



Policies and Procedures Manual

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Introduction

This manual outlines the policies and procedures established by the National Show Ski Association (NSSA). They are intended to serve as a working guide to enhance understanding and strengthen communication between teams and individuals participating in events sanctioned by the NSSA.

These Policies & Procedures shall not be in conflict with the NSSA bylaws.

Chapter 1 - Governance

1. Board of Directors

1.1. As stated from the by-laws of the National Show Ski Association:

- 1.1.1. The Board of Directors (herein sometimes referred to as the Board or BOD) shall consist of at least seven Directors, one from each region. The Board may be expanded from any one or more regions upon a two-thirds majority vote of the board.
- 1.1.2. The Executive Director of the USA-WSWS, or his designated representative, will also be a member of the NSSA Board. This is a non-voting ex-officio membership position
- 1.1.3. The Elite Athlete Directors (AAC) shall comprise at least 33.3% of the voting power of the Directors on the Board.

1.2. Board Representation on USA-WSWS

- 1.2.1. The NSSA is eligible to seat directors on the USA-WSWS Board of directors per the 3.23 seating chart in the USA-WSWS Policies and Procedures Manual. The President shall be seated in the first eligible seat. The next eligible seat shall be filled by an election held in the even year. The next eligible seat shall be filled by an election held in the odd year.
- 1.2.2. The Executive Committee in order of rank shall comprise the pool of alternates for the USA-WSWS directors if an elected director is unable to attend a meeting electronically or in person.

1.3. Honorary National Directors

- 1.3.1. The Nominating Committee shall keep the records necessary to track the directors' and officers' eligibility. After the Annual seating of the Directors at the NSSA Board of Directors meeting, held during the Division I National Show Ski Tournament. The Nominating Committee shall review the service tenure of each of the retired Officers/Directors to determine their eligibility as a candidate for Honorary National Director.

- 1.3.2. Only during the November Board Meeting shall the Nominating Committee present a nominated slate of those who meet the service tenure eligibility requirements as stated in Article IV, Section C, number 5 (a) and (b) of the current NSSA Bylaws
- 1.3.3. The credentials listed below are the minimum requirements of service as an elected Director/Officer for submission as a candidate. The NSSA Board of Directors at their discretion, may require other leadership roles or exemplary service to the organization.
 - 1.3.3.1. Officer – four (4) or more years
 - 1.3.3.2. National Director – six (6) or more years
- 1.3.4. The Nominating Committee may also propose, for recognition as an Honorary National Director, one individual per year who has demonstrated exemplary service to the NSSA, but does not meet the service tenure conditions above.
- 1.3.5. Honorary National Directors must be current USA-WSWS members and receive a 2/3 vote of the NSSA Board members during the Annual NSSA Board Meeting to be elected for life to the Board. Honorary National Directors shall have all of the rights and privileges of a National Director and a voice, but not a vote.
- 1.3.6. The stated service tenure standards are to be considered as the minimum for eligibility. Further service contributions, over and above the normal duties of a Director/Officer, will be required of each candidate that demonstrates their involvement in duties that have contributed to betterment of the NSSA and the membership as a whole.
- 1.3.7. A candidate, who was presented to the Board previously and not approved as an HND, may be presented a second time only if further evidence of outstanding service would enhance the previously submitted documentation as a candidate. The presentation of a candidate shall be limited to two slates from the Nominating Committee and no further actions or presentations shall be made.
- 1.3.8. In addition, per the same Article IV, Section C, number 5 of the NSSA bylaws, the Nominating Committee, at their discretion, may also present for recognition as an Honorary National Director, one individual per year who has demonstrated exemplary service to the NSSA.
- 1.3.9. A 2/3 majority vote of the Board will be required to approve a candidate from the slate presented, for Honorary National Director.
- 1.4. **Elections and Nominations**
 - 1.4.1. The President and the Secretary shall be elected in the even year. The Vice President and the Treasurer shall be elected in the odd year. If the office of the secretary and the treasurer are to be combined, then the election for the combined office shall be in the even year.

- 1.4.2. All nominations shall come through a board member, although the board member is obligated to nominate all persons recommended to him. All nominations are to be submitted to the Nominating Committee by the date stated at the November Board Meeting. The Nominating Committee will confirm the nominees' acceptance and prepare a report for the Winter Meeting.
- 1.4.3. Nominations from the floor will only be taken at the Winter Meeting.
- 1.4.4. Nominees will submit a general information sheet to the Nominating Committee Chairperson no later than two (2) weeks following the Winter Meeting.
- 1.4.5. The Nominating Committee Chairperson will mail or e-mail the information sheets to the Board of Directors no later than four (4) weeks following the Winter Meeting.
- 1.4.6. The Nominating Committee will print the Ballots to be used. If there is only one nominee for an office the President may declare that the nominee is elected for said office.
- 1.4.7. Write in votes will not be considered.
- 1.4.8. The President shall appoint Two (2) Tellers to collect, count, and announce the results of the Ballots.
- 1.4.9. If the Nominating Committee Chairperson desires or is asked to run for a Board position, he/she will turn over the process of that election to another Committee member that does not have any conflict of issue (not running) with that election.

2. Elite Athletes

2.1. National Show Ski Association Elite Athlete Director Selection Process

- 2.1.1. For integration into the USA-WSWS Athlete Advisory Council (Article VII: Sport Discipline Athlete Selection Procedures), hereinafter referred to as Elite Athlete Directors.

2.2. Definition of Elite Athlete

- 2.2.1. Competed as a skier, towboat driver, or announcer that placed in the top 10 at the Division I National Show Tournament in any of the last two (2) years in either the individual or team competitions. Or competed as a skier, towboat driver, or announcer at the previous IWWF World Show Ski Tournament.
- 2.2.2. U. S. Citizenship.
- 2.2.3. Current valid USA-WSWS membership.
- 2.2.4. Current valid NSSA membership.
- 2.2.5. Minimum age of 18.

2.3. Election of Elite Athlete Directors to the NSSA Board

- 2.3.1. **Number & Term**

- 2.3.1.1. The NSSA Elite Athletes, as defined above in Section 2.3, shall elect the appropriate number of NSSA Elite Skier Directors to the NSSA BOD, so as to meet USOPC guidelines for a minimum of 33.3% athlete representation, voice and voting power as designated by NSSA bylaws. At this time, this is a total of 6 NSSA Elite Athlete Directors.
 - 2.3.1.2. The terms of all NSSA Elite Athlete Directors shall be for three (3) years, and shall start at the conclusion of the Division I National Show Tournament.
 - 2.3.2. 33.3% of the NSSA BOD must be Elite Athletes. Of that, a minimum of 20% must be skiers, and up to 13.3% may be announcers/drivers.
 - 2.3.3. No more than two (2) NSSA Elite Athlete Directors may be a member of any one team. Elite Athletes are expected to attend all meetings of The Board of Directors.
 - 2.3.4. Elite Athlete Directors shall be elected for a term of three (3) years, with two (2) Elite Athlete Directors being elected each year at Division I National Show Tournament.
- 2.4. Elite Athlete Directors will fulfill their term of office for the duration of their term, or until such a time when they no longer meet the definition of Elite Athlete, as defined above in Section 1, at which time the Elite Athlete Directors will appoint a new Elite Athlete to fulfill the remainder of the term.
- 2.5. **NSSA Elite Athlete Director Ballot**
 - 2.5.1. Nominations for the NSSA Elite Director shall be accepted by the NSSA Nominating Committee from the NSSA elite athletes.
 - 2.5.2. All nominations will be due to the NSSA Nominating Committee by 11:59pm Central Standard Time on May 31st of each year. The NSSA Nominating Committee will verify all nominees. The NSSA Nominating Committee will then prepare ballots. A Ballot containing the NSSA Elite Athlete Director nominees shall be available to all qualified NSSA elite athletes to vote from 11 AM to 1 PM on Saturday and Sunday at the Division I National Show Tournament. The NSSA Nominating Committee shall obtain and keep the results and rosters from the past two (2) NSSA Division I Show Nationals and the previous IWWF World Water Ski Show Tournament. All NSSA elite athletes that are voting must show a picture identification card to vote. The election results will be announced at the award ceremonies at the conclusion of the NSSA Division I Show Nationals.
- 2.6. **Election of Elite Athlete Directors to the USA-WSWS Athlete Advisory Council**
 - 2.6.1. The NSSA Elite Athlete Directors will designate who among them will serve as the one NSSA Elite Athlete Director Representative to the Athlete Advisory Council.
- 2.7. **Executive Committee Representation**

- 2.7.1. Elite Athlete Directors shall make up 33.3% of the Executive Committee. Those positions shall be selected by the Elite Athlete Directors themselves.
 - 2.8. **NSSA Committee Representation - Appointment of Elite Athlete Representatives to Committees**
 - 2.8.1. NSSA elite athletes shall compose at least 33.3% of all NSSA committees affecting Elite Athletes. At this time, this is all committees except for Calendar, Grants, Publicity, Team Development, Webcast, and Advancement.
 - 2.8.1.1. These elite athletes serving on committees need not be Elite Athlete Directors, but rather any athlete meeting the definition of Elite Athletes outlined above in Section 1.
 - 2.9. Interested NSSA elite athletes should forward their interest to the NSSA President who will work with the respective Committee Chairs and the NSSA Elite Athlete Directors to determine the most appropriate selections for each committee. Every effort will be made to match NSSA elite athletes with their stated preferences. There is, however, no guarantee that the NSSA President will accept all of the respective preferences.
 - 2.10. **Additional Provisions**
 - 2.10.1. Only the Elite Athlete Directors shall be able to make changes to this chapter of the Policy & Procedures Manual.
 - 2.10.2. The Elite Athlete Directors themselves shall fill alternate positions as needed.
- 3. Conflict of Interest and Ethical Practice**
- 3.1. **Any changes to the Conflict of Interest and Ethical Practice Policy must be made through a formal amendment to the bylaws**
 - 3.1.1. The NSSA Board shall subscribe to the USA-WSWS written Code of Conduct and Ethics which includes the requirement that each Officer, Board Member, and each committee representative, to annually agree in writing to abide by such code.
 - 3.1.2. The NSSA Board of Directors may adopt additional standards and practices relevant to NSSA. These standards and practices may be amended from time to time, by the Board, as it may deem advisable.
- 4. Amendments**
- 4.1. The Policies and Procedures Manual may be altered or amended as needed to support the operation of the NSSA. Changes to the Policies and Procedures Manual would require a two-thirds (2/3) vote by the NSSA Board of Directors at a Board meeting or by mail / e-mail ballot.
 - 4.2. This manual shall be reviewed and updated immediately following the NSSA Board of Directors annual meeting. Revisions approved by the NSSA Board will be distributed by the following methods.

- 4.2.1. Posting of the up-dated Policies & Procedures on the USA-WSWS Web site.

5. Electronic Balloting Procedures

- 5.1. The author of an issue for board consideration shall present the issue in resolution form to the President for processing by the board.
 - 5.1.1. The resolution shall contain: The title of the resolution, the specific wording of the issue being presented, the proposed date that the issue will be effective i.e., immediately upon approval of the ballot 1st day of the next calendar year etc. and the relevant and pertinent documentation and data supporting the issue.
- 5.2. The President shall present the resolution in electronic form to the board for a discussion period of ten (10) days.
- 5.3. At the end of the discussion period the author will review the discussion of the board and may revise the resolution to reflect the input of the board, then have the resolution re-presented to the board for further discussion again with a ten (10) day discussion period or have the President proceed to a Ballot using the original or revised wording of the issue. This decision will be the choice of the author without undue bias.
- 5.4. The President shall prepare a Ballot, in electronic form, to be sent to the board for voting that meets the criteria outlined in the first paragraph above sections "A-D" and is approved by the author of the issue. The time span for the Directors to vote on the Ballot shall be set by the President.
- 5.5. The votes shall be counted as noted in Robert's Rules of Order Newly Revised in the following manner:
 - 5.5.1. Yes votes will signify approval of the Ballot.
 - 5.5.2. Measures must pass by the appropriate amount of affirmative votes cast on the issue from among those eligible to vote.
- 5.6. Upon receiving the votes of the board the President shall send by electronic mail the results of the voting for review by the board.
 - 5.6.1. The Directors shall have a period of five (5) days to review and verify/change their vote on the Ballot after which the Ballot will be considered ratified and placed in effect on the date approved in the Ballot. If a Director does not respond to the Ballot voting review the President shall assume that their vote has been recorded correctly.
- 5.7. The President shall send to the Secretary, the Ballot as presented and the voting record whether approved or disapproved for inclusion in the official records of NSSA.

6. Funeral Memorial Policy

- 6.1. For all present or past NSSA board members, present committee members and Senior Judges that have passed away we will make a \$100.00 donation to either Learn-To-Ski clinics or Team Development grants in their name.
- 6.2. Immediate family of present or past board members, present committee members, and senior judges will receive a sympathy card from NSSA. This will be the responsibility of the NSSA board Secretary/Treasurer.

7. Committee Chairs' Guidelines and Procedures

7.1. Standing Committees

7.1.1. Competition Rules Committee

- 7.1.1.1. The Rules Committee is responsible for the Competition Rules and the Individual Show Acts Rules in the Rule Book.

7.1.1.2. Proposed rule changes

- 7.1.1.2.1. Proposed rule changes are sent to the Rules Chairman on or before October 1st for the NSSA fall meeting and January 15th for the NSSA winter meeting.
- 7.1.1.2.2. Please indicate which rule(s) that is/are being requested to be changed. Consider if the requested rule change applies to team and/or individual rules.
- 7.1.1.2.3. Requested rule changes should be understandable and legible
- 7.1.1.2.4. The requested rule change should be worded so that the intent of the change is clear.
- 7.1.1.2.5. Background information and/or reasons for the requested change should be included with the proposed rule change. It will give the rules committee insight as to why the rule needs to be changed.
- 7.1.1.2.6. The committee has the right to return the request in order to obtain additional information and/or clarification.
- 7.1.1.2.7. Any proposed rule change requires 70% of the Rules Committee's approval before the proposal can be presented to the full NSSA Board of Directors for their consideration and vote.
- 7.1.1.2.8. For a variety of reasons feedback may only be that the rule did or did not pass the committee or the NSSA Board of Directors.

- 7.1.1.2.9. Any proposed rule change that is sent back to the submitting committee(s) at the NSSA fall meeting will be brought back to the Board of Directors for consideration at the following winter meeting. Any proposed rule change that is sent back to the submitting committee(s) at the NSSA winter meeting will be brought back to the Board of Directors for consideration at the following fall meeting.
 - 7.1.1.3. The Board of Directors must approve each rule change
- 7.1.2. **Officials Committee**
 - 7.1.2.1. Review applications for judges and scorers to determine whether the applicant has met the appropriate criteria for the rating.
 - 7.1.2.2. Review and investigate all complaints/concerns regarding performance and conduct of an official and recommend corrective action for approval by the NSSA Board.
 - 7.1.2.3. Develop and issue biannual tests for judges
 - 7.1.2.4. Maintain Officials Work Records to assure the judge or scorer has met the criteria for their respective ratings.
 - 7.1.2.5. Present annual training clinics for judges and scorers.
 - 7.1.2.6. Present recommendations to the NSSA Board for officials for Division I and Division II National Show Tournaments
 - 7.1.2.7. Survey judges and scorers who are willing to work outside their respective regions and maintain a readily accessible list for local organization chair.
 - 7.1.2.8. Assist with recruiting officials to work a specific tournament when requested.
 - 7.1.2.9. The Officials Committee shall have authority to fund up to \$500 per tournament to pay judges traveling to a Regional tournament (Eastern, West, Southern, or South Central) when, in the judgment of the Committee, all other attempts have been exhausted to cover the costs and no alternatives exist, and the viability of the tournament is in jeopardy.
- 7.1.3. **National Tournament Committee**
 - 7.1.3.1. The Tournament Committee (Chairperson and members) shall be appointed by the President and approved by the Board of Directors. The Tournament Committee shall be responsible for all particulars of the Division I National Show Tournament; including scheduling, financing, and promoting, among others. The Tournament Committee shall be obedient to the Board of Directors.

- 7.1.3.2. The National Tournament Chairperson will fill out and submit the Tournament Sanction Application to USA-WSWS Headquarters. They will send the Site Safety Form to the respective LOC to sign and return, and have the Sanction Packet sent to their home address. This Sanction Packet will be delivered to the Tournament Chief Judge at the Officials Meeting, preceding the start of the Tournament
- 7.1.3.3. The Tournament Committee Chairman/Director is responsible for carrying out all policies and procedures for the Division I and II National Show Championship Tournaments called for in Article IX and X of the NSSA Bylaws on an annual basis.
- 7.1.3.4. Tournament dates, places, and Local Organizing Committee (LOC) information is to be confirmed and submitted to USA-WSWS and Showski.com for placement on the respective websites no later than February of each year.
- 7.1.3.5. Responsible for mailing/emailing all current Entry Forms / Liability Releases when requested in a timely manner.
- 7.1.3.6. Upon closing the "Entry Deadline" period, responsible for establishing a list of competitors and running order for each tournament and communicating this information through the two (2) Web sites and appropriate mailings.
- 7.1.3.7. After consulting the appointed Chief Judge for each tournament, responsible for establishing a registration procedure meeting schedule and official tournament schedule. Disseminating this information to all competitors officials NSSA Board of Directors and LOC.
- 7.1.3.8. For Division I - coordinating the on-site practice schedule for the Thursday prior to the start of the tournament (day before the Individual Event Competition) with the LOC and competitors.
- 7.1.3.9. Division I - Preparing a summary of entry fees and the amount due to the NSSA from the LOC and ensuring that this amount is paid before the conclusion of the tournament.
- 7.1.3.10. Conducting on-site registration for each tournament, collecting mandated forms, and turning them in to the tournaments Chief Scorer.
- 7.1.3.11. Answering any questions that may arise regarding tournament paperwork, site, schedules, etc.

7.1.4. Executive Committee

7.1.4.1. Any changes to this section 7.1.4 on the Executive Committee must come through a formal amendment to the bylaws.

7.1.4.1.1. The Executive Committee shall be empowered to act upon all matters requiring Board attention between regular meetings of the full Board which cannot be deferred until the next meeting of the full Board.

7.1.4.1.2. The Executive Committee shall have the authority to act for the Board only in meetings in which all voting Executive Committee members are participating (either personally or via teleconference).

7.1.4.1.3. During such times, the Executive Committee shall discharge its responsibilities with the following provisions:

7.1.4.1.3.1. The Executive Committee shall consist of eight voting members including the President, Vice President, Secretary, Treasurer, Past President, and three Elite Athlete Directors selected from the Elite Athlete Directors on the full Board.

7.1.4.1.3.2. If one person holds the combined positions of Secretary and Treasurer, then the Executive Committee shall consist of six voting members including the President, Vice President, Secretary/Treasurer, Past President, and two Elite Athlete Directors selected from the Elite Athlete Directors on the full Board.

7.1.4.1.3.3. The President shall chair the Executive Committee.

7.1.4.1.3.4. 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.

7.1.4.1.4. The Executive Committee will be renamed each year at the Fall Annual Meeting of the full Board per Article VI.

- 7.1.5. **Nominating Committee**
 - 7.1.5.1. The Nominating Committee oversees the nomination and election of the officers of the NSSA Board, the USA-WSWS Directors from the NSSA, and the elite skiers to the NSSA Board.
 - 7.1.5.2. The Nominating Committee shall consist of at least three members and shall be appointed at or before the November Board Meeting. The Chairperson shall be a past or present Board Member with two (2) years experience on the Board of Directors.
 - 7.1.5.3. The Nominating Committee will also keep the records necessary to determine the eligibility of directors and officers from the NSSA Board to become an 'Honorary National Director'.
- 7.2. **All Other Ad Hoc Committees**
 - 7.2.1. **Bylaws Committee**
 - 7.2.1.1. The Bylaws Committee is responsible for reviewing the NSSA Bylaws and bringing recommended changes to the Board of Directors. Any NSSA officer or director can also recommend changes.
 - 7.2.1.2. Any recommended changes must be in compliance with the USA-WS Bylaws and if adopted by the NSSA submitted to the USA-WSWS BOD for approval before they become official.
 - 7.2.1.3. Each recommended change must pass the Committee with a 70% or greater approval prior to being brought to the Board of Directors for action.
 - 7.2.1.4. Recommended changes can be presented to the Board of Directors at either the NSSA Winter Meeting or annual Fall Meeting.
 - 7.2.2. **Grants Committee**
 - 7.2.2.1. Upon appointment as chair the chairperson recruits one committee member from each region.
 - 7.2.2.2. Notify all NSSA members of the availability of grants by:
 - 7.2.2.2.1. Article in "The Water Skier" magazine
 - 7.2.2.2.2. All NSSA Board members report back to their region of this program
 - 7.2.2.2.3. Have someone hand out grant applications at the NSSA Winter Meeting.
 - 7.2.2.3. April 1st: Make copies of all grant requests summarized by region, arrange for a conference call and mail complete packages to each committee member.

- 7.2.2.4. Mid-April: Host conference call with committee members to decide which requests get funded, fill out a determination form for each request, and fill out a funding reporting form for those requests that were approved. Mail forms by April 25th.
- 7.2.2.5. April through October: Handle any late requests by either calling/emailing committee members for approval or notifying the requester of the decision being made at the November BOD meeting. Receive grant fund reporting forms and receipts, review for completeness, approve for payment, and mail to NSSA treasurer for disbursement.
- 7.2.2.6. November: Chair a committee meeting after the NSSA Board meeting to allocate any remaining funds and determine how much if any funds are to be returned to USA-WSWS. Direct the NSSA Treasurer to dispense the appropriate funds. Prepare a preliminary report to the NSSA for the November meeting.
- 7.2.2.7. Prepare a final report to the NSSA at the NSSA Fall meeting.
- 7.2.3. **Safety Committee**
 - 7.2.3.1. The attempt to control recognized hazards while balancing an acceptable level of risk in show skiing is the primary purpose of the NSSA Safety Committee.
 - 7.2.3.2. This is fundamentally accomplished through a dynamic cyclic process of education, participation, evaluation, and re-education.
 - 7.2.3.3. The Safety Committee collects injury data, evaluates trends, provides analysis, assembles an annual report, and makes action recommendations to the Rules Committee and NSSA BOD.
- 7.2.4. **Awards Committee**
 - 7.2.4.1. Securing long term sponsors of approved NSSA National Tournament Awards and coordinating this each year with the LOC is the primary purpose of the NSSA Awards Committee. Additionally as directed by the NSSA BOD the Awards Committee may be responsible for ordering other specialized awards.
- 7.2.5. **Publicity Committee**
 - 7.2.5.1. News articles sent to the Publicity Chair shall be reviewed and edited as necessary as long as the content and subject matter are relevant to show skiing. Articles shall be sent to the Editor or the editor's designee for The Water Skier magazine for consideration for publication.
 - 7.2.5.2. News regarding upcoming events must be sent in for publication at least 90 days prior to the event in order to allow time for editing and review.

- 7.2.5.3. News articles concerning changes in rules, by-laws, and policies and procedures of the NSSA shall have priority for publication.
- 7.2.5.4. Upon receiving information on a publication deadline, the Publicity Chair shall notify the NSSA BOD of upcoming publication deadline dates so that each region will have the opportunity to submit information for publication in The Water Skier magazine.
- 7.2.6. **TV/Webcasting Production Committee**
 - 7.2.6.1. Keep the TV/Webcasting form and Club Bio Sheet updated as needed. Help teams with questions on filling out the forms. Collect the forms from the teams when they turn in the required paperwork at Division I Show Ski Nationals and any other tournaments that are webcasted. Review forms for any clarification needed.
 - 7.2.6.2. Work closely with the TV/webcasting company to go over everything the day before the competition starts. Paperwork, camera locations, job duties, interviews, etc.
 - 7.2.6.3. Sit in the TV/webcasting trailer during each show to tell the director the name of the act, how many boats, and where they are coming from for each pass. Also point out land and dock routines as listed on the sheets. Have a person(s) outside watching the shows with a set of paperwork to communicate if something is different than listed on the sheets. Both the person in the trailer and the outside person communicate using radios.
 - 7.2.6.4. Have a liaison working with the emcee to schedule interviews.
 - 7.2.6.5. Arrange with the Chief Judge to get two (2) copies of tournament results from the Scorers before awards are announced so that the results can be entered and then posted on the website after the first place team is announced.
- 7.2.7. **Towboat Drivers Committee**
 - 7.2.7.1. The Towboat Drivers Committee oversees the NSSA Tested Drivers Program which ensures the safe operation of the boats used in show skiing. The NSSA Tested Drivers Program is evaluated to make sure that it meets the requirements as directed by the NSSA Board. The committee also gives suggestions to the NSSA Board that will help the NSSA Tested Drivers Program to meet its goals.

- 7.2.7.2. The Committee which is made up of the program testers has a required meeting every year at NSSA Winter Meeting and at Division I National Tournament. They will review the program and discuss any changes needed to be presented to the NSSA Board.
- 7.2.7.3. Nominations for the Division I and II Nationals Tournament Drivers will be submitted to the NSSA Drivers' Committee Chairperson by the NSSA Fall November meeting. The committee will submit the names to the Officials Committee Chairperson to be placed on the officials ballots for both Division I and II National Tournaments by December 1. The top selected driver by vote will drive for the doubles and swivel competitions.
- 7.2.7.4. The NSSA Freestyle Committee will vet the drivers' names and send them back to the Officials Committee Chairperson, to be placed on the officials ballots for both Division I and Division II National Show Tournaments by December 1.
- 7.2.7.5. The Freestyle Committee and the previous year's National Freestyle Competitors will vote on the Freestyle Drivers.
- 7.2.7.6. The top three (3) drivers by vote will be the drivers for the Freestyle Jump event at Division I National Show Tournament.
- 7.2.8. **Policies and Procedures Committee**
 - 7.2.8.1. The Policies and Procedures Committee oversees the Manual that covers the operational policies and procedures and forms used in the National Show Ski Association. This does not include the Competition Rules or the NSSA Bylaws that are covered in the NSSA Rulebook.
- 7.2.9. **Team Development Committee**
 - 7.2.9.1. Team Development grants are for teams that have not competed in tournaments or who have been out of competition for several years.
 - 7.2.9.2. Teams who are selected for Team Development grants must be current USA Water Ski members under NSSA sport division both the team and the team members.
 - 7.2.9.3. Teams must submit 1, 3 and 5 year goals to the committee. Teams must consider competing at least Division II show nationals if they qualify at their regionals.
 - 7.2.9.4. First year: team may bring 2-4 people to Wisconsin Water Ski Convention & Expo (Think Tank). Second year: team may bring 16-18. The Team Development committee will pay for hotel rooms, WWSCE registration fee, and the banquet.

- 7.2.9.5. After their second year at WWSCE team development committee will send instructors to their site for on-water instruction for a weekend that is agreeable to both. We will pay for transportation, meals, and lodging. If the instructors charge a fee that fee will be the team responsibility.
- 7.2.10. **International Committee**
 - 7.2.10.1. Procedure for selecting the Team USA Show Director(s)
 - 7.2.10.2. **Eligibility Requirements For Team USA Show Director**
 - 7.2.10.2.1. Candidate(s) must be an active member of USA-WSWS
 - 7.2.10.2.2. Candidate(s) must have a minimum of (three) 3 years of experience as a show director for a professional and/or amateur show team
 - 7.2.10.2.3. Candidate(s) must be a minimum of 18-years of age
 - 7.2.10.2.4. Under the current selection format, members of the NSSA Board of Directors and the International Committee are eligible to apply for the position, however, they may not vote nor be a part of the process.
 - 7.2.10.3. **Application process**
 - 7.2.10.3.1. Online application to be determined and approved by the International Committee and ready to be used on-line 30 days after the competition has been completed.
 - 7.2.10.3.2. Applicants will complete the on-line application, submit a resume, and include a minimum of (two) 2 letters of recommendation
 - 7.2.10.3.3. Application process to begin 30 days after the competition has been completed. The application is to be available on-line 30 days after the competition has been completed. Communication regarding the process is to be broadcasted through a variety methods such as: USA-WSWS email blasts, USA-WSWS Facebook posts, NSSA Facebook page, USA-WSWS Instagram posts, USA-WSWS Show Team Facebook page, Email to NSSA Regional Representatives
 - 7.2.10.3.4. Regional Representatives are requested to notify all of the teams and reps in their region

- 7.2.10.3.5. Applications are closed at 11:59pm EST 60 days after the competition has been completed (or a later date as indicated in the announcements)
- 7.2.10.3.6. The International Committee will review the applications and select those with which to conduct an interview.
- 7.2.10.3.7. Applicants who are selected to move forward in the process will be contacted for an interview which will take place by 90 days after the competition has been completed (or a later date as indicated in the announcements).
- 7.2.10.4. **Selection Process and Presentation**
 - 7.2.10.4.1. The International Committee will select up to (three) 3 candidates (either individuals or pairs) to move on to Phase II of the selection process. All candidates will be notified of their status no later than 97 days after the competition has been completed
 - 7.2.10.4.2. The candidates selected to move on to the next step will have the opportunity and are encouraged to present to the NSSA Board of Directors at the next scheduled NSSA Meeting (TBD)
 - 7.2.10.4.3. All candidates will have up to 20 minutes to present to the NSSA Board of Directors.
 - 7.2.10.4.4. Presentation time does not include time designated to field questions from the NSSA Board of Directors following a candidates presentation
- 7.2.10.5. Concluding the presentations, the NSSA Board of Directors will vote and announce the selection of the United States Water Ski Show Team Show Director(s).
- 7.2.10.6. **Other Notes**
 - 7.2.10.6.1. Members of the NSSA Board of Directors are allowed to field phone calls or email messages from applicants or anyone on their behalf regarding their candidacy prior to the presentations.
 - 7.2.10.6.2. Candidates are responsible for their own presentation material and equipment.

- 7.2.10.6.3. Individual(s) selected to serve as Team USA Show Director(s) shall begin their "term of office" immediately upon approval by the NSSA Board
- 7.2.10.6.4. The "term of office" shall cease 60 days after the completion of the international competition. This should provide ample time for the show director(s) to work with the leadership team to finalize all accounting, reporting, and publicity functions.
- 7.2.10.6.5. In the event of cancellation or postponement of the international competition by an act of God (i.e. weather), public health emergency, war, strike, riot, or for any other reason beyond the control of the tournament host (LOC) and/or governing body: the International Committee may by-pass the Application Process and forward the existing Show Director(s) name(s) to the NSSA Board of Directors for the Selection Process and Presentation, regardless of whether a previously postponed competition takes place.

8. Sanctioning

- 8.1. USA-WSWS requires sanctioning for all team practices, home shows, exhibitions, clinics, and tournaments.
- 8.2. The LOC is responsible for following all applicable rules and sanctioning requirements as stated in the USA-WSWS Sanctioning Agreement and Sanctioning Applications.
- 8.3. USA-WSWS requires the event organizer to submit an [Event Sanctioning Agreement](#) with all sanction applications.
 - 8.3.1. **Team Practices and Home Shows**
 - 8.3.1.1. If you are hosting a practice or exhibition, you can apply for a sanction online by logging into the Members Only section using your club's member ID and password.
 - 8.3.2. **Clinics**
 - 8.3.2.1.1. [Link to USA-WSWS how to sanction a clinic](#)

8.3.3. **Tournaments**

- 8.3.3.1. All USA-WSWS sanctioned tournaments must have a currently affiliated USA-WSWS club as their official organizer or co-organizer.
- 8.3.3.2. New clubs can affiliate by clicking on the “Club Affiliation” link on the homepage of USA- WSWS’s Web site. Expired clubs can log into their club’s “Members-Only” section of USA-WSWS’s Web site, using your club’s membership number and password, and click on “Renew Online” or “Renew by Mail”.
- 8.3.3.3. All club affiliations expire December 31st.

8.3.3.4. **Deadlines and Fees**

- 8.3.3.4.1. Standard Applications and Fees: The Sanction Application, Tournament Sponsor’s Safety Checklist (Items 2 and 4), an Event Sanctioning Agreement, and sanction fees must be received at USA-WSWS Headquarters prior to the deadlines listed below to avoid a late fee.
- 8.3.3.4.2. The club must also be a current USA-WSWS affiliated club by the time a sanction application is received.
- 8.3.3.4.3. Clubs not meeting deadlines with ALL required forms must pay the appropriate late fees indicated below. Please note that the deadlines indicate the number of days prior to the opening date of the tournament.
- 8.3.3.4.4. Tournament Classes A/C/N have a sanctioning fee of \$150 that is due 7 days prior to the event.
- 8.3.3.4.5. There will be a late fee of \$100 charged to the club if the sanction fee is not paid by 7 days prior to the event.
- 8.3.3.4.6. USA-WSWS assumes no responsibility for delays in the U.S. mail. It is strongly suggested that you mail your application via “Registered Mail-Return Receipt Requested”. Or you may fax or email your application with credit card payment. All fax or e-mail applications must include payment at the time the application is received.
- 8.3.3.4.7. Revisions/Cancellations: In the event of tournament cancellation or changes, you must notify the NSSA President and USA-WSWS’s Competition Department immediately. USA-WSWS MUST receive approval of any changes from the NSSA President. In the case of tournament cancellation, all but \$25 of the sanction fee will be refunded. All but \$10 will be refunded for standalone GrassRoots events. No late fees will be refunded.

- 8.3.3.5. **Membership Requirements**
 - 8.3.3.5.1. All participants in a Class A, Class C, and Class N must be full active members of USA-WSWS.
 - 8.3.3.5.2. GrassRoots members may only participate in sanctioned GrassRoots events, club practices/exhibitions and Basic Skills Clinics. GrassRoots members may not jump over a ramp. GrassRoots memberships are not available to rated officials, drivers, and safety personnel.
- 8.3.3.6. All rated officials, drivers and safety personnel must be full active members of USA-WSWS.
- 8.3.4. **Tournament Requirements:**
 - 8.3.4.1. The approval of the NSSA President is required for all tournaments.
 - 8.3.4.2. Tournaments will not be considered sanctioned until the NSSA President's copy of Item 2 indicating approval is received at USA-WSWS Headquarters.
 - 8.3.4.3. Only fully insured members may participate in USA-WSWS/NSSA sanctioned tournaments.
 - 8.3.4.4. Refer to the NSSA Individual and Show Acts Competition Rules for specific tournament requirements.
 - 8.3.4.5. USA-WSWS rated Safety Directors are required at all USA-WSWS/NSSA sanctioned tournaments.
 - 8.3.4.6. USA-WSWS sanctioned tournaments may be classified as follows and can be found in the [Tournament Official Requirement Chart](#).
- 8.3.5. **Procedures**
 - 8.3.5.1. Submit the application along with the Pre-Tournament Safety Checklist and Event Sanctioning Agreement to USA- WSWS Headquarters' Competition Department with appropriate national sanction fee.
 - 8.3.5.1.1. [Show Ski Tournament Sanction Application Link](#)
 - 8.3.5.1.2. [Host a Grass Roots Event](#)
 - 8.3.5.1.3. [Event Sanctioning Agreement Download](#)
 - 8.3.5.1.4. [Pre Tournament Safety Checklist Download](#)
 - 8.3.5.2. Make checks or money orders payable to "USA Water Ski & Wake Sports". Mail, fax, or e-mail a copy of Item 2 to the NSSA President (name and address listed in the Board of Directors roster attached). Those clubs hosting a tournament for the first time must also complete and include Item 3.
 - 8.3.5.3. The current editions of the NSSA Water Ski Show Competition Rules and the NSSA Individual and Show Acts Competition Rules are helpful when completing sanction applications. Rulebooks are located in the NSSA Tournament Kit, which can be accessed on the USA-WSWS website

Chapter 2 - Show Ski Tournaments

1. Tournament Classes

1.1. Division I National Show Tournament

1.1.1. Full memberships, rules, and officials' ratings apply.

1.2. Class A: National and Regional tournaments

1.2.1. Full memberships, rules, and officials' ratings apply.

1.3. Class C: Standard tournaments (non-national or under-developed regional)

1.3.1. Full memberships, rules, and officials' ratings apply.

1.4. Class N: Individual event tournaments

1.4.1. i.e. All American or National Individual Qualifiers.

1.4.2. Full memberships, rules, and officials' ratings apply.

1.5. Class F: Grassroots

1.5.1. This class has its own application for Sanctioning.

1.5.2. Officials must be full USAWS-WS members but do not need to meet the rating requirements needed for other tournaments.

1.5.3. Rated Safety and Drivers are required.

1.5.4. The tournament may have a jump component, but all jumpers must be full USAW-WS members.

1.5.5. Skiers that don't jump only need a grassroots membership.

2. Guidelines for Sponsoring a Show Ski Tournament

2.1. These guidelines have been prepared with the intention of assisting a club sponsor a ski show tournament. Some of the information contained herein are also in the current National Show Ski Association (NSSA) rule book, but are repeated for emphasis and for ease of use by a club. Other items are recommendations based on past experience with show ski tournaments. This document is not intended to be absolutely complete, but use of these guidelines should aid a club in preparing for and sponsoring a show ski tournament.

2.2. Any questions regarding sponsoring a show ski tournament should be directed to the appropriate NSSA Regional Representative or to the USA-WSWS Competition Department.

2.3. Site Selection

2.3.1. Things to consider when choosing a tournament site:

2.3.1.1. The shoreline must be able to accommodate both a starting dock and a landing area for multiple acts.

2.3.1.2. The site must provide enough space for skiers to move smoothly between the landing and starting areas.

2.3.1.3. The water area must be large enough to accommodate all show acts.

2.3.1.4. The host club must be able to control boat traffic to keep the skiing area clear during the tournament.

2.3.1.5. The site must provide space for spectators to have a clear and enjoyable view of the show.

2.3.1.6. A suitable boat landing must be available.

2.3.1.7. Adequate parking must be provided for spectators, skiers, boats, and equipment trailers.

- 2.3.1.7.1. The site must allow space for judges to be positioned separately while still maintaining a full view of the performance area.
 - 2.3.1.8. The site must allow for clubs to easily move equipment into and out of the starting area.
 - 2.4. **Tournament Announcement**
 - 2.4.1. The tournament announcement MUST include the following information:
 - 2.4.1.1. The method to be used in determining the order of competition (Rule 4.01).
 - 2.4.1.2. Whether the tournament will be divided into divisions and if so, how the divisions will be determined.
 - 2.4.1.3. Whether the sponsor-supplied pick-up boat and/or towboat will be available (Rules 9.01 and 9.02).
 - 2.4.2. It is also recommended that the tournament announcement include:
 - 2.4.2.1. Whether or not necessary affiliations for competition may be obtained at the site.
 - 2.4.2.2. Map or description of the area and site.
 - 2.4.2.3. Available accommodations (camping, lodging, food, etc.).
 - 2.4.2.4. Whether or not gas and oil will be available at the site.
 - 2.4.2.5. Name of the Chief Judge of the tournament.
 - 2.4.2.6. Reminder to clubs that lists of acts must be submitted no later than one hour before the start of the tournament.
 - 2.5. **Tournament Schedule**
 - 2.5.1. No later than seven days prior to the competition, competing clubs and the Chief Judge shall receive a schedule of starting times for each day and the order of competition (Rule 4.02).
 - 2.5.2. DO NOT print, estimate or infer any time for a team's competition to begin with the exception of the first team each day. According to the rules, teams are responsible for being ready at the end of the preceding club's competition with the exception of teams scratching, which are provided for in the rule book (Rule 3.04).
 - 2.5.3. The failure of a sponsor to include the above information in communications and within the proper time limits, constitutes a violation of the rules and could result in the loss of sanction.
 - 2.6. **Required Equipment**
 - 2.6.1. The equipment listed below is required by the rules and failure to comply is a violation of the rules and could result in loss of sanction.
 - 2.6.1.1. Two different audible signals (Rule 33.07).
 - 2.6.1.2. Pick-up boat, if specified in the tournament announcement (Rule 9.02).
 - 2.6.1.3. Safety boat with required equipment (Rule 9.04).
 - 2.6.1.4. Regulation jump ramp unless excepted (Rule 9.03).
 - 2.6.1.5. Public Address (P.A.) system (Rule 9.10).
 - 2.6.1.6. Adequate emergency transportation (Rule 11.03).

2.6.1.7. Towboat, if specified in the tournament announcement (Rule 9.01).

2.7. Required Personnel

2.7.1. The personnel listed below are required by the rules and failure to comply is a violation of the rules and could result in loss of sanction.

2.7.1.1. Chief Judge

2.7.1.2. Three or five scoring judges and secretaries

2.7.1.3. Chief Scorer

2.7.1.4. USA-WSWS rated Safety Director

2.7.1.5. Adequate emergency personnel

2.7.1.6. Competent safety boat operator

2.7.1.7. Timer appointed by the Chief Judge

2.7.2. In addition to the required personnel listed above, you will need many people to help keep the tournament running smoothly. Some of the items you will need extra personnel for are:

2.7.2.1. Keeping the spectators back from the starting area, landing area, boat landings, etc.

2.7.2.2. Assisting the competing clubs with adjusting the jump ramp, getting sponsor-supplied boats, and becoming familiar with other sponsor-supplied equipment.

2.7.2.3. If necessary, patrolling the skiing area to keep other boats out.

2.7.2.4. Checking in and maintaining club rosters, show lists, affiliations, and entry fees.

2.7.2.5. At least one or two scorers to assist the Chief Scorer

2.8. Miscellaneous

2.8.1. Other items the club should provide are:

2.8.1.1. Starting dock that will accommodate a minimum of 14 skiers.

2.8.1.2. Pencils, carbons, clipboards, umbrellas, chairs for officials.

2.8.1.3. Closed scoring area.

2.8.1.4. Extra copies of the current NSSA rules.

2.8.1.5. Duplicate copies of the Judges' Forms for judges' use.

2.8.1.6. Roped area for the performing club and equipment and for the subsequent competing club.

3. Regionals and Other Tournaments

3.1. All regional tournaments shall follow the current version of the Official NSSA Tournament Rules and are encouraged to adopt the requirements outlined in this chapter.

3.2. Other tournament classes shall follow all applicable rules in the current version of the Official NSSA Tournament Rules.

3.3. Link to [NSSA Competition Rules](#)

4. Tournament Site Suggested and Minimum Criteria

4.1. Class "A" and Division I National Show Tournament

4.1.1. The following recommended and minimum show site criteria are to be used as a guide to assist current and potential hosts in preparation for show ski tournaments. It can also be used as a guide to help develop potential show ski sites for tournament use, however, failure to meet or exceed the minimum criteria does NOT automatically disqualify a site from consideration. Some of the criteria are recommended and others are required.

4.1.2. Host/LOC Responsibilities

4.1.2.1. The LOC/Host team will complete a document that includes specific detail related to the competition show site including, but not limited to, relevant land and water information that when known will contribute to making the site as neutral as possible. This information will need to be completed and available to DI and DII teams by March 1st for the national tournaments that will take place in August of that same year.

4.1.2.2. The LOC will provide a telephone number and e-mail address to a knowledgeable contact who will be prepared to address tournament site specific questions.

4.1.2.3. The LOC will provide a person of site knowledge to be present at the Chief Judge's Meeting with the teams to explain the site and answer any questions that the teams may have.

4.1.3. Spectators

4.1.3.1. Seating

4.1.3.1.1. 18" is the standard measure for bleacher seating for spectators.

4.1.3.1.2. 30" W x 36" L is the standard measure for lawn chair seating for spectators.

4.1.3.1.3. Enough seating should be available for a minimum of 1000 people in the immediate show course area, 2500 for Division I National Show Tournament (DI N). This can consist of a combination of bleacher, lawn chair, and/or blanket seating.

4.1.3.1.4. Additional seating for a minimum of 500 (1500 DI N) people.

4.1.3.1.5. 1600 (3200 DI N) square feet of shelter is needed along with tables and chairs for spectators looking for a break from the sun.

4.1.3.1.5.1. A combination of shelter areas excluding the limited access area(s) is acceptable.

4.1.3.1.6. Seating access for disabled to include at least one shaded area and flat surfaces for wheelchair confined viewers.

4.1.3.2. Parking

4.1.3.2.1. Space to accommodate a minimum of 300 vehicles with additional parking and shuttle service to accommodate a minimum of 200 additional vehicles.

4.1.3.2.1.1. Parking within $\frac{5}{8}$ of a mile constitutes on site.

4.1.3.3. **Restrooms**

4.1.3.3.1. A minimum of 12 (25 DI N) toilets with 2 (4 DI N) hand washing stations need to be made available for spectators.

4.1.3.3.1.1. These must be cleaned and pumped daily, if needed.

4.1.3.3.2. Toilets should be located within 100 yards of seating.

4.1.3.3.3. Disabled toilets should be located on a flat smooth surface within 50 yards of their seating.

4.1.3.3.3.1. Provide hand washing stations to accommodate the cleansing of hands for before and after using toilets (wheels tend to get the hands very dirty).

4.1.4. **Skiers**

4.1.4.1. Tournament controlled water area
(<-----1,600'-----><---300'---><-----1,600'--->)

4.1.4.2. Show course - minimum 300 feet long in conjunction with the beach.

4.1.4.3. Beach - minimum 300 feet long sandy beach, 5 feet wide walkway on either side of main payoff stage.

4.1.4.4. The payoff stage should be a minimum of 8 feet deep and 60 feet long.

4.1.4.5. The width of the body of water at its narrowest point in the show course should be a minimum of 330 feet.

4.1.4.6. Distance of available usable water length, from each end of the show course to each respective end of the tournament controlled water (end zones) is a minimum of 1600 feet.

4.1.4.7. Distance of available, unobstructed usable air length, from each end of the show course, to each respective end of the tournament controlled water, (end zones) is a minimum of 1000 feet of air space.

4.1.4.8. Performance platform (size and location per rule 9.08).

4.1.4.9. Minimum of two auxiliary performance platforms/docks, at least one located at or beyond each end of the show course.

4.1.5. **Jump** (per rule 9.03).

4.1.5.1. Inclined Ramp/Mini-Ramp for Division I National Show Tournament per competition rule 11.07 and Individual Show Acts rule 10.07

4.1.6. **Water quality**

4.1.6.1. Meets local water quality standards for full body submersion.

4.1.7. **Water conditions**

4.1.7.1. Maximum 5 knots average current speed is acceptable for safety.

4.1.7.2. Maximum of 6 inches of wave chop, wind speeds averaging 10 knots.

4.1.7.3. Weeds must be cut to a minimum of 4 feet below the water surface.

4.1.8. **Buoys**

4.1.8.1. Per individual rules and rule 9.03-6.

4.1.8.2. Danger and course outline.

4.1.8.3. Show site outer buoys as indicated in Rule 3.05. 5

4.1.9. Barges/floaters (Suggested Approach)

- 4.1.9.1. Stationary barges should be placed at the end of each end zone, as much out of the way, and anchored securely in place for the duration of the tournament (or for each tournament day and then must be placed again in the same location on successive days).
- 4.1.9.2. It is helpful if there is at least one barge that is motorized for placement by each competing team.
- 4.1.9.3. The Chief Judge should work with all competing teams and the LOC to determine barge Placement. Barges need to be set in a manner which is fair to all teams competing. Any conflicts will be resolved by the Chief Judge.

4.1.10. Skiers Area

- 4.1.10.1. A minimum of 3 pre-staging areas is mandatory.
- 4.1.10.2. Each pre-staging area must be a minimum 16 feet wide and a minimum of 1200 sq. ft.
- 4.1.10.3. Minimum Size of staging area must be 1200 sq. ft. and provide an 80' lane from shore.
- 4.1.10.4. A minimum of 70 (140 DI N) parking spots for equipment vehicles is necessary with ample room for movement.
- 4.1.10.5. Changing area (tent) is required with a minimum of 400 square feet divided into men's and women's areas.
- 4.1.10.6. Two toilets must be available in the skiers area.
- 4.1.10.7. 30 gallons of drinking water and/or a potable water hose must be available to each competing team.
- 4.1.10.8. Sound system (per rule 9.09).
- 4.1.10.9. Equipment vehicle parking for teams in the staging and pre-staging areas.

4.1.11. Boat launch

- 4.1.11.1. Accessibility.
- 4.1.11.2. Minimum of 20 feet wide.
- 4.1.11.3. 10 (20 DI N) trailer - tow-vehicle stalls available.
- 4.1.11.4. Launch must be made of a hard paved surface.
- 4.1.11.5. Located within a reasonable distance of the show site.
- 4.1.11.6. Toilet(s) must be available in this immediate area.

4.1.12. Safety

- 4.1.12.1. Tournament Safety Boat location, staffing, and equipment (per SCR 9.04 & 11.04).
- 4.1.12.2. Ambulance and qualified personnel on site (minimum per rule 11.03).
- 4.1.12.3. Hospital - maximum normal transport time of 15 minutes to a staffed Comprehensive Emergency Department with a FACEP Board Certified physician (or equivalent) on duty during the competition periods.
- 4.1.12.4. Contact with EMS/rescue/dive team - on site/radio/telephone (must have a second means of communication available).
- 4.1.12.5. First aid equipment.
- 4.1.12.6. Distance of tournament controlled water must be closed off to all local traffic during competition and adjacent waters must be slow, no-wake during competition.
- 4.1.12.7. Police and/or security on duty from Thursday night through the end of the Tournament (24 hours).

- 4.1.13. **Tournament Officials Needs**
 - 4.1.13.1. Parking for 30 vehicles minimum.
 - 4.1.13.2. VIP area, tent and seating area to fit a minimum of 60 people with a minimum of 400 square feet of shelter area.
 - 4.1.13.3. Minimum of two toilets.
 - 4.1.13.4. **Towers**
 - 4.1.13.4.1. Judges' area to fit 14 people comfortably and separately.
 - 4.1.13.4.2. Designated "club in competition" video tower.
 - 4.1.13.4.3. USA-WSWS/Media video/viewing tower (or equivalent).
 - 4.1.13.4.4. Webcast/telecast video/viewing tower(s) per LOC/USA-WSWS agreement (DI N).
 - 4.1.13.5. Area for staging marshal, chief judge, safety director with table and umbrella/shade.
 - 4.1.13.6. Scorers' trailer to include A/C, computer system with printer, supplies, and a copy machine.
 - 4.1.13.7. Supplies using the WWSF Tournament LOC supply list as a guide.
- 4.1.14. **Electrical needs**
 - 4.1.14.1. Power for "club in competition" USA-WSWS and media towers.
 - 4.1.14.2. Power for competing teams for sound and show (per rule 9.09).
 - 4.1.14.3. Power for webcast/telecast truck and tower(s) - contact production company for specific needs.
- 4.1.15. **WiFi**
 - 4.1.15.1. It is suggested that WiFi be made available at the tournament show site.
- 4.1.16. **Vendor Area**
 - 4.1.16.1. Space and location (per LOC/USA-WSWS/NSSA agreement).
 - 4.1.16.2. 110 volt electrical.
 - 4.1.16.3. Tables and chairs for vendor requests)per LOC/USA-WSWS/NSSA agreement).
- 4.1.17. **Lodging**
 - 4.1.17.1. A minimum of 500 (1000 DI N) rooms available within 40 minutes at posted travel speeds.
 - 4.1.17.2. List of camping facilities if they are available.

5. **National Tournament Committee**

- 5.1. The National Tournament Committee shall be responsible for all particulars of the Division I and Division II National Show Tournaments; including scheduling, financing, and promoting, among others.
- 5.2. The Tournament Committee shall be obedient to the Board of Directors.

6. **Hosts and Bidding Procedures for National Show Tournaments**

6.1. **Division I and Division II**

- 6.1.1. Petitions for hosting the Division I and Division II National Show Tournaments shall be made to the Board of Directors by submitting to the NSSA President by July 15th, with selection for two years hence being made by a majority vote at the November annual meeting of the Board of Directors.
- 6.1.2. A notice will be placed in The Water Skier magazine no later than the May issue, that the NSSA will be accepting bids for the Division I and Division II National Show Tournaments.

- 6.1.2.1. The current National Tournament Chairperson and the current Publicity Committee Chairperson shall jointly be responsible for assuring the timely publication of this notice.
- 6.1.3. Established Hosts may submit a "Letter of Intent" to host a National Show Tournament, in lieu of a formal Bid Package, via mailing to the NSSA President in time to arrive prior to the Thursday before the commencement of The Division I National Show Tournament or by delivering it in person at the NSSA BOD meeting held at 9:00 PM on the Thursday before The Division I National Show Tournament.
- 6.1.4. Bids shall be sent to the NSSA President, postmarked no later than July 15th, two (2) calendar years prior to the National Show Tournament for which the bid is being submitted. Bids may not be altered or supplemented except by request of the Board.
- 6.1.5. The National Tournament Chairman shall distribute the bids at the next Summer Board meeting, normally held in conjunction with the Division I National Show Tournament.
- 6.1.6. The decision to award the bid shall take place at the next Fall meeting of the Board. This meeting will normally occur 20 months prior to the date of the National Show Tournament. The decision shall be made by a simple majority of the Board.

7. Bid Content for National Show Tournaments

7.1. Division I and Division II

- 7.1.1. A copy of the Division I National Show Tournament minimum bid criteria may be found in Chapter 2 of the NSSA Policies & Procedures.
- 7.1.2. Bids shall be submitted on 8.5 x 11 papers, except for maps or diagrams, which may be larger. Twenty (20) copies of the bid shall be submitted
- 7.1.3. Each bid shall include all of the following information per Chapter 2 of the NSSA P & P's.
 - 7.1.3.1. Map or sketch of the site, and showing:
 - a. Size of show area
 - b. Water depths
 - c. Main dock and secondary docks Boat ramps
 - d. Beach area
 - e. Bleachers and other seating Exhibitor areas
 - f. Concession areas and Official's facilities
 - 7.1.3.2. Capacity of site for spectators and types of seating available, including bleacher capacity.
 - 7.1.3.3. A statement regarding water conditions and how the area will be regulated regarding recreational boaters.
 - 7.1.3.4. A statement regarding whether additional charges will be made, such as parking or admissions.
 - 7.1.3.5. A statement regarding parking capacity, location relative to the site and control.

- 7.1.3.6. A statement regarding whether beer or other alcoholic beverages will be sold on the site, and how such sales will be controlled.
- 7.1.3.7. A list of hotels and motels in the area and an estimate of the total number of rooms available.

8. National Show Tournament Host Supplied Sound System

8.1. Division I and Division II

- 8.1.1. At the Division I National Show Tournament, a tournament host supplied sound system will be provided and must be used by all teams. A team may also feed their signal to additional equipment separately. A team may not move, alter, modify, or add to the tournament supplied house sound system in any way. The team supplied sound equipment may not be placed or connected in such a way as to damage the tournament supplied house system.
- 8.1.2. A written description of the system will be available from the tournament host to the competing teams, no later than one week prior to the start of the tournament. All wireless microphone frequencies must be registered with the Chief Judge during the pre-show meeting with the Show Director.
- 8.1.3. The tournament host supplied sound system will meet but not be limited to the minimum specifications described below.
 - 8.1.3.1. Loudspeaker cabinets sufficient to provide clear intelligible coverage of the entire spectator and judging area. Sound pressure level (SPL) at the judging area should be at least 70 dB.
 - 8.1.3.2. Monitor loudspeaker cabinets with adjustable gain placed so as to provide sufficient coverage of the primary starting dock and the main announcing stage.
 - 8.1.3.3. Amplification to adequately power the venue.
 - 8.1.3.4. At least one backup amplifier on site.
 - 8.1.3.5. A mixing console with at least 6 input channels.
 - 8.1.3.6. A direct box, or the adapters necessary to allow RCA, XLR, and 1/4" input to the main console, stereo or sum, and mono.
 - 8.1.3.7. A house microphone.
 - 8.1.3.8. At least one technician on site at all times during the competition.
 - 8.1.3.9. A properly grounded 110v, 60 Hz, 20a circuit for team usage.

9. National Show Tournament Drivers Requirements

- 9.1. Tested Driver Requirements are addressed in rule 9.01 of the [NSSA Competition Rules](#)
- 9.2. The Division I and Division II Tournament Driver is required to be on-site the Thursday of Nationals weekend to provide practice pulls.

Chapter 3 - National Show Tournament Competition

1. National Show Tournament Dates

1.1. Division I

- 1.1.1. The Division I National Show Champion Tournament, herein referred to as the Division I National Show Tournament, shall be held annually, with the date being the second full weekend of August, and place being set by the Board of Directors.

1.2. Division II

- 1.2.1. The Division II National Show Champion Tournament, herein referred to as the Division II National Show Tournament, shall be held annually, with the date being the first full weekend of August, and place being set by the Board of Directors.

2. Eligibility

2.1. Division I

- 2.1.1. Each region shall be responsible for selecting its teams for competition in the Division I National Show Tournament. Normally, at least one competition time slot will be reserved for at least one club from each region.
- 2.1.2. Teams and/or individuals who qualify for the Division I National Show Tournament are not eligible to compete in the Division II National Show Tournament with the exception of the following:
 - 2.1.2.1. Individuals may opt into Division II if their regional score is below the following:
 - 2.1.2.1.1. Swivel: 11.0
 - 2.1.2.1.2. Swivel Pairs: 11.0
 - 2.1.2.1.3. Doubles : 11.0
 - 2.1.2.1.4. Women's Freestyle Jump: 110
 - 2.1.2.1.5. Men's Freestyle Jump: 200
 - 2.1.2.2. Teams may opt into Division II if their regional score is below 1400.

2.2. Division II

- 2.2.1. Each region shall be responsible for selecting its teams for competition in the Division II National Show Tournament. Normally, at least one competition time slot will be reserved for at least one club from each region.
- 2.2.2. Division II competition shall be composed of Teams and/or Individuals not qualified for the Division I National Show Tournament by their respective Regions.
- 2.2.3. If the previous year's Division II National Champion qualifies for the Division I tournament, they will NOT be eligible to ski at the Division II tournament unless their regional score exempts them per Chapter 3 Subsection 2.1.2.

- 2.2.4. At such time that the tournament has been full (14 Teams) for two consecutive years, the Division II National Champion will be ineligible for the next two years.
- 2.2.5. Teams and/or Individuals from undeveloped Regions skiing for the first time at a National Show Championship will compete at the Division II National Show Tournament, unless they specifically request to ski at the Division I National Show Tournament.
- 2.2.6. In the undeveloped regions (Eastern, South Central, Western), if any Team chooses to go to the Division II National Show Tournament, all lower placing Teams from that Region must also enter the Division II National Show Tournament competition.

3. Rules

- 3.1. The Division I and Division II National Show Tournament shall follow the current version of the Official [NSSA Competition Rules](#).

4. Tournament Official Requirements

4.1. Division I

- 4.1.1. The Division I National Show Tournament is a National Class tournament and must follow all Official requirements per Chapter 1 Subsection 8.2.3.4.6, also found in the [Tournament Official Requirement Chart](#).

4.2. Division II

- 4.2.1. The Division II National Show Tournament is a Class A tournament and must follow all Official requirements per Chapter 1 Subsection 8.2.3.4.6, also found in the [Tournament Official Requirement Chart](#).

5. Tournament Music Lists

5.1. Division I and Division II

- 5.1.1. All competing teams and individual acts are required to submit their music playlists as a part of their entry package, which is normally due to the tournament chairman two days prior to the start of competition.
- 5.1.2. Music playlists should include all songs used during the performance, with title and artist.

6. Entry Procedures and Deadlines

6.1. Division I

- 6.1.1. Team Registration - Teams will turn in all forms and paperwork per Rule 6.04 Entry Requirements and Tournament Paperwork.
- 6.1.2. A "Checklist for Division I National Show Ski Tournament" may be found on the USA-WSWS website by June 15th of the current year.
- 6.1.3. All National Tournament entries, including teams and individuals that do not have a Regional qualifier, must be sent via online submission no later than July 15th of the current year. No money will be required with the entry submission. The Division I National Tournament Chairperson will be the recipient of these entries.

- 6.1.4. Any qualifying team or individual indicating their intention to ski at the National Show Tournament by sending in entry paperwork, but does not meet the submission deadline, will pay an additional late fee of 50% of the National Show Tournament entry fee, and in addition, will lose their spot in the rotation for skiing times.
- 6.1.5. Online submissions will be turned off, and no entries will be accepted after July 22nd of the current year. Late entries will be good only if there are slots open within the allotted slots in that event.
- 6.1.6. Teams and individuals who qualify in the rotation and have sent their entry in by the submission deadline are officially entered.
- 6.1.7. Division I National Show Tournament entry forms will only be available on the [Official NSSA website](#), on or by June 15th of the current year.
- 6.1.8. A team or individual may withdraw their entry, with no financial burden, by notifying the National Tournament Chair by 12 PM Central Time the following day after the last National qualifying tournament of the current year.

6.2. Division II

- 6.2.1. Team Registration - Teams will submit all forms and paperwork per Rule 6.04 Entry Requirements and Tournament Paperwork. A "Checklist for Division II National Show Ski Tournament" may be found on the USA WSWS website by June 15th of the current year.
- 6.2.2. All National Tournament entries, including teams and individuals that do not have a Regional qualifier, must be sent via online submission no later than July 15th of the current year. No money will be required with the entry submission. The Division II National Tournament Chairperson will be the recipient of these entries.
- 6.2.3. Any qualifying team or individual indicating their intention to ski at the Division II National Show Tournament by sending in entry paperwork, but does not meet the submission deadline; will pay an additional late fee of 50% of the National Show Tournament entry fee, and in addition will lose their spot in the rotation for skiing times.
- 6.2.4. No entries will be accepted after July 22nd of the current year.
- 6.2.5. Late entries will be good only if there are slots open within the allotted slots for that event.
 - 6.2.5.1. The National Tournament Chair for DII will accept late Individual entries up to 2 days before the tournament without having to bring it to the NSSA Board for a waiver. This would only be applicable if time and vacancy exists.
- 6.2.6. Teams and individuals that qualify in the rotation and have sent their entry in by the submission deadline, are officially entered.
- 6.2.7. Division II National Show Tournament entry forms will only be available on the [Official NSSA website](#), on or by June 15th of the current year.

- 6.2.8. A team or individual may withdraw their entry, with no financial burden by notifying the DII National Tournament Chair, by 12 PM central time the following day after the last national qualifying tournament of the current year.
- 6.2.9. A team or individual may withdraw their entry, with no financial burden, by notifying the National Tournament Chair by the end of the last National qualifying tournament of the current year.

7. Qualifying and Seeding Procedures for National Team Competition

7.1. Division I

7.1.1. Qualifying Procedure

- 7.1.1.1. Entries will be limited to 14 clubs.
- 7.1.1.2. The clubs will be selected using the following formula provided all entry requirements are met:
 - 7.1.1.2.1. The top club from the previous Division I National Show Tournament.
 - 7.1.1.2.2. Two clubs from each region as chosen by that region, except the region from which the defending champion comes will only get one spot in the First rotation.
 - 7.1.1.2.3. If the 14 spots are not filled by the regions, they will be filled in the following rotation:
 - 7.1.1.2.3.1. Two clubs from the Wisconsin Region before regular rotation begins, then one club from the Wisconsin Region for each subsequent rotation.
 - 7.1.1.2.3.2. One club from the Central Region, one club from the Midwest Region, one club from the Southern Region, one club from the Eastern Region, one club from the South Central Region, one club from the Western Region.

7.1.2. Seeding Procedure

- 7.1.2.1. The top club from the previous year will get the first choice of slots.
- 7.1.2.2. Slots 2 - 14 (total of 13 clubs) will be seeded in the following order as chosen by their Region: Wisconsin, Central, Midwest, Southern, Eastern, South Central, and West.
- 7.1.2.3. Seeding will be based upon finish (placement) at the respective Regional qualifying tournaments (continue round-robin).
- 7.1.2.4. A virtual meeting will be set for 7 PM central time the Monday after the last Regional tournament where the seeding for both DI & DII will take place. The applicable National chairperson will send out a reminder notice of said meeting.
- 7.1.2.5. Teams that have made the lineup and will participate in the seeding procedure will be notified at or before 12 PM central time the following Monday after the last regional tournament.

- 7.1.2.6. The teams will be given their choice of slots per the above established procedure.

7.2. Division II

7.2.1. Qualifying Procedure

- 7.2.1.1. Entries will be limited to 14 clubs.
- 7.2.1.2. The clubs will be selected using the following formula provided all entry requirements are met:
 - 7.2.1.2.1. Two clubs from each region as chosen by that region.
- 7.2.1.3. If the 14 spots are not filled by the regions, they will be filled by the following rotation:
 - 7.2.1.3.1. Two clubs from the Wisconsin Region before regular rotation begins, then one club from the Wisconsin Region for each subsequent rotation.
 - 7.2.1.3.2. One club from the Central Region, one club from the Midwest Region, one club from the Southern Region, one club from the Eastern Region, one club from the South Central Region, and one club from the Western Region.

7.2.2. Seeding Procedure

- 7.2.2.1. Seeding of the teams will be done as follows:
 - 7.2.2.1.1. Slots 1 - 14 (total of 14 clubs) will be seeded in the following order as chosen by their Region: Wisconsin, Central, Midwest, Southern, Eastern, South Central, and West.
- 7.2.2.2. Seeding will be based upon finish (placement) at the respective Regional qualifying tournaments (continue round-robin)
- 7.2.2.3. A virtual meeting will be set for 7 PM central time the Monday after the last Regional tournament, where the seeding for both DI & DII will take place. The applicable Nationals chairperson will send the information before the meeting and host the meeting.
- 7.2.2.4. Teams that have made the lineup and will participate in the seeding procedure will be notified at or before 12 PM central time the following Monday after the last Regional tournament.
- 7.2.2.5. The teams will be given their choice of slots per the above established procedure.

8. Team Event Competition Awards

8.1. Division I

8.1.1. Presentation

- 8.1.1.1. Team event competition awards will be announced & presented to the competitors following the completion of the Division I National Show Competition.

8.1.2. Team Awards

- 8.1.2.1. Trophies or other suitable awards will be presented to the top 14 teams at the Division I National Show Tournament.

- 8.1.2.2. The first place team will be awarded a traveling team trophy that will be updated after the event at the cost of NSSA at their preferred vendor.

8.1.3. Box Score Awards

- 8.1.3.1. Best Ballet Act
- 8.1.3.2. Best Jump Act
- 8.1.3.3. Best Barefoot Act
- 8.1.3.4. Best Pyramid Act
- 8.1.3.5. Best Strap Doubles Act
- 8.1.3.6. Best Swivel Act
- 8.1.3.7. Best Comedy Award
- 8.1.3.8. Best Showmanship
- 8.1.3.9. Best Production
- 8.1.3.10. Best Sound and Announcing Crew
- 8.1.3.11. Best Towboat Driving Team
- 8.1.3.12. Best Pick-Up Boat Crew
- 8.1.3.13. Best Dock and Equipment Personnel

8.1.4. Individual Male and Female Awards

- 8.1.4.1. Skip Gilkerson Award: Most Valuable Male Skier
- 8.1.4.2. Willa Cook Award: Most Valuable Female Skier

8.1.5. Tournament Official Gifts

- 8.1.5.1. The LOC shall provide plaques or other suitable awards, or ensure that such awards are supplied, for the following:
 - 8.1.5.1.1. National Tournament Chairman
 - 8.1.5.1.2. Seven (7) Judges and One (1) Chief Judge
 - 8.1.5.1.3. Two (2) Scorers and One (1) Chief Scorer
 - 8.1.5.1.4. One (1) Safety Director, Two (2) Assistants Safety Directors, and One (1) Timer
 - 8.1.5.1.5. One (1) Tournament Boat Driver
 - 8.1.5.1.6. One (1) Chief Announcer
 - 8.1.5.1.7. Seven (7) Secretaries

8.2. Division II

8.2.1. Presentation

- 8.2.1.1. Team event competition awards will be announced & presented to the competitors following the completion of the Division II National Show Competition.

8.2.2. Team Awards

- 8.2.2.1. Trophies or other suitable awards will be presented to the top 14 teams at the Division II National Show Tournament.

8.2.3. Box Score Awards

- 8.2.3.1. Best Ballet Act
- 8.2.3.2. Best Jump Act
- 8.2.3.3. Best Barefoot Act
- 8.2.3.4. Best Pyramid Act

- 8.2.3.5. Best Strap Doubles Act
- 8.2.3.6. Best Swivel Act
- 8.2.3.7. Best Comedy Award
- 8.2.3.8. Best Showmanship
- 8.2.3.9. Best Production
- 8.2.3.10. Best Sound and Announcing Crew
- 8.2.3.11. Best Towboat Driving Team
- 8.2.3.12. Best Pick-Up Boat Crew
- 8.2.3.13. Best Dock and Equipment Personnel
- 8.2.4. Individual Male and Female Awards**
 - 8.2.4.1. Most Valuable Male Skier
 - 8.2.4.2. Most Valuable Female Skier
- 8.2.5. Tournament Official Gifts**
 - 8.2.5.1. The LOC shall provide plaques or other suitable awards, or ensure that such awards are supplied, for the following:
 - 8.2.5.1.1. National Tournament Chairman
 - 8.2.5.1.2. Seven (7) Judges and One (1) Chief Judge
 - 8.2.5.1.3. Two (2) Scorers and One (1) Chief Scorer
 - 8.2.5.1.4. One (1) Safety Director, Two (2) Assistants Safety Directors, and One (1) Timer
 - 8.2.5.1.5. One (1) Tournament Boat Driver
 - 8.2.5.1.6. One (1) Chief Announcer
 - 8.2.5.1.7. Seven (7) Secretaries

9. Qualifying and Seeding Procedures for Individual Competition

9.1. Division I

9.1.1. Seeding

- 9.1.1.1. Entries will be limited to 15 individual couples/teams in the following events: Open Swivel, Open Swivel Pairs, Open Doubles, Open Men's Freestyle Jump, Open Women's Freestyle Jump, and Division 1 Team Jump.
- 9.1.1.2. Entrants will be selected using the following formula, provided all entry requirements are met.
 - 9.1.1.2.1. The previous year's champions will be seeded first and last if all entry requirements are met.
 - 9.1.1.2.2. Doubles and Swivel Pairs: Should both partners of the previous year's champions be unable to compete in defense of their title, they will NOT be entered in that year's National Show Ski Championships Tournament as the defending Champions.

- 9.1.1.2.2.1. Should 1 member of a Doubles Couple or Swivel Pair that qualified through a Regional competition be unable to compete at Nationals due to an injury, the competitor may petition their NSSA Regional Director(s) to use a substitute.
- 9.1.1.2.2.2. If the petition to use a substitute is granted, the National Tournament Chairman MUST be notified no later than the conclusion of registration for Individual Event Competition at that year's National Tournament site.
- 9.1.1.2.3. The top qualifier from each region (seven Maximum) will be seeded and ski 8th - 14th slots by the following rotation:
 - 9.1.1.2.3.1. Wisconsin, South, Central, Midwest, East, South Central, and West.
- 9.1.1.2.4. The second highest qualifiers from each region will be seeded, and ski 1st - 7th slots by the following rotation:
 - 9.1.1.2.4.1. Wisconsin, South, Central, Midwest, East, South Central, and West.
- 9.1.1.2.5. Should each region NOT select two qualifiers, the 1st - 7th slots will be Filled via the following rotation until a total of 15 contestants are selected:
 - 9.1.1.2.5.1. Wisconsin, South, Central, Midwest, East, South Central, and West.
- 9.1.1.3. Running Orders will be published by midnight the following day after the last National Qualifying Regional tournament.
- 9.1.1.4. Once the running orders are published, any Team or Individual that cancels without good reason, i.e. injury, family emergency etc., shall NOT be refunded their entry fee.
- 9.1.1.5. Filling of Empty Slots or Replacing Late Withdrawal(s) from Competition
 - 9.1.1.5.1. Should an opening occur in either Individual Event Competition or Team Event Competition due to the late withdrawal (after Running Orders are Published) of a Qualified / Seeded Competitor, the National Tournament(s) Chairman will contact the first eligible Entrant from the same Region who was not seeded through the normal process and offer the opportunity to compete.
 - 9.1.1.5.2. If the opportunity is declined, the National Tournament(s) Chairman will repeat this process within that Region until an entrant is found.
 - 9.1.1.5.3. If an entrant isn't found within that region, the rotation will move to the original Regional rotation, starting where the process left off with the last entrant/team.

- 9.1.1.5.4. Repeat as many times as necessary or until all eligible entrants are exhausted.
- 9.1.1.5.5. The new entrant shall fill the position of the opening.
- 9.1.1.5.6. The National Tournament(s) Chairman will execute this process until the close of the Registration Period for the Event Competition Individual & Team, at each respective National Show Ski Tournament (Division I & II)

9.2. Division II

- 9.2.1.1. Entries will be limited to 15 individual couples/teams in the following events: 180 Swivel, 360 Swivel, Open Swivel, 360 Swivel Pairs, Open Swivel Pairs, Intermediate Doubles, Open Doubles, Intermediate Men's Freestyle Jump, Open Men's Freestyle Jump, Intermediate Women's Freestyle Jump, Open women's freestyle Jump, Division 2 Team Jump.
- 9.2.1.2. Entrants will be selected using the following formula, provided all entry requirements are met.
 - 9.2.1.2.1. The top qualifier from each region (seven maximum) will be seeded, and ski 8th 14th slots by the following rotation:
 - 9.2.1.2.1.1. Wisconsin, South, Central, Midwest, East, South Central, and West.
 - 9.2.1.2.2. The second highest qualifiers from each region will be seeded, and ski 1st - 7th slots by the following rotation:
 - 9.2.1.2.2.1. Wisconsin, South, Central, Midwest, East, South Central, and West.
 - 9.2.1.2.3. Should each region NOT select two qualifiers, the 1st - 7th slots will be filled via the following rotation until a total of 14 contestants are selected:
 - 9.2.1.2.3.1. Wisconsin, South, Central, Midwest, East, South Central, and West.
- 9.2.1.3. Doubles and Swivel Pairs: should one (1) member of a Double's Couple or Swivel Pair that qualified through a Regional competition be unable to compete at National's due to an injury, the competitor may petition their NSSA Regional Director(s) to use a substitute.
- 9.2.1.4. If the petition to use a substitute is granted, the National Tournament Chairman MUST be notified no later than the conclusion of registration for Individual Event Competition at that year's National Tournament site.
- 9.2.1.5. Once the tournament field is set and the individuals are selected to compete, any individual(s) canceling will forfeit their entry fee.
- 9.2.1.6. Filling of Empty Slots or Replacing Late Withdrawal(s) from Competition

- 9.2.1.6.1. Should an opening occur in either Individual Event Competition or Team Event Competition due to the late withdrawal (after Running Orders are Published) of a Qualified / Seeded Competitor, the National Tournament(s) Chairman will contact the first eligible Entrant from the same Region who was not seeded through the normal process and offer the opportunity to compete.
- 9.2.1.6.2. If the opportunity is declined, the National Tournament(s) Chairman will repeat this process within that Region until all eligible entrants are exhausted.
- 9.2.1.6.3. Should the opening still exist, the National Tournament Chairman will then revert to the original Regional Rotation procedure contacting the first eligible entrant from each Region until the opening is filled (repeated as many times as is necessary or until all eligible entrants are exhausted).
- 9.2.1.6.4. The new entrant shall fill the position of the opening.
- 9.2.1.6.5. The National Tournament(s) Chairman will execute this process until the close of the Registration Period for the Event Competition Individual & Team, at each respective National Show Ski Tournament (Division I & II)

10. Individual Events Competition Awards

10.1. Division I

- 10.1.1. Awards will be presented to the top 3 finishers of each of the following events:
 - 10.1.1.1. Open Swivel, Open Swivel Pairs, Open Doubles, Open Men's Freestyle Jump, Open Women's Freestyle Jump, and Division 1 Team Jump
- 10.1.2. Individual Event Competition Awards will be announced & presented to the Competitors following the completion of the Competition and before the start of the Team Competition.
 - 10.1.2.1. Typically, this will occur on Friday evening at each tournament as soon as the Scorers complete the compilation of the last events scores.
 - 10.1.2.2. In the event of inclement weather or other delays, these awards will be presented when the competition is finished.

10.2. Division II

- 10.2.1. Awards will be presented to the top 3 finishers of each of the following events:
 - 10.2.1.1. 180 Swivel, 360 Swivel, Open Swivel, Open Swivel Pairs, 360 Swivel Pairs, Intermediate Doubles, Open Doubles, Intermediate Freestyle Jump, Open Men's Freestyle Jump, Open women's freestyle Jump, and Division 2 Team Jump

- 10.2.2. Individual Event Competition Awards will be announced & presented to the Competitors following the completion of the Competition and before the start of the Team Competition.
 - 10.2.2.1. Typically, this will occur on Friday evening at each tournament as soon as the Scorers complete the compilation of the last events scores.
 - 10.2.2.2. In the event of inclement weather or other delays, these awards will be presented when the competition is finished.

Chapter 4 - NSSA Officials' Program

1. Officials' Manual

- 1.1. Official Applications and requirements can be found in the [Officials' Manual](#) or on the [Officials' Resource Page](#) of the USA-WSWS website.

2. Travel Compensation

- 2.1. To be eligible for travel compensation, an official must travel greater than 500 miles round-trip from their home to the site of the tournament.
- 2.2. Officials must submit the Application for Travel Compensation to the Chairman of the Officials Committee by August 31st to be eligible for compensation.
 - 2.2.1. [Application for Travel Compensation](#)

3. Corrective Action and Disciplinary Procedures for NSSA Officials

3.1. Performance

- 3.1.1. An official's performance will be evaluated based on the following criteria:
 - 3.1.1.1. Poor or erratic performance as indicated by tournament scoring charts, graphs, comparison sheets, and/or any other methodology developed to determine an individual's ability to competently perform their duties as a judge, Safety Director, scorer, timer, or secretary.
 - 3.1.1.2. Any conflict of interest, breach of confidentiality, or unsportsmanlike conduct, either on or off a tournament site, during the duration of a tournament, or when representing the NSSA.
 - 3.1.1.3. Any conduct not in the best interests of the sport of water skiing, the NSSA, and USA-WSWS.

3.2. Disciplinary Procedures and Communication

- 3.2.1. If an official's performance is deemed to be inadequate or conduct inappropriate by the Officials' Committee, the following steps are to be taken:
 - 3.2.1.1. An official must be notified in person by the Officials' Committee Chairperson and one other person (a witness) or by certified mail, return receipt requested. (NOTE: any communication not done in person will always be by certified mail.). A copy of the supporting documentation must be included.
 - 3.2.1.2. The Officials' Committee Chairperson will maintain a written record of all such notifications and personal meetings. This record, along with the documentation, will indicate the date, time, location, and the names of everyone present. The documentation will be kept in a file temporarily or permanently, depending on how willingly the individual makes corrections.
 - 3.2.1.3. The Officials' Committee will establish and communicate a course of action and time frame for recommended corrections.

- 3.2.1.4. The Officials' Committee shall determine, based on the seriousness of the issues, whether the individual will be given more than one notification before any further action will be taken. The official is to be made aware in writing of any time frame limitations.
- 3.2.1.5. The Officials' Committee shall determine, based on the degree of the problem as well as any past issues, if a request for action and recommendations should be submitted to the NSSA Board. This request must be accompanied by all documentation of meetings with the official, as well as the material which forms the basis for the request. The request to the NSSA Board will be in writing, with a copy in the written record and a copy to the official in question.
- 3.2.2. When an official's ability to judge or score is in question, communication should be limited to the Officials' Chair/Official's Committee and the official in question.
- 3.2.3. When a judging or scoring concern is reported by a team Rep(s), the Official's Chair should also inform the team Rep(s) what action has been initiated.
- 3.2.4. When an issue other than scoring or judging, such as conduct, has been reported to the Officials' Chair by a Chief Judge or other interested parties at a tournament, then the final determination/action should also be communicated to the person(s) who reported the initial incident.

3.3. Board Action

- 3.3.1. The NSSA Board will act upon a request for action as submitted by the Official's Committee at their next meeting or, when immediate action is recommended by the Official's Committee, by polling the Board members.
- 3.3.2. Recommendations may include:
 - 3.3.2.1. No further action.
 - 3.3.2.2. A written warning from the Board.
 - 3.3.2.3. Demoting an official for additional experience and training with level reinstatement if warranted.
 - 3.3.2.4. Suspension from officiating at National, Regional, and State tournaments.
 - 3.3.2.5. Termination of all officiating privileges with possible reinstatement.
 - 3.3.2.6. Permanent termination of all officiating privileges.
- 3.3.3. The NSSA President is to present the Board's decision to the official in writing.

3.4. Official's Recourse

- 3.4.1. Upon notification from the Officials' Committee Chairperson, the official may present their case to the Officials' Committee before the final resolution is determined.
- 3.4.2. If the Officials' Committee proceeds with a request for action to the NSSA Board, the official is to be given the opportunity to present his/her case before the NSSA Board when the request for action is up for discussion.

- 3.4.3. If, for any practical reason, the official cannot appear at the next scheduled Board meeting, he/she can request a hearing at the next scheduled meeting by contacting the NSSA President and having the action placed on the agenda.
- 3.4.4. If the Officials' Committee's request for action is serious enough, the official will not be allowed to officiate until the matter is resolved.

Chapter 5 - Grants Program

1. General Award Determination Rules & Considerations

- 1.1. The committee is comprised of one chair and 6 members, all from different regions, so that all 7 regions are represented.
- 1.2. The primary goal of the Grants Program is to increase the membership numbers of the NSSA by helping to offset the costs of programs that foster a desire to join the NSSA.
- 1.3. The Grants Program is a reimbursement program, which means requests will only be paid out once the Grants Committee Chairperson has received a summary of expenditures and all related receipts.
 - 1.3.1. If the receipts are less than the approved request, you will receive the reduced amount.
 - 1.3.2. If the receipts exceed the approved request, you will receive the approved amount.
 - 1.3.3. You may receive more funding at the end of the summer if there is money left at the end of the year after the committee reviews all of the requests during the October conference call.
- 1.4. Requests will only be accepted from current, active USA-WSWS/NSSA-affiliated teams or individuals.
- 1.5. The maximum that can be requested for each Grant request is \$1000.
- 1.6. The Grants Committee may reduce the amount awarded to a request to allow for more teams to be given a portion of the total amount of money available for that year.
- 1.7. To be considered for the first round of requests, applications must be completed and submitted to the Grants Committee Chairperson via email, mail, or fax by April 1st.
 - 1.7.1. Late applications may be accepted only if funds are still available.
 - 1.7.2. Award notification will be mailed/emailed out by May 1st
- 1.8. No receipts will be accepted after October 15th.
 - 1.8.1. This is to allow the Grants Committee to prepare the end of year report to be given to the NSSA Board at the November (Fall) meeting.
- 1.9. After the October Grants Committee conference call and the NSSA Board meeting in November, the books are considered closed, and any monies that might have been available are no longer considered available.

2. Grant Program Priority

- 2.1. The highest priority has & will be the Learn to Ski Program.
- 2.2. Next are the programs that are required by the NSSA Board, such as the Safety Clinic and the Driver's Testing Clinics.
- 2.3. Next is the Division II National Show Tournament, unless it is filled annually.
- 2.4. If funds are still available, we may also consider other tournaments and "Acts" clinics.

3. Eligible Expenses

3.1. Expenses that are eligible for reimbursement include, but are not limited to:

- 3.1.1. Instructor's travel costs, hotel costs, and meal costs
- 3.1.2. Tournament officials' costs, hotel costs, and meal costs
- 3.1.3. Boat gas
- 3.1.4. Advertising

4. Ineligible Expenses

4.1. Expenses that are ineligible for reimbursement include, but are not limited to:

- 4.1.1. Equipment
- 4.1.2. Site improvements
- 4.1.3. Professional fees
- 4.1.4. Sanctioning fees
- 4.1.5. Membership fees

5. Learn to Ski Clinics

5.1. Requests will be accepted for the cost of boat gas and advertising.

- 5.1.1. To be approved for advertising reimbursement, we must receive a copy of the advertisement (if in print) or photos of posters that may have been used, or the information on the radio or TV ads that were used. These materials must be submitted with the receipts.

5.2. We do NOT cover: refreshment supplies, equipment to be used, advertising in your own show program, or sanctioning fees.

5.3. To receive the approved funds, you must submit a list of names/addresses for everyone participating in the "Learn to Ski" clinic.

- 5.3.1. That list needs to be sent to the Grants Committee Chairperson to ensure that the list is received and sent to USA-WSWS Headquarters.

5.4. Reimbursement requests and receipts from summer clinics are due by the last day of September of that same year; otherwise, requests for reimbursement will not be considered by the Grants Committee.

6. NSSA Required Clinics (Safety & Drivers)

6.1. Reimbursement requests will be considered for instructor transportation costs (miles driven or flight costs), instructor lodging costs, instructor meals, facilities rental (pool & classroom), as well as possibly boat gas costs.

6.2. The Grants Committee will use the IRS recommended per mile cost to reimburse instructor mileage for their travel. This will be the recommendation from the IRS as of April 1st of the year in which the request is made.

6.3. Reimbursement requests and receipts from summer clinics are due before the last day of September of that same year or requests for reimbursement will not be considered by the Grants Committee.

7. Grant Application Form

7.1. [Link To Grant Application](#)

7.2. General Instructions

7.2.1. Be as complete and descriptive as possible.

7.2.1.1. Include how your program will generate added interest in show skiing, how it will generate new members for your team and the NSSA, how it will improve the safety of our sport, etc.

7.2.1.2. Make sure that all of the contact information is listed on the form, as well as your email address, so that we can contact you if there are any questions we need answered.

Chapter 6 - NSSA Tested Driver Program

1. The NSSA Tested Driver program

- 1.1. Any person wishing to drive a tow-boat during a sanctioned USA Waterski and Wake Sports event must obtain a NSSA Driver's Rating through the NSSA Tested Driver Program.
- 1.2. The three-step program is designed to improve and maintain the quality of show ski driving through:
 - 1.2.1. Education
 - 1.2.2. Participation
 - 1.2.3. Evaluation (written and practical)
- 1.3. The program instructs show ski drivers, beginner through advanced, on how to safely operate a towboat during a USA Water Ski & Wake Sports-sanctioned club practice, ski show exhibition, or tournament.
- 1.4. The major emphasis of this program is safety consciousness at all times.
- 1.5. Upon completing the program, the driver will possess the knowledge and skills necessary to implement all necessary precautions for safely towing skiers.
- 1.6. All information on how to become or maintain standing as an NSSA Tested Driver can be found on the USA-WSWS website
 - 1.6.1. [USA-WSWS webpage for NSSA Tested Driver Program](#)

Chapter 7 - NSSA Records Criteria

1. **NSSA Records**

- 1.1. All Information, requirements, and applications regarding NSSA Records can be found in the [NSSA Records Criteria Document](#).

Appendix

Tournament Officials Requirement Chart

Officials	Tournament Classification					
	Nationals Officials are chosen by the NSSA Officials Committee with final approval by the NSSA Board of Directors		Class A Officials are chosen by the tournament sponsor usually with the approval of the Chief Judge		Class C Officials are chosen by the tournament sponsor usually with the approval of the Chief Judge	
	Qty.	Minimum NSSA Officials Rating	Qty.	Minimum NSSA Officials Rating	Qty.	Minimum NSSA Officials Rating
Chief Judge	1	Senior Judge	1	Regular Judge	1	Regular Judge
Judge	7 or 5	Senior Judge	5 or	Regular Judge see D below	5 or	Regular Judge Asst with CJs Approval
Chief Scorer	1	Senior Scorer	1	Regular Scorer	1	Regular Scorer Asst with CJs Approval
Scorers	2	Senior Scorer	1 or 2	Assistant Scorer	1 or 2	Assistant Scorer
Timer/Staging Marshal	1	Regular Judge	1	Assistant Judge	1	Assistant Judge
Secretaries	7 or 5	Assistant Judge	5 or	USA-WSWS Insured Member	5 or	USA-WSWS Insured Member
Chief Safety Director	1	National Safety	1	State Safety	1	State Safety
Asst. Safety Director	2	State Safety	1	N/A	1	N/A

Regionals: In order to encourage regional tournaments, at this time they may meet the tournament officials' requirements of either Class A or Class C tournament as listed above.

- A. 50% or less of the Judges can be Assistant Judges with the Chief Judge's approval.
- B. Division I National Show Tournament will use the "Class A" criteria with the following exceptions
 - i. Must use 5 or 7 Judges and they must have a minimum of a Regular Judge's rating.
 - ii. Must have 1 Assistant Safety Director.

Developed regions: i.e., Wisconsin, Midwest, Central, and South must have a minimum of five (5) judges and be a "Class A" tournament. In the event of an unforeseen emergency, open slots may be filled with assistant rated judges or may be reduced to three (3) with the approval of the NSSA President.

Cross-Referenced Content

1. NSSA By-laws

- 1.1. Chapter 1 Section 1: Board of Directors
- 1.2. Chapter 1 Section 3: Conflict of Interest and Ethical Practice
- 1.3. Chapter 1 Section 7.1.4: Executive Committee

2. NSSA Competition Rules

- 2.1. Chapter 2: Show Ski Tournaments
- 2.2. Chapter 3: National Show Tournament Competition

3. Officials Manual

- 3.1. Chapter 4 Section 3: Corrective Action and Disciplinary Procedures for NSSA Officials