

# **AWSA EASTERN REGIONAL POLICIES & PROCEDURES MANUAL**

**Last Updated: 2/11/2023 per Council Vote on 1/26/2023**

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## Revision History Page

Date	Version	Description	Author
1/11/1997	V1	<ul style="list-style-type: none"> <li>Financial Matters</li> <li>Policy Revisions</li> </ul>	ER Council EVP:
1/18/1998	V2	<ul style="list-style-type: none"> <li>Updated membership, policy approval, changes and enforcement</li> <li>Bids for Regional Tournaments</li> </ul>	ER Council EVP:
1/10/2001	V3	<ul style="list-style-type: none"> <li>Regional Tow Boat Selection</li> </ul>	ER Council EVP:
1/05/2005	V4	<ul style="list-style-type: none"> <li>Sanction Approval</li> </ul>	ER Council EVP:
8/4/2000	V5	<ul style="list-style-type: none"> <li>Regional Rules for Tournaments- Slalom</li> </ul>	ER Council EVP:
1/12/2002 & 8/2/2002	V6	<ul style="list-style-type: none"> <li>Records Section including the approval/ governing/ benchmarking/ Regional Tournament Record process.</li> </ul>	ER Council EVP:
12/20/2014	V7	<ul style="list-style-type: none"> <li>Added title page</li> <li>Added Table of Contents</li> <li>Added Revision History</li> <li>Updated all sections to be current and to reflect how adjustments to how the governance of the region has evolved since the last update in 2002</li> </ul>	ER Council EVP: Tonya Maurer
1/4/2015	V8	<ul style="list-style-type: none"> <li>Added Grid for what is the council and who can be on a committee</li> <li>Added section to outline the specific responsibilities of the Jr Dev Committee representing the Eastern Region</li> <li>Added specifics around qualifications for the Regional Championships</li> </ul>	ER Council EVP: Tonya Maurer
2/10/2015	V9	<ul style="list-style-type: none"> <li>Based on conference call review with the council; updated version was sent via email and after 5 days will be considered approved.</li> </ul>	ER Council EVP: Tonya Maurer

Date	Version	Description	Author
1/19/2019	V10-5 day review period	<ul style="list-style-type: none"> <li>● Updated 3.1.6.3, minimum requirements for towboat manufacturer. Based on 1/2019 Meeting Minutes.</li> <li>● Updated 4.1.1, 4.1.3, 4.1.4, to remove Seeding Committee per 1/2019 Meeting Minutes.</li> <li>● Updated 6.2.5, based on 1/2016 Meeting Minutes – Raise reimbursement limit to \$500.</li> <li>● 6.3.3 based on 1/2014 Meeting Minutes, Hardship reimbursement for CPR.</li> <li>● 6.3.4 based on 1/2014 Meeting Minutes, Hardship reimbursement for MVR.</li> <li>● 6.3.5 based on 1/2014 Meeting Minutes, 25% fee reimbursement per junior skier; Reviewed in 1/2016 Meeting Minutes.</li> <li>● 6.3.5.1 Specific note regarding 2019 Regionals.</li> <li>● updated version was sent via email</li> <li>● and after 5 days will be considered approved.</li> </ul>	ER Council EVP: James Powell
1/10/22	V11 & V12	<ul style="list-style-type: none"> <li>● Removed Guidebook sections (5.1, 5.2).</li> <li>● Renamed section 5.0 from Guidebook and Advertisements to Tournament Sanctions</li> <li>● Moved Web Advertisements to its own header as # 6.0; as a result, renumbered remaining sections</li> <li>● 3.1.5 has been updated to include B4/5, G4/5 and notes that regional qualifications are based on the end of the prior season</li> <li>● Section 1.1 will be updated at a later date following decision on proposal to assign number of council persons per state.</li> </ul>	ER Council, EVP – Karen Melnik, NHD – Tonya Maurer

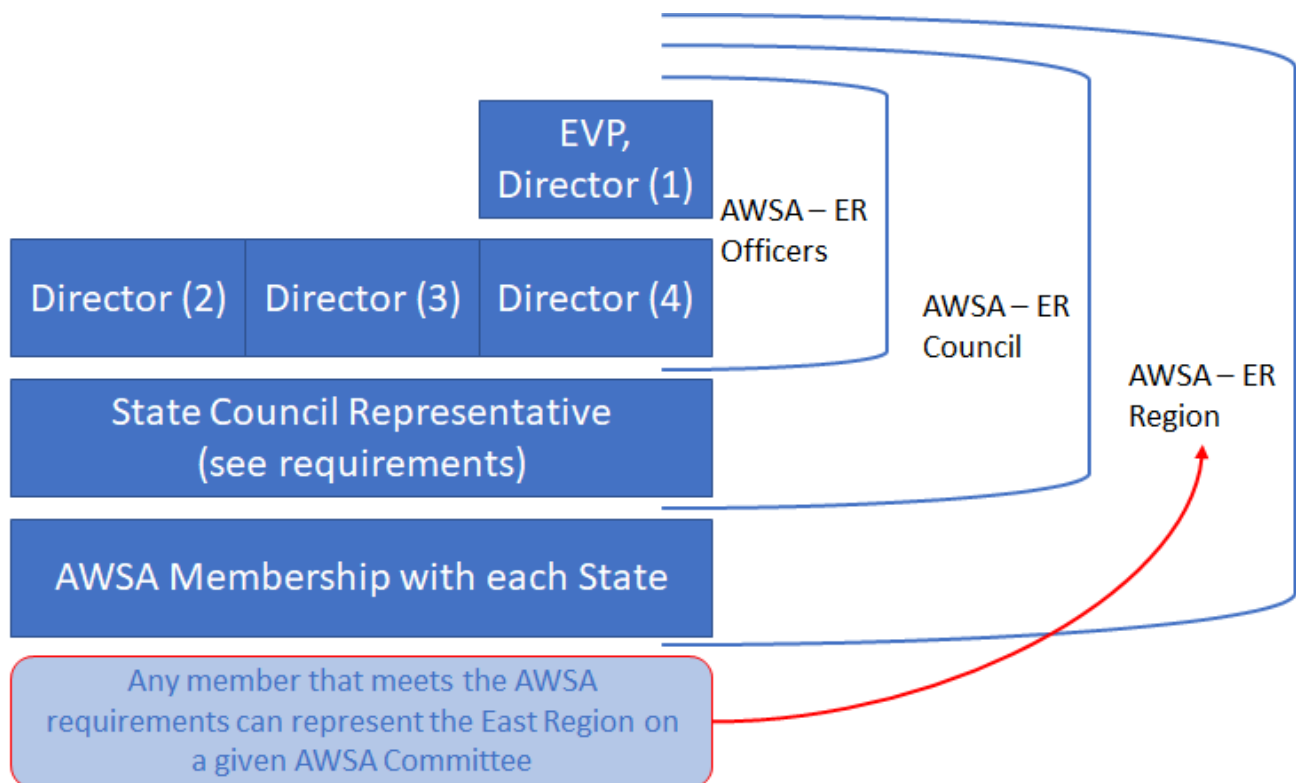
Date	Version	Description	Author
5/16/22	V13	<ul style="list-style-type: none"> <li>Updated the Regional Qualification to align with the motion passed during the winter meeting in Jan. 2022: Motion to align regionals qualification cutoff date with nationals cutoff date – Jim Powell, 2nd Diana Olinger, motion carried.</li> </ul>	ER Council HND, Tonya Maurer
10/25/22	v14	<ul style="list-style-type: none"> <li>Section 1.1 updated with the change in number of representatives per state. The grid is updated as well.</li> <li>Section 3.1.8 updated to retire the Tiny Richards Memorial award.</li> </ul>	ER Council HND, Tonya Maurer
2/11/23	V15	<ul style="list-style-type: none"> <li>Added the reimbursement policy for juniors in the new section 7.3.6</li> </ul>	ER Council Approved (Jan 2023) HND, Tonya Maurer

## 1.0 Membership, policy approval, changes and enforcement

### 1.1 Council Membership

Each state in the Eastern Region with an active federation recognized by the Eastern Region council shall be entitled to one regional council member.

States are entitled to one representative; however, a state must have at least 10 AWSA members to elect a councilperson. The EVP may appoint one councilperson to represent all of the states with fewer than 10 skiers.



### 1.2 Policy approval, changes and enforcement

Regional Council has the authority to set, approve, change and enforce Eastern Region policies at any official Regional Council meeting (provided there is a quorum present in person at a meeting or via email), within the bounds of the National and Regional By-laws.

### 1.3 Other Sports Disciplines

We encourage and support other sports disciplines of USA-WS, and we will cooperate with them to the fullest extent possible.

## **2.0 Meetings**

### **2.1 Regional Meetings**

#### **2.2.1 Summer Meeting**

The Annual Membership Meeting shall be held in conjunction with the Regional 3 Event Tournament. Location and accommodations are the responsibility of the sponsoring club.

The meeting is open to any Eastern Regional member in good standing.

Council sets regional policy; and the membership gives direction to the council. Therefore, council vote is necessary for all actions of the Region.

Meeting Minutes will be stored on the Eastern Region website and will be made available to the membership within 60 days of the annual membership meeting

Minutes of the Annual membership meeting shall be available to each Regional Council representative, and shall be pending approval at the following winter Regional Council meeting.

#### **2.2.2 Mid-Winter Meeting**

The EVP is responsible for setting the time and place for the Mid-Winter meeting, and announcing it in newsletters (eMail or snail mail), the Eastern Region website, and/or by letter or phone call to Regional council representatives.

The mid-winter meeting shall consist of a council meeting and a general membership meeting. Only council persons have a voice and vote at the council meeting. Other members may attend, except for executive sessions, which may be called by majority vote for personnel or similar sensitive issues.

Similar to the Summer membership meeting, Council sets regional policy; and membership advises council. Therefore, council vote is necessary on those items voted on by general membership during the open session in order to make them official policy of the Region.

Meeting Minutes will be stored on the Eastern Region website and will be made available to the membership within 60 days of the annual membership meeting

Minutes of the Mid-Winter meeting shall be available to each Regional Council representative, and shall be pending approval at the following Annual Summer membership meeting.

## **3.0 Tournaments**

### **3.1 Regional 3 Event Championships**

#### **3.1.1 Classification**

The Eastern Regional 3 Event Championships shall be an AWSA sanctioned Record capability tournament - at least Class E. Only if no bids are received or other unusual circumstances occur shall Class C be allowed, and only then with approval of the EVP.



### 3.1.2 Bids for Regional Championships

Bids for an Eastern Regional Championships may be submitted for any year at any time, and shall be voted upon by majority vote of the Regional Council. (for, against, or defer). Voting can occur at the Summer meeting, Winter meeting or in an off-cycle meeting at the direction of the EVP.

The official ER bid form shall be used (copy available on the East Region website), and must be received by the EVP or Regional site selection committee chairman 30 calendar days before the next general meeting.

- If no bid has been received by the July 1 date two years prior to the Regionals, then any bid received after that time shall be considered at the next Council meeting.
- Bids are considered based on order of receipt and are expected 30 days prior to the next scheduled ER Council meeting.
- If no bid has been received by the last **summer** meeting prior to a regionals, the EVP and Site selection chairman are empowered to find a suitable site and sponsoring club, with ratification of the decision by council.

The following information must be completed and submitted on the ER bid form –

- Entry Fee
- Practice/site familiarization availability & charges
- Banquet ticket policy and costs for additional tickets
- Site logistics and details if a site has not previously hosted a regionals
- After Hour Event schedule (Jr Dev Event, summer meeting, banquet, etc)
- Dates of the championships
- Proposed event/division running order.

### 3.1.3 Regional Championship Mandatory Requirements

The hosting club will provide a room or location of adequate size for the Summer meeting (held in the evening) and will arrange for food during the event (not to exceed \$500).

The hosting club shall provide awards (trophies, medals or plaques) for the first three places of each event for each division, and for overall in each division. It is at the hosting clubs discretion to provide awards for fourth and fifth place.

The host club shall provide banquet tickets and room accommodations or reimbursement in lieu of rooms for the same number (and for negotiated host hotel price) of nights as the tournament, for 21 (26 if two lakes) appointed tournament officials, including Chief Judge, Asst. Chief Judge, all Appointed judges, Chief Safety and Asst. Chief safety director, Chief Scorer, Asst. Chief Scorers, Chief Driver, all Appointed Drivers, Technical Controller and Announcer. The registrar is not included in the description of an official. In the case of couples (married, partners), one room will be provided. There will be no duplication for the banquet tickets if the official is also a skier and the entry fee includes a banquet ticket. See grid in 3.1.7 for breakdown of officials.

Alternate officials if used shall receive the same rooms or reimbursements as officials listed above. The hosting club will provide lunch for the appointed tournament officials and drinking water throughout the event.

The hosting club provides safety boats that are not designated promo boats; unless promo owner approves such use.

The hosting club provides boats for practice that are not designated promo boats for the event unless promo owner approves such use.

The hosting club coordinates promo boats for the championship events (manufactures are dictated by Tow Boat section of this document).

The hosting club arranges food for the officials meeting, however the Region will reimburse for the expenses.

The hosting club to submit ad for the Regional Guide Book (typically two full pages). Cost is part of the sanction fee.

Provide location and coordinate food for the Saturday night awards banquet.

### 3.1.4 Regional Championship Optional Requirements

Provide "goody bags" for contestants, to include ski related and other complimentary products, T-shirts etc.

Provide a designated time before the tournament begins for site familiarization practice. Site familiarization will consist of a minimum of two trick passes and two slalom passes, one in each direction, and of a minimum of 2 jumps.

Practice shall be at the option of the sponsoring club, and shall be acceptable during the tournament on unused water. Sponsoring club is responsible for safety coverage.

Tech controller shall have priority over practice at the tournament site the day before the tournament, should the site still need preparation.

All Junior events shall be scheduled to complete before the Saturday night awards banquet.

### 3.1.5 Regional Entry qualifications and Skier seeding

Skier may qualify for Regional's for a given event in two ways:

1. Win their division in their given event(s) during their state championship (state based on residence).
2. Obtain a tournament score that meets or exceeds the level noted in the below table as of the Nationals Cut-Off-Date which is 3:00 a.m. Eastern Time on the first Thursday after the preceding National Tournament (refer to AWSA Rule 4.02B).

#### Division Qualification By Level Table:

Level	Division
L5	B1
L5	B2
L5	B3

<b>L6</b>	B4
<b>L6</b>	B5
<b>L5</b>	G1
<b>L5</b>	G2
<b>L5</b>	G3
<b>L6</b>	G4
<b>L6</b>	G5
<b>L6</b>	M1
<b>L6</b>	M2
<b>L6</b>	M3
<b>L5</b>	M4
<b>L5</b>	M5
<b>L5</b>	M6
<b>L5</b>	M7
<b>L5</b>	M8
<b>L5</b>	M9
<b>L5</b>	M10
<b>L5</b>	M11
<b>L6</b>	W1
<b>L6</b>	W2
<b>L5</b>	W3
<b>L5</b>	W4
<b>L5</b>	W5
<b>L5</b>	W6
<b>L5</b>	W7
<b>L5</b>	W8
<b>L5</b>	W9
<b>L5</b>	W10
<b>L5</b>	W11

### 3.1.6 Regionals Towboat selection

1. Chief driver and Chief judge (per 8.02 D) will divide events at the regionals into groups equal to the number of qualified towboat manufacturers participating. Each group shall be of approximate "equal weight" in terms of number of skiers.
2. Towboat selection shall be determined by the random draw for the National Championships. This boat draw will be used to assign manufactures for the Regional Championships. In a circumstance where the Chief Driver and Chief Judge of the regional tournament along with the EVP, determine or perceive that a safety or performance issue exists with a particular towboat manufacturer or model, with a group of skiers or divisions and not the entire group of participants for the tournament, a modification to the random draw may be done to avoid potential problems in those divisions and/or events.
3. Each boat manufacturer must pull at least 40% of the east's tournaments in order for that boat brand to be used at the Eastern Regionals tournament, starting with the qualifications for the 2020 regionals.

### 3.1.7 Regional Championship Officials selection

Refer to grid below for specifics of which appointed officials are pointed by EVP, council or designee.

One of the Appointed judges slots should be reserved for a Regular judge for development purposes, should any regular judges apply. Additionally, one of the Appointed driver positions or the alternate shall be reserved for a qualified Regular driver - should any apply.

The Eastern Region will provide banquet ticket and room accommodation for one aspiring official (judge, scorer or driver) that has a Regular rating in either all three events or a combination of events; where the official is actively pursuing a Senior rating.

To appear on the council's ballot, any officials aspiring to serve as appointed/assigned officials at the upcoming Regional Championship tournament must notify the EVP prior to the mid-winter meeting.

The roster of officials for regionals should be secured as dictated by AWSA rule 6.02 (see AWSA Rule Book for the specifics).

Official	Who Appoints?	Pays for Hotel Room	Count for 1 Lake	Count for 2 Lakes
Chief Judge	AWSA Rule 6.02	Host Site	1	1
Ast Chief Judge	AWSA Rule 6.02	Host Site	1	1
Appointed Judges	AWSA Rule 6.02	Host Site	6	8
Alternate Judge	AWSA Rule 6.02	Host Site	1	1
Chief Scorer	AWSA Rule 6.02	Host Site	1	1
Ast Chief Scorer	AWSA Rule 6.02	Host Site	2	3
Chief Driver	AWSA Rule 6.02	Host Site	1	1
Ast Chief Driver	Chief Driver based on pool of voted in drivers	Host Site	n/a	n/a
Drivers	AWSA Rule 6.02	Host Site	3	4
Chief Safety	AWSA Rule 6.02	Host Site	1	1

<b>Official</b>	<b>Who Appoints?</b>	<b>Pays for Hotel Room</b>	<b>Count for 1 Lake</b>	<b>Count for 2 Lakes</b>
Ast Safety	AWSA Rule 6.02	Host Site	1	2
Technical Controller	AWSA Rule 6.02	Host Site	1	1
Announcer	Host Site	Host Site	1	1
Aspiring Official	Vote by council	East Region	1	1
<b>TOTALS</b>			21	26
Registrar	Host Site	Registrar	1	1

### 3.1.8 Regional Championship Special Awards

Tiny Richards Memorial Awards shall be selected by Regionals officials at the Regional tournament. (award retired in Summer 2022)

The James G. Sylvester Memorial Trophy shall be selected by council members present at the Regional tournament or voting prior to the tournament.

The Tommy Kelly Jr. Memorial Award shall be presented each year to the best overall male and female skier in the Eastern Regional Tournament based on NOPS score.

The Ken Mead Memorial Award is selected by Lake Holly Ski Club in accordance with procedures designated by Lake Holly Ski Club.

The Al Tyll Award is selected to the skier with the highest score (for female and male skier) in Tricks in the Eastern Regionals.

The Gertha Hancock Memorial Award is selected by the VA council in accordance with the procedures designated by VA.

The Alan Rossi Memorial Award is selected by the VT council in accordance with the procedures designated by VT.

## 3.2 Other Tournaments

### 3.2.1 Scheduling Tournaments

Tournament schedules in each state are to be set by that state's federation, for submission to the EVP and the Regional Council.

Each state federation shall submit requests for tournament dates to the EVP or his designated representative prior to the winter meeting, or earlier in accordance with schedules that are provided by the EVP or designee.

Conflicts should generally be avoided unless agreed to by both sponsoring clubs.

A conflict shall be deemed to exist when two tournaments bid for the same weekend, and both sites are within approximately 100 miles of each other for class C tournaments, and 300 miles for class R tournaments.

State federations shall solve conflicts within each state.

In the case of unresolved conflicts, R tournaments will generally have precedence over C tournaments. Class F (fun) tournaments are not deemed to conflict with Class C or higher tournaments.

With conflicting tournaments of equal class, those tournaments submitted earliest will generally have priority.

### **3.2.2 Sanction Approval**

Tournament sanction requests are submitted electronically on line through [www.usawaterski.org](http://www.usawaterski.org).

The Tournament Coordinator will grant sanction request upon the following regional requirements being considered.

1. Approval of council for scheduled date(s)
2. Verification of quantity, commitment and rating level of tournament officials.
3. Receipt of applicable regional sanction fees.

Tournament sponsors meeting the regional requirements prior to the annual Tournament Guide Book printing deadline will be listed in the Tournament Guidebook. Tournament Sponsors who fail to meet these requirements by the annual Tournament Guidebook printing deadline (typically Jan 20<sup>th</sup>) will not be guaranteed listing in the Tournament Guidebook.

The EVP (or designee) may check officials listed on the tournament sanction to verify they have committed to serve as appointed officials for the scheduled tournament, and /or verify their qualification to do so. Council authorizes the EVP to refuse sanction approval for any tournament(s) that the aforementioned do not meet requirements.

USA Water Ski approval of sanction request will be granted upon the following requirements being met.

1. Submission of necessary and required tournament sanction information and detail either via hard copy or electronically.
2. Approval of EVP that Regional requirements have been met.
3. Receipt of completed and signed Safety Checklist.
4. Receipt of applicable USA Water Ski tournament sanction fees.

Tournament sanctions may be refused for the following year for any club that is delinquent in payment of applicable sanction fees beyond the annual Eastern Region Winter Meeting.

## **3.3 Regional Rules for Tournaments**

### **3.3.1 Slalom**

In any Eastern Regional tournament, the guide line is to allow at least 30 seconds of "Knees to Knees" set down time for the skier with a slack line.

## **4.0 Records**

### **4.1 Regional Records**

### 4.1.1 Approval of records

1. The Technical Committee is responsible for approving all record applications.
2. Any application for a regional record should be submitted to the Technical Committee Chairperson using the Eastern Region Record application form found on the AWSA East Region website.
3. The Technical Committee Chairperson will review and screen all applications and will submit approved record applications to the EVP for signature.

### 4.1.2 Eligibility for Eastern Region Records

Regional records may be set at Class C tournaments sanctioned and held in the Eastern Region or any sanctioned Class E, L or R tournaments in other regions, or Record capability international tournaments.

Class C tournaments held out of the Eastern Region are not eligible to have Eastern Region records set.

Only US citizens and "legal" residents of the Eastern Region may set regional records. Students are not considered residents of the Eastern Region unless their official home address is in the Eastern Region

Records may be set in each of the three events, Slalom, Tricks, and Jump, and also in overall.

### 4.1.3 Class C & Above Record Governing Process

The East recognizes Class C & Above records. No Eastern Region records are kept for any Class F (fun) tournaments.

Guiding principle - Class C & Above Record is the highest score set in a class C, E, L or R tournament. No distinction is made between C, E, L or R tournaments.

For a record to be considered and approved, it must tie or exceed the existing Class C & Above record. If a score is a tie, then both skiers' scores (old and new) share the record.

The initial Class C & Above record shall be the highest record score from the published Eastern Region Records in the guidebook and AWSA East website, kept current by the Tech Committee Chairperson. Three transition scenarios may be encountered:

- First Transition Scenario – if there is only a Class C existing record, it becomes the new Class C & Above record.
- Second Transition Scenario – if there is only a Class R existing record, it becomes the new Class C & Above Record, and it will also become the new Class R record, see section 4.1.4.
- Third Transition scenario – if there is both a Class C & Class R existing score shown, then the higher Class C score becomes the new Class C & Above Record. The lower existing R score from the Class R tournament will become the new Class R record and will not be part of the Class C & Above record, see section 4.1.4.
- If there is no record listed, recorded or kept for that event and division, then the highest future submitted score for that event/division will be considered for the Class C & Above record.

#### **4.1.4 Class R Record - Governing Process**

The East recognizes Class R records, separate and distinct from Class C & Above records covered in Section 4.1.3.

Guiding principle - Class R Record is the highest score set only in a class E, L or R tournament.

For a record to be considered and approved, it must tie or exceed the existing Class R record. If a score is a tie, then both skiers' scores (old and new) share the record.

The initial Class R record shall be the highest record score from the published Eastern Region Records in the guidebook and AWSA East website, kept current by the Tech Committee Chairperson, or established via the benchmarking process – see section 4.1.5.

Three transition scenarios to the Class R records may be encountered:

- First Transition Scenario – if there is only a Class C existing record, then there is no Class R record, and the initial Class R record must be established via the benchmarking process, see section 4.1.5.
- Second Transition Scenario - if there is only a Class R existing record, it becomes the new Class R Record.
- Third Transition Scenario – if there are both Class C & Class R existing scores shown, then the lower existing R record score from a Class R tournament will become the new Class R record, and the higher Class C score will become the Class C & Above Record. (See Section 4.1.3.)
- If there is no record listed, recorded or kept for that event and division, then the highest future submitted R score from a Class E, L or R tournament for that event/division will be considered for the Class R record.

#### **4.1.5 Benchmarking to establish initial Regional R Records**

Current & future performances must be submitted on the Eastern Region R Record form. Requirements will be the same as for Class C & Above records, except that the Regions Technical Controller signature is also required.

#### **4.1.6 Regional Overall Records**

Overall NOPS scores will be used to determine records. The NOPs scores alone (not the underlying 3 event performances) will be used to establish the records. The Eastern Region recognizes year-to-year fluctuation in NOPS point values will cause inequities between current performances and past performances. For example, performances in prior years may actually have exceeded current performances but garnered lower NOPs points, or vice versa the prior performances may have been lower than current performances, but with attendant higher NOPs points.

Overall records are subject to the same Class C & Above Record and Class R Record distinction covered above.

#### **4.1.7 Regional Championship Records**

The Eastern Region establishes records based on performances in the Eastern Region Championship



itself.

Current & future performances will be monitored by the region Technical Controller and submitted for publication on the AWSA East Region Website.

## **5.0 Tournament Sanctions**

Anyone not paying a fee owed to the Region will not be granted a sanction the next year.

## **6.0 Website Commercial Advertising**

The website shall allow advertising for businesses. Pricing shall be determined by the Webmaster and EVP with Council ratification.

The website URL is: AWSAEast.org.

The website is used for our repository of all regional meeting minutes, policy and procedures, By Laws and regional bid forms. It is also the location for the contact list of the East Region executive council, committee members, national directors and honorary national directors and various support roles. The award winners (section 3.1.8) are available on the website, as are the regional championship records.

The website acts as a blog, meaning any registered user can post content and reply to posts.

## **7.0 Financial Matters**

### **7.1 Fund Balance Policy**

The Region should maintain a fund balance (or cash balance assuming no significant accruals) of 1.5 times the average of the actual expenditures of the region for the last two fiscal years and the proposed expense budget for the current year. Such excess shall be maintained for years when operations do not support themselves. In such years, Council shall develop plans to return the Region to break-even or positive operations as quickly as possible. Any existing excess of cash should be considered available for special non-recurring programs that would significantly promote our Region and our sport. Council should consider the current financial reports in making decisions regarding the spending of excess funds. No more than \$3,000, or 33% of any excess, whichever is greater, should be budgeted in any one fiscal year for such non-recurring programs. There is no requirement to spend the excess funds in any year, but rather a policy that qualifying programs should be considered. (Based on our current situation targeted fund balance would be approximately  $\$16,500 (\$7,000 + \$16,000 + 10,000 (\text{estimated budget for 1997})) / 3 * 1.5$ ). The excess fund balance of \$5,700 ( $\$22,200 - \$16,500$ ) would be available for non-recurring programs to be budgeted at no more than \$3,000 per year. (Greater of \$3,000 or 33% of \$5,700) The proposed program or programs would have to be non-recurring, such that the Region could easily discontinue the program without undue hardship. )

## 7.2 Reimbursement of expenses

No expenses should be reimbursed without the following:

- Item must be budgeted, or if not budgeted, approved by the EVP and a majority of the National Directors and ratified by the Council at the next Council meeting
- Proper documentation must be submitted, i.e. invoice.
- Approval of the EVP, or in the case of EVP expenses, approval of a National Director
- Approval of the Treasurer
- For National Winter Board Meetings Directors may be reimbursed up to \$500 for travel expenses. No reimbursement is made for the summer meetings. National Committee members may be reimbursed up to \$500 for National meetings if approved in advance by the EVP.

## 7.3 Other Funds

### 7.3.1 Funds for Activities

Upon approval of the Council the Treasurer shall be authorized to administer other funds for activities related to the activities of the Region, such as the existing Junior Development Fund. There shall be no requirement to keep separate checking accounts for such funds, but the Treasurer may do so solely at his or her discretion.

### 7.3.2 Reimbursement for Jr Dev Clinics

Those that host a Junior Development Clinic can submit a request to the treasurer for reimbursement of \$10 per skier/per day (maximum 2 days) from the applicable funds. The treasurer will submit request to EVP for approval before sending reimbursement check to host entity (i.e. club, federation, etc.).

### 7.3.3 Reimbursement for Safety Directors CPR in Hardship Cases

Safety Directors that require CPR certification, may request reimbursement from the Eastern Region for CPR in cases of hardship. Requires written explanation of hardship and EVP Approval.

### 7.3.4 Reimbursement for Drivers MVR Expense in Hardship Cases

Drivers that require MVR, may request reimbursement from the Eastern Region for MVR in cases of hardship. Requires written explanation of hardship and EVP Approval.

### 7.3.5 Funding to Promote Jr. Attendance at Regional Championships

The Region will reimburse the Regionals Tournament 25% of entry fee for each Junior that competes in the Eastern Regional Championship Tournament. The Chief Scorer will provide the Eastern Region Treasurer with an accounting of competing juniors upon completion of the tournament. (For 2019 only, the Region will reimburse \$25 per junior skier. \$12.50 will come from the general checking account and \$12.50 will come from the Junior Development checking account.)

### 7.3.6 Junior Skiers Travel Reimbursement Policy for skiers selected to represent Team USA in International Competitions

The Council shall annually approve a budget line item amount for Eastern Region Junior travel reimbursement for skiers representing Team USA in international competition.

Eligible skiers include any Eastern Region skier selected to the U14, U17, and/or U21, USA Junior Teams for 3-event international competition sanctioned by the IWWF.

Travel expense is defined as commercial airline flight expenses incurred to attend an international event representing Team USA.

The Eastern Region travel expense reimbursement policy is intended to offset travel expenses for skiers only, and does not include travel expenses incurred by parents, relatives, or chaperones for their related travel.

To receive reimbursement, receipts for skier travel expenses must be submitted to the Eastern Region Treasurer, with a copy to the Eastern Region EVP, within 30 days of the end of the tournament or December 10th, whichever is sooner.

Each skier can submit up to \$500 for reimbursement for commercial airline travel.

In the event multiple skiers in a given calendar year are selected to the USA Junior Team competing internationally, the EVP and Treasurer will divide the amount budgeted by the Council equally among those individual skiers.

The Junior Skiers Reimbursement Policy does not apply to any IWWF Junior World or Junior Pan Am events held within the United States.

The International Activities Committee representative(s) should notify the Team USA skier of the reimbursement policy.

Upon submission of eligible Eastern Region skier expenses, the Eastern Region will reimburse the expense amount to each skier upon approval by the EVP and Treasurer in accordance with this policy.

## 7.4 Reports and Fiscal Year

The treasurer shall annually submit a Statement of Assets, Liabilities and Fund Balances and a Statement of Revenues and Expenses Compared to Budget, both submitted on a calendar year basis. The Treasurer shall also submit interim statements at the summer meeting.

## 7.5 Investment Policy

All moneys shall be kept in interest bearing accounts insured by an agency of the Federal Government or other appropriate insurance. Funds not needed should be considered for longer term Certificates of Deposits or other appropriate instruments.

## 8.0 Junior (Jr) Development Committee

### 8.1 Accountabilities

The minimum accountability of the East Region Jr Development Committee is as follows:

- Look for sponsors to help fund Jr Development activities/party (e.g., Mastercraft, ski/equipment manufactures etc.)
- Secure location for Jr Development tent at Regional Championship
- Work with Regional Championship hosts to plan Jr Development party/activity
- Work with National Jr Development to ensure delivery of Most Improved awards and All Star Team gear
- Secure supply of Jr Development T-Shirts (e.g. Kaleidoscope Graphics)
- Set up Jr Development tent and make sure it is manned day 1 and 2 (day 3 optional)
- Sign in all Juniors at Regional Championship
- Obtain photos of all Juniors to be published in the following year's Guidebook; photos taken at Regional Championships as Juniors sign in
- Disburse Jr Development T-shirts to all Juniors at the Regional Championships
- Sell remaining T-shirts during/post the Regional Championships
- Secure daily supply of coffee, donuts, muffins and take donations
- Host and coordinate Jr Development party
- Present Most Improved awards (preferably at Jr Development party)
- Determine All Star Team members using National Jr Development guidelines and announce and disburse gear to team members
- Ensure all donation \$ get are sent to East Region Treasurer prior to 12/31<sup>st</sup> to be included in the year end financial summary

## 9.0 Policy Revisions

Additional policies and procedures should be approved from time to time by majority vote of the Council to accommodate needs of the region.