination it made and what actions it took as a result of its evaluation. Observers should not attempt to handle the situation themselves or investigate the circumstances. Instead, they must report the matter to their local child protection agency.
SECTION V: ENFORCEMENT

The monitoring and supervision aspect of USA Water Ski’s SafeSport Program describes how USA Water Ski member club and programs monitor, supervise and ensure that aspects of the SafeSport Program (i.e., implementation and enforcement of policies, training requirements, screening requirements, responding, reporting and adjudication procedures, etc.) are being followed, and how they may be improved, so that they result in a safe environment for all participants.

Member Clubs and Programs:

- It is required that clubs/programs monitor and enforce compliance of all USA Water Ski rules and implemented policies;
- It is recommended that clubs/programs verify that any person in position of influence and authority has completed the required screening prior to such persons having access to athletes and participants;
- It is required that clubs/programs promptly address any reports of abuse and misconduct, and make all such reports as are required under the USA Water Ski rules, SafeSport Program or applicable law;
- It is recommended that clubs/programs conduct reviews and evaluation of their program to monitor and promote compliance with the USA Water Ski SafeSport Program;
- It is recommended that each club designate a club member to hold the title of SafeSport Compliance officer. The specific duties of the SafeSport Compliance officer include monitoring the SafeSport policies and procedures of the club, verifying Level 1+ Certified Instructor/Coach compliance and being the initial contact for persons reporting suspected abuse, misconduct or other violations and when appropriate reporting such information to USA Water Ski. If a SafeSport Compliance officer is not selected, the president of the club will assume the responsibilities of the SafeSport Compliance officer.
- USA Water Ski also recommends that each club have at least three persons within the club who have completed the SafeSport Program training course (online video). This course is completely free of charge.

It is every member’s responsibility to promptly report any incident regarding sexual misconduct by a member as described in the Reporting Section of USA Water Ski SafeSport handbook. Reporting must occur when an individual has firsthand knowledge of misconduct or where specific and credible information has been received from a victim of knowledgeable third party. Various state laws may also require reporting to law enforcement or to a designated child protection agency.
SECTION VI: ADDITIONAL RESOURCES AND INFORMATION

**Education:**