

Tournament Kit

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WHAT ARE



Tournaments

The National Ski League, National Wakeboard League and National Barefoot League were formed with the vision of ridding tournaments of the intimidation factor by providing a fun and relaxed atmosphere that allows participants to compete and learn with others of the same ability level. The festive environment of these tournaments draws in recreational and experienced boaters alike to take part in a tournament that consists of music, games, announcements, prizes, awards and FUN!

The beauty of these leagues is the tournament coordinator has the freedom to design and run the tournaments as they wish. The tournament coordinator can decide which leagues (National Ski League, National Wakeboard League, and National Barefoot League) to hold, how to score, what prizes to give away, and what other fun events to have. Suggestions include Learn-to Ski and Learn-to Wakeboard clinics, various water events, games, and other contests that will contribute to the fun atmosphere.

Whether you have hosted many tournaments or have never stepped foot in the water, USA Water Ski has provided all the tools necessary in this kit to hold a fun tournament in an easy step-by step format. USA Water Ski makes holding a tournament simple, so you can concentrate on the goal of an event; having fun and getting more people involved in the sport that you are most passionate.

The tournament kit has been divided into five sections:

Section 1.....	Steps to Hosting a Tournament
Section 2.....	Scoring a Tournament
Section 3.....	Promotion
Section 4.....	Certification
Section 5.....	Forms



BENEFITS OF HOLDING



Tournaments

There are currently over 11 million water skiers and wakeboarders. Less than 5% of this 11 million are involved in competition. You have the opportunity to get the other 95% involved in your passion by hosting a fun and exciting National Ski League, National Wakeboard League and/or National Barefoot League series of tournaments.

You will be known for increasing enthusiasm and participation in the sport, bringing families and the community together, and building future champions while at the same time increasing membership into your club or organization.

USA Water Ski strives to maintain a consistent positive image for the National Ski League, National Wakeboard League, and National Barefoot League that will keep the participant coming back for more.

BENEFITS TO PARTICIPANTS

- Ability-based competition
- Fun non-intimidating environment for the whole family
- Everyone receives a prize
- Top three finishers receive an award
- Accumulate and track points for a chance win a trip to compete in the Annual Pro-Am Challenge
- Ability to learn new techniques from professionals and Certified Instructors

BENEFITS TO YOU

- A straight forward step-by-step process on how to hold a tournament
- Flexibility in scoring, obtaining sponsors, and running your tournaments
- Access to Safety Officials and Drivers
- Affordable insurance coverage for your tournaments and clinics
- Discounted equipment provided by Barefoot International and Fly High
- FREE Banners
- Assistance in obtaining sponsorship
- Assistance in promoting your tournaments
- Wholesale discounts on quality merchandise for your participants
- Easily accessible trophies and plaques
- Coordinator Newsletter to keep you updated on all of the current NSL/NWL/NBL topics



COORDINATOR NEWS

HOW-TO-HOLD



Tournaments

STEPS TO HOSTING A TOURNAMENT

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REQUIREMENTS

- Tournaments are organized or co-organized and hosted by a USA Water Ski affiliated water ski/wakeboard club. Annual cost to start a club is \$75.
- All Personnel must be Active members of USA Water Ski. The required personnel for a NSL/NWL/NBL event is a Trained Boat Driver, USA Water Ski Safety Official, Tournament Coordinator, and Tournament Director.
- Have liability coverage for your boat, and keep the Towboat Liability Insurance & Property Damage Report on your records for five (5) years.
- Each event sanctioned as a Class F (fun) event by USA Water Ski. Thee cost is \$20 per tournament.
- To participate in a tournament, a person must be an Active USA Water Ski Member prior to skiing/wakeboarding or register as a Guest Member.
- Every participant is required to receive a prize. The prize can be a t-shirt, hat, or other promotional item as long as the NSL/NWL/NBL logo appears on the item.
- The top three placers in each division receive an award.
- Results of all participants placements are to be returned to USA Water Ski

STEPS TO HOLDING



Tournaments

Now that you have been introduced to what the grassroots leagues are all about and the benefits you can gain by holding them, you are ready to take this journey through this simple step-by-step process of how to get your tournaments up and running.

The same procedures apply when holding a National Ski League, National Wakeboard League and/or National Barefoot League series of events. Are you ready? LET'S HIT IT!

STEP NUMBER



Associate with or Form a USA Water Ski Club

TOURNAMENT REQUIREMENT:

ALL USA WATER SKI SANCTIONED TOURNAMENTS MUST BE ORGANIZED OR CO-ORGANIZED AND HOSTED BY A USA WATER SKI AFFILIATED WATER SKI/WAKEBOARD CLUB.

WAYS TO BECOME AFFILIATED WITH A CLUB

OPTION 1: FORM YOUR OWN CLUB

It only takes two people to form a club, so grab a buddy and you are ready! Fill out the 2002 Club application that is located in Section 5 on *Forms* in this kit. Send the annual fee of \$75 along with the application to USA Water Ski.

OPTION 2: BECOME ASSOCIATED WITH A LOCAL CLUB

With over 750 affiliated clubs nation-wide, there is sure to be one near you. To find a club near you go to www.USAWATERSKI.org. Click on affiliated clubs (on the left) and find the contact name of a club in your area. Contact the president and explain your interest in hosting a tournament.

STEP NUMBER

2

Decide Which Tournament Leagues to Hold

HOLD THE NSL/NWL/NBL SEPARATE OR TOGETHER

The National Ski League, National Wakeboard League and National Barefoot League can be held together or separate. Keep in mind when you make your decision that the needs of all participants from each league should be accommodated equally. A Team format that incorporates a mixture of skiers, wakeboarders, and barefooters is highly recommended.

HOLD NSL/NWL/NBL WITH CLASS C, E, L, OR R RATED TOURNAMENTS

You have the option of holding your events with other rated tournament. Contact the coordinator of those events in your area to see if interest resides in hosting a NSL/NWL/NBL tournament in conjunction with their event. You can reach coordinators via www.USAWATERSKI.org. Click on tournament listings.

If you choose not to hold these events with another rated tournament, make sure you know when and where other events are being held in order to avoid conflict. You can also use these other events as a means of advertising your tournaments. There are two things to keep in mind when deciding to hold your grassroots event with or without another rated tournament:

1. NSL/NWL/NBL tournaments are designed to provide a fun and non-intimidating environment for participants. Most other rated events are more rigid in their formats and have a different environment than the NSL/NWL/NBL.
2. Other rated tournaments require officials that are more qualified and have stricter tournament regulations. For a list of required personnel at Class C, E, L, and R rated tournaments please refer to the USA Water Ski-AWSA, AWA or ABC rulebook. Rulebooks can be found by clicking on the appropriate sport division at www.USAWATERSKI.org.

STEP NUMBER

3

Plan Date and Site

All tournaments sanctioned by USA Water Ski must be officially organized or co-organized by a USA Water Ski affiliated club. The club is required to already have a site where it regularly conducts its club activities. If the club site(s) are not available, make sure you choose a lake or waterway that is:

- Free of obstacles and debris
- Has adequate room to safely pull a skier/ rider through a course and turn a boat around
- Has an accessible dock and/or beach for starting and landing



- Easily accessible and has good visibility for spectators.

STEP NUMBER

4

Decide if you Want to Hold Clinics

Holding a Learn-to Ski/Wakeboard/Barefoot, Driver, Judges, Scorers or Safety clinic is a great way to promote water sports and will increase participation in your tournament. In addition, these events are great ways to bring your community together and increase membership. You already have the boat, facilities and personnel, all you need is an instructor and you are ready for your participants!

As always, the key to success is promotion. You could tie in a BBQ, social or lakeside party with the clinic or event. This may also attract potential club members and their families. Make sure your community is aware that there will be an event taking place and that they are welcome to attend. Use Section 3 on *Promotion* to make your clinic a success.

Clinics

Offering a clinic the day of or prior to a NSL/NWL/NBL tournament will provide an excellent opportunity for participants of all abilities to improve their skills while enjoying a fun-filled day/weekend. To become a Level I, II, or III instructor or for more information please see the (*Program Description*) in Section 4 to (*Certification*) or call USA Water Ski Headquarters at (800) 533-2972. When holding a clinic it is suggested that you should base the size of your clinic on the facilities. The number of available boats and size of the waterway will determine the number of participants you can realistically handle in the time allotted. USA Water Ski suggests allotting 10 minutes for each participant and a 5-minute transition between participants. However, you may want to plan for only 20 to 25 skiers or riders per boat to provide time for delays that may occur.

NSL/NWL/NBL CLINIC PARTNERS

In addition, you can partner with other organizations such as Barefoot International. This organization has partnered with USA Water Ski to make hosting a clinic even easier. Check out these great offers:



NSL & NBL

Mike Seipel of Barefoot International will offer each NBL tournament with two or more competitors a *FREE* one-day lesson to be used as a drawing for all barefoot entrants. Enter your NBL participants and forward the winner's name, address and phone number to the Grassroots Coordinator at USA Water Ski, 1251 Holy Cow Road, Polk City, Florida 33886.

Barefoot International will also offer an "Easy Footer" training handle and video to the NBL coordinator for any barefoot clinic(s) held prior to a NBL tournament (one handle per series). In addition, discounts for other equipment can be arranged. Call Mike Seipel at 800-277-5446.



NWL

Partner with Barefoot International and receive great discounts on Fly High equipment for your NWL tournament. To receive your Fly High Pylon or Fat Sac, call Mike Seipel at 800-277-5446.



INCORPORATE THE LEARN TO SKI CHALLENGE (LTSC) AND/OR LEARN TO WAKEBOARD CHALLENGE (LTWC) IN YOUR CLINIC

The LTSC and LTWC provide an easy and consistent way to track participants' progress. The LTSC and LTWC, turn-key programs used by top ski schools in the nation, encourage beginners to participate in water sports. Once an individual completes all 15 levels of the program, USA Water Ski will recognize the participant as an Official Intermediate Water Skier or Rider.

Anyone can participate on any body of water and behind any type of boat – as long as they have a partner. When the program is implemented in a clinic or school setting, the instructor can serve as the participant's partner. Introduce the program at a clinic and have the participants practice and track their progress.

HOW TO INCLUDE A LTSC OR LTWC IN YOUR CLINIC

Order achievement package for \$3.00 for your participants. You will receive the Achievement Cards, Certificates of Recognition and stickers, which can be affixed to the certificates symbolizing the participant's levels of achievement.

For additional information about this and other USA Water Ski member programs, contact USA Water Ski Headquarters at 1-800-533-2972.

HOLDING A TRAINED DRIVER AND/OR SAFETY CLINIC WITH YOUR TOURNAMENT

Trained Drivers and Safety Officials are required when holding NSL/NWL/NBL events. Creating more Trained Drivers and Safety Officials, via clinics, will make the preparation process for future tournaments easier.





A Trained Driver Clinic introduces safe boat-driving techniques to participants and ensures watercrafts are operated safely.

A Safety Clinic includes basic first-aid techniques and skills needed to become a safe skier, wakeboarder and boater.

REQUIRED RESOURCES FOR CLINICS

Classroom

Pick a meeting place with access to a TV and VCR and is close to the waterway you will be using. (Ex. club member's home, local business, local hotel/motel)

On-Water Practical

Choose a lake or waterway, which is free of obstacles and debris and provides adequate room to safely pull a water skier or rider and turn a boat around. The site also should include an accessible dock and/or beach for starting and landing.

HOW MANY PARTICIPANTS SHOULD YOU HAVE

If your clinic is planned for only one-day, USA Water Ski suggests limiting the number of participants to 10. You need at least one-half day to complete the classroom portion of the clinic and one-half day to conduct the on-water practical evaluations for participants.

STEP NUMBER

5

Obtain Personnel for your Tournaments

TOURNAMENT REQUIREMENT:

ALL PERSONNEL MUST BE ACTIVE MEMBERS OF USA WATER SKI. THE REQUIRED PERSONNEL FOR A NSL/NWL/NBL EVENT IS A TRAINED BOAT DRIVER, USA WATER SKI SAFETY OFFICIAL, TOURNAMENT COORDINATOR, AND TOURNAMENT DIRECTOR. PLEASE NOTE, IT IS NOT RECOMMENDED FOR ONE PERSON TO SERVE AS ALL FOUR POSITIONS.

TOURNAMENT CREDIT:

GRASSROOTS OFFICIALS CAN RECEIVE CREDIT FOR WORKING AT THESE EVENTS. CHIEF DRIVER(S) OF A CLASS F TOURNAMENT RECEIVE ONE CREDIT (MAINTENANCE OR UPGRADE) FOR THE EVENTS INCLUDED IN THAT TOURNAMENT.

ASPIRING ASSISTANT JUDGES MAY OBTAIN QUANTITATIVE CREDIT TOWARDS BECOMING AN ASSISTANT JUDGE AT NSL/NOVICE/CLASS F SLALOM TOURNAMENTS. THE QUANTITATIVE REQUIREMENTS ARE THE SAME AS FOR ASPIRING WORKING AT CLASS C TOURNAMENTS, EXCEPT NO SUPERVISION IS REQUIRED BY A REGULAR OR SENIOR JUDGE. UPON COMPLETION OF QUANTITATIVE REQUIREMENTS, THE ASPIRING ASSISTANT SLALOM JUDGE MUST REVIEW AN INSTRUCTIONAL MANUAL AND PASS A TAKE HOME TEST.

BOAT DRIVER





A USA Water Ski-rated Trained Driver is the minimum requirement for a NSL/NWL/NBL tournament. However, a USA Water Ski-rated Assistant, Regular or Senior Driver is also qualified to drive.

This person does not have to drive the duration of the tournament but they must be present.

THERE ARE THREE WAYS TO OBTAIN A BOAT DRIVER

1. **Become A USA Water Ski-Rated Trained Driver**
If you would like to become a USA Water Ski-Rated Trained Boat Driver, you will simply need to attend a one-day Driver's Clinic. More information on becoming certified is available in Section 4 on Certification. Contact USA Water Ski for a list of Driver Clinics in your area.
2. **Contact A USA Water Ski-Rated Trained Driver**
A list of current USA Water Ski-Rated Boat Drivers are available for you to utilize. Please call USA Water Ski Headquarters at (800) 533-2972.
3. **Hold A USA Water Ski-Rated Trained Driver Clinic**
To accumulate more trained drivers in your area, hold a trained driver clinic in conjunction with or separate from your tournament. Please see Step Number Four on *Clinics* for more details.

USA WATER SKI SAFETY OFFICIAL

A USA Water Ski rated Safety Coordinator is the minimum requirement for a NSL/NWL/NBL tournament. However, a USA Water Ski rated State, Regional, or National Safety Director also qualifies.



THERE ARE THREE WAYS TO OBTAIN A SAFETY OFFICIAL

1. **Become A Safety Official**
One-day Safety Clinics are held throughout the country. In Section 4 on *Certification* is detailed information on becoming a USA Water Ski safety official.
2. **Contact A Safety Official**
A list of current USA Water Ski-Rated Trained Drivers is available for you to utilize. Please call USA Water Ski Headquarters at (800) 533-2972.
3. **Hold A Safety Clinic**
To accumulate more Safety Officials in your area, hold a Safety Clinic in conjunction with or separate from your tournament. Please see the Step Number Four on *Clinics* for more details.

TOURNAMENT COORDINATOR

An individual who has earned any combination of USA Water Ski Driver and Safety Officials ratings qualifies to serve as a Tournament Coordinator. Technically, the Tournament Coordinator can serve as the USA Water Ski Driver and Safety Official at the tournament, again, this is not recommended.

TOURNAMENT DIRECTOR

The NSL/NWL/NBL Tournament Director has the final say in all rule interpretations. This person also should be in charge of directing all tournament activities. (The Tournament Director may also serve as the Safety Official and/or Driver, and the Tournament Coordinator, but this is not recommended).

ADDITIONAL PERSONNEL RECOMMENDED BUT NOT REQUIRED

- **CHIEF JUDGE**
At NSL/NWL/NBL tournaments a Chief Judge can be appointed by the tournament Coordinator or Director. The chief judge does not need any official rating.
- **EVENT JUDGE**





An Event Judge can also be appointed to assist the Chief Judge. The Event Judge does not require a rating.

➤ **SCORER**

Appoint a Scorer to record the scores for the participants. The scorer does not require a rating.

➤ **DOCK STARTER**

A Dock Starter is recommended in order to make the tournament run smoothly and avoid delays. This individual should be assertive when communicating via radio with the personnel in the boats and Chief Judge. The Dock Starter is responsible for rope changes.

➤ **ANNOUNCER**

Although an announcer is not required, it is highly recommended. An Announcer provides events with a fun and festive environment as well as keeps the crowd involved and informed on updates and running order. The Announcer will be in charge of music that can be played to keep the crowd entertained. In addition, the Announcer can provide information about each competitor from the *Competitor Biography* sheet. This sheet is provided in Section 5 on *Forms* and can be given to the participants at registration.



****CLINIC INSTRUCTOR**

This person can be anyone in your club who is a Certified Level 1 Instructor. Contact USA Water Ski Headquarters for a list of USA Water Ski Certified Level 1 Instructors in your community or for information on becoming a Level 1 Instructor.

****ASSISTANT INSTRUCTOR(S)**

These people are especially needed if more than one boat will be utilized during a clinic.

****Required only if you plan to hold a clinic prior or during your tournament..**

STEP NUMBER



Return Facilitator Sign-Up Form

The Facilitator Sign-Up Form lets USA Water Ski know when and where you plan to hold your tournaments. The earlier you schedule your tournaments and return the Facilitator Sign-up Form to Headquarters, the more headquarters can promote your tournaments.

The Facilitator Sign-up Form is located in Section 5 on *Forms* of the Tournament Kit. Mail or fax the form to Headquarters Attention: Grassroots at 1251 Holy Cow Road, Polk City, Florida 33868. Fax (863) 325-8259.

STEP NUMBER



Obtain Sponsorship

The next step is to receive support from local venues in your community. Sponsors will be your backbone and support of your events. USA Water Ski has provided you with tools and resources to find sponsors. Sponsors can provide demo





equipment, boat and/or merchandise for the event. Sporting goods stores and/or industry dealers are good resources to reach potential participants. However, do not forget about other sponsors such as grocery stores and other local businesses. Also, remember to use the sponsor as a means of advertising before the event. Sponsorship is not an absolute necessity to run your tournament but can be very helpful. Use your own discretion in deciding if you should acquire sponsors. To make getting sponsors easier for you, USA Water Ski has:

PROVIDED A BROCHURE TARGETED TOWARD GETTING SPONSORS

This brochure is provided in the back of the kit for you to copy and distribute to local venues in your area.

PROVIDED A SPONSORSHIP PROPOSAL TEMPLATE

This proposal can be modified to accommodate your resources. It can be used as a formal agreement between you and those that will sponsor you event(s).

PROVIDED THE OPTION OF CREATING CUSTOMIZABLE BANNERS

Your local sponsors' logos can be printed on one-fourth of the banner supplied to you by Headquarters. This serves as a good selling feature when trying to obtain sponsors. For more information on banners, see Step Number Twelve on Ordering Participant Prizes and Banners.

STEP NUMBER



Secure a Towboat and Other Essential Equipment

You will need a wide array of proper and safe equipment for your participants to utilize.



THE FOLLOWING EQUIPMENT IS ESSENTIAL TOWBOAT(S)

Securing a towboat(s) for your event may come about when obtaining sponsorship. However, in Section 5 on *Forms* is a Tournament Towboat Participation Invitation along with contacts of industry leading boat manufacturers. Contact these towboat representatives to reach local reps. Schedule this early, the summer will be busy and weekends are limited.

The boats can be inboard, outboard or stern drive (inboard/outboard) and must be equipped with the necessary safety gear required by law, such as: personal flotation devices, paddle-oar, fire extinguisher, rearview mirror, etc.

WATER SKIS/WAKEBOARDS

Even though most participants will bring their own skis/wakeboards/ropes, it is a good idea to have some extra equipment on-hand. These NSL/NWL/NBL tournaments attract beginning and novice, through intermediate and advanced skiers/riders. In order to accommodate all participants, make sure you have a wide range of equipment available. Talk with local dealerships or marinas to assist in supplying demo equipment. This could be part of the sponsorship agreement as well as a great way for the sponsor to get the product in the hands (or on the feet) of their consumers.





PERSONAL FLOTATION DEVICES

USA Water Ski requires all participants to wear a U.S. Coast Guard approved Type III personal flotation device. A non-Type III device worn must be a vest constructed of material that will float a skier and must be fastened in such a manner that the device



will unlikely be torn loose or rendered useless should a hard fall occur. It is a good idea to have a couple extra-regulated personal floatation devices on-hand if needed.

OTHER EQUIPMENT/FACILITIES

Boat fuel, two-way radio, loud audible sound device, stopwatches, cash-box, pencils and pens, calculator, clipboards, pickup boat(s) and portable restrooms (if permanent facilities are not available) are recommended.

STEP NUMBER

9 Determine Registration Factors

NUMBER OF ANTICIPATED PARTICIPANTS

You need to decide how many participants you anticipate for your tournament and/or clinic. You may want to limit the number of entries to ensure all competitors will have a chance to compete within the allotted time. Allow about 5-7 minutes per participant for a tournament and about 10 minutes per participant for a Learn-to Clinic.

REGISTRATION PROCESS

Decide if you are going to have advanced registration, on-site registration, or a combination of the two. Advanced registration is recommended to give you an indication of the number of competitors. This will help you plan for food (if you plan on providing) and other site preparations such as personnel and equipment.

ENTRY FEES

Decide the entry fee for the tournament and/or clinic. You may want to offer an incentive for those that register early if you are allowing advance registration. Entry fees may not exceed \$35 per competitor for tournaments without clinics.

STEP NUMBER

10 Sanction your Event(s)

TOURNAMENT REQUIREMENT:

EVERY NSL/NWL/NBL TOURNAMENT IS REQUIRED TO BE SANCTIONED AS A MINIMUM CLASS F (FUN) EVENT BY USA WATER SKI. IN ORDER TO RECEIVE AN APPROVED SANCTION, YOU MUST HAVE A USA-WS CLUB MEMBERSHIP, A TRAINED





DRIVER, AND A USA WATER SKI SAFETY COORDINATOR. SANCTIONING YOUR TOURNAMENTS SIMPLY MEANS THAT THE EVENT WILL BE COVERED BY INSURANCE.

TO SANCTION YOUR EVENT COMPLETE THE FOLLOWING STEPS

1. **FILL OUT AND SEND IN THE “APPLICATION FOR FUN TOURNAMENT/CLINIC SANCTION” FORM**
This form is located in Section 5 on *Forms*. Fill it out, include the required \$20 fee (\$30 if late) and send to Competition Services at USA Water Ski Headquarters. IF YOU HOLD A CLINIC IN CONJUNCTION WITH YOUR TOURNAMENT, THE CLINIC FEE WILL BE WAIVED. However, you will still need to fill out both sections of the Sanction Application because you will receive two separate sanction numbers. Please see Step Number Four on *Clinics* for more details on holding a clinic.
2. **FILL OUT AND SEND IN THE SAFETY CHECKLIST**
Mail the Safety Checklist found in section 5 in *Forms* with your Sanction Application. A safety packet will be sent to you to pass on to your Safety Official upon sanction approval. This checklist is a list that states you will check the items prior to the tournament. Please ignore the section on jump ramps on the Safety Checklist if sanctioning the tournaments as Class F. JUMPING IS NOT COVERED OR PERMITTED AT CLASS F TOURNAMENTS.
3. **FIVE STAR EXPERIENCE**
Please fill out the additional forms contained on this CD to have your tournament be a Five-Star Experience Sanctioned Tournament. Please see the Five Star Experience section below for more details or visit <http://www.usawaterski.org/pages/5star.htm>.

OTHER INFORMATION ABOUT SANCTION APPLICATIONS

DEADLINE IS 14 DAYS PRIOR TO THE EVENT

Headquarters must receive the Sanction Application and Safety Checklist 14 days prior to the event date. If the Sanction Application is late, there will be a \$10 late charge. It is highly recommended to get this form in as soon as possible, especially if you would like your tournaments advertised in *The Water Skier* and other publications. See Section 3 on *Promotion* for information about listing your events in *The Water Skier*.

Five-Star Experience

Create more excitement by adding 5-Star sanction status to your event. The goal of the Five-Star Enhanced Experience program is to offer a quality tournament experience for water ski competitors and their families, while providing tournament organizers with sanctioning criteria that ensures a fun and rewarding experience for all – newcomers, beginners and experienced competitors alike. The Five-Star Experience not only benefits participating clubs by encouraging new members (and enticing the old ones to hang around), it will also help to grow the sport of water skiing in your area and create loyalty among competitors.

REVISIONS/CANCELLATIONS

In the event of tournament cancellation or changes in the date, it is imperative that USA Water Ski’s Competition Department and Grassroots Marketing Coordinator be notified immediately. In the case of tournament cancellation, all but \$5 of the Sanction fee will be refunded. NO LATE FEES WILL BE REFUNDED.



STEP NUMBER **11** Promote your Event(s)

Letting your community know about the opportunity to participate in your tournaments is the most important part of planning. This step is so important a separate section has been dedicated to this topic. Turn to Section 3 on *Promotion* for details.

STEP NUMBER **12** Order Participant Prizes and Banners

TOURNAMENT REQUIREMENT:

ONE ATTRACTIVE ASPECT OF THE NSL/NWL/NBL IS THAT EVERYONE WALKS AWAY A WINNER. IT IS REQUIRED THAT EVERY PARTICIPANT RECEIVES A PRIZE. THE PRIZE CAN BE A T-SHIRT, HAT, OR OTHER PROMOTIONAL ITEM AS LONG AS THE NSL/NWL/NBL LOGO APPEARS ON THE ITEM. IN ORDER TO ASSIST YOU IN ATTAINING THIS MERCHANDISE, USA WATER SKI HAS ITS OWN STORE THAT PROVIDES THIS MERCHANDISE TO YOU AT WHOLESALE COST.

ORDERING PRIZES

Each year new items will be available for you to provide to your participants. All items will be at wholesale cost. Example: T-shirts are only \$4 each. The Merchandise Order Form will be sent to you upon the return of your Facilitator Sign-up Sheet.

If you are signing up for more than three tournaments this season, you can receive up to fifteen FREE t-shirts for the first tournament in your series. Hurry, offer is good only while supplies last.



ORDERING BANNERS

USA Water Ski provides each coordinator with large and attractive banners for FREE. These banners come complete with the NSL/NWL/NBL league logos. Order your banners on the Merchandise Order Form.



YOU HAVE THREE BANNER OPTIONS:

1. A banner with the grassroots and national sponsors logos (like past years).
2. A banner with the grassroots and national sponsors logos along with one-fourth of the banner blank. This is good for writing your own message or placing sponsor stickers.
3. A customizable banner that has one-fourth of the banner free for you to print any artwork of your choice— your local sponsors logos for example.

For those coordinators who have three or more events scheduled, USA Water Ski will cover the cost for printing one color on one customized banner.



If you would like to receive banner option one or two, please contact USA Water Ski or fill out the order form.

DIRECTIONS FOR ORDERING BANNER OPTION 3 CUSTOMIZED BANNERS

Send Artwork Directly To:

Britten Media at 2322 Cass Road, Travers City, Michigan 49684 Attention: Rose Stutesman. Or email at art@brittenmedia.com, attention Rose.

Artwork:

Estimates include one-hour of artwork and one proof for approval by email or fax. Additional time will be estimated on review of artwork provided and charged at \$50 per hour plus scans or film fees upon acceptance. Please make sure you receive a written copy of your estimate for your files

Accepted Formats:

Illustrator 8.0, FreeHand 8.0, Photoshop. Art spec sheets are available. Please send along hardcopy with color designations. Other formats are accepted, but will require additional art changes. USA Water Ski is not responsible for the cost of additional art changes.

Please Allow Two Weeks for Printing.

If You Have Questions:

Please contact Rose at 800-426-9496 or call the Grassroots Coordinator 1-800-533-2972.

STEP NUMBER

13

Order Awards



TOURNAMENT REQUIREMENT:

PARTICIPANTS WHO PLACE IN THE TOP THREE IN EACH DIVISION ARE REQUIRED TO RECEIVE AN AWARD. THE AWARD CAN BE A TROPHY, MEDAL, OR AN IDEA OF YOUR OWN AS LONG AS THE NSL, NWL, AND/OR NBL LOGO APPEAR ON IT.



USA Water Ski has teamed up with Dinn Bros. Trophies to provide you with memorable trophies for the National Ski League, National Wakeboard League and National Barefoot League. These exclusive trophies are available in a variety of styles and sizes from \$4 to \$6 each. The price of the trophies includes forty letters of free engraving per trophy base. An item list will be mailed to you with the Merchandise Order Form.

To further assist you in holding these tournaments, USA WATER SKI WILL PAY FOR THE FIRST \$100 OF YOUR TROPHY ORDER for each tournament in your series.

ORDERING PROCEDURES



1. Fax or call in your order to Lisa Paquette. Fax 1-800-876-7497. Phone 1-800-628-9657 ext 205.
2. Include your sanction number on your Order Form to receive the \$100 credit.
3. Allow at least 2 ½ weeks for delivery of your trophies. Shipping and handling is FREE to any order over \$100 and prepaid in full.



STEP NUMBER

14 Decide Scoring Format

Another benefit of the NSL/NWL/NBL is the flexibility to score your tournaments the way you desire. If you are unsure of how to score your tournaments, USA Water Ski has provided different scoring formats for each league for your consideration and utilization. Turn to Section 2 on *Scoring* for more details.

PAPERWORK CHECKLIST

At this point the following documents should be returned to Headquarters or the appropriate place:

- ✓ Club Application and fee of \$75 (If Applicable)
- ✓ Facilitator Sign-up Sheet
- ✓ Sanction Application with
 - ✓ Safety Checklist
 - ✓ \$20 Sanction fee
- ✓ Merchandise Order Form for prizes, banners, and Learn-to-Ski/Wakeboard Challenge Program materials
(Order your customizable banners from Britten Media at 800-426-9496
- ✓ Order Trophies (Fax order to Lisa Paquette at Dinn Bros. Trophies at 1-800-876-7497)

STEP NUMBER

15 Prepare the Site

FOR THE NSL/NWL/NBL

- Set up a PA system and registration tables, hang banners, etc.
- Establish a boat pattern
- Have plenty of drinking water available for participants and personnel.



FOR THE NATIONAL SKI LEAGUE



Time the boat through the course and set a pattern. When timing the boat, verify all buoys are securely in place. Make sure the pattern is away from the shoreline and obstructions, and there is plenty of room for wide turns.

For instructions on installing a slalom course, contact USA Water Ski's Competition Department at 1-800-533-2972.

FOR THE NATIONAL WAKEBOARD LEAGUE



Buoys are not required for NWL tournaments. However, if you want to install buoys it is recommended that two buoys are placed at each end of the course indicating the Can Start and the Must Start locations for each run. The Can Start and the Must Start buoys are placed approximately 50 feet apart and in a visually straight line.

STEP NUMBER

16

Ensure Safety

Safety should be the number one priority at your tournaments. It is absolutely essential that the Safety Official be present to do last minute checking of the site before the tournament begins. The Safety Official will need to fill-out and return to Headquarters the following paperwork:

- ✓ **FUN TOURNAMENT OFFICIALS' RECORD**
- ✓ **SAFETY OFFICIAL REPORT AND CHECKLIST**
- ✓ **TOURNAMENT INJURY REPORT(S)** (If Applicable)
This form needs to be sent with a copy of Entry/Release Form
- ✓ **ADDITIONAL TREATMENT REPORT(S)** (If Applicable)

These forms will be provided in the Safety Packet mailed upon sanction approval.



STEP NUMBER

17

Inspect Towboat and Verify Insurance Requirements

TOURNAMENT REQUIREMENT:

AS THE HOLDER OF A SANCTIONED EVENT (TOURNAMENT, CLINIC, ETC.) FOR USA WATER SKI, YOU ARE RESPONSIBLE FOR HAVING LIABILITY COVERAGE FOR YOUR BOAT, AND THE TOWBOAT LIABILITY INSURANCE & PROPERTY DAMAGE REPORT COMPLETED AND KEPT ON FILE FOR FIVE YEARS.

LIABILITY INSURANCE

Every USA Water Ski sanctioned event has to have liability coverage in the minimum amount of \$300,000.





COMPLETING THE TOWBOAT REPORT

Fill out and retain a copy of the Towboat Liability Insurance & Property Damage Report for each towboat used in your events for a period of five (5) years. This form is located in Section 5 of *Forms*.

It is extremely important that all portions of the USA Water Ski Towboat Liability Insurance and Property Damage Report Form be completed and the towboat owner signs the form indicating his knowledge of any property damage and the availability of his personal liability insurance naming USA Water Ski as an Additional Insured.

THIS FORM PROTECTS YOU AS A SANCTIONED EVENT COORDINATOR BY PROVIDING THE FOLLOWING:

- Greater depth of insurance to help USA Water Ski continue to secure \$1,000,000 in liability insurance coverage for your club.
- Record of towboat inspection for damage
- Acceptance by the club and boat owner of any prior damage
- Documentation of any damage that has occurred during the event to protect your club against later claims.

A supply of these forms may be reproduced on a copy machine. Towboat manufacturers are being provided a copy of the form so they may inform their promotional owners.

The host club is responsible for damage, other than minor superficial damage, to a towboat from the time it is delivered to the tournament site until it is returned to the promotional owner or his agent. Superficial damage is defined as minor scratches, marks, dings, etc. A club is responsible for deductible charges on insurance in the event of major damage to a towboat up to a maximum of \$250. In cases where damage has occurred for which a deductible payment is required, failure to pay can result in loss of sanction for the event and/or future events.

STEP NUMBER

18 Register Participants

USA Water Ski has provided you with a registration process and forms that will make registration smooth and simple.

TOURNAMENT REQUIREMENT:

TO PARTICIPATE IN A TOURNAMENT, A PERSON NEEDS TO BE AN ACTIVE USA WATER SKI MEMBER OR REGISTER AS A GUEST MEMBER PRIOR TO SKIING/WAKEBOARDING IN THE EVENT.

AUTHORITY:

THE TOURNAMENT COORDINATOR AND/OR TOURNAMENT DIRECTOR RESERVE THE RIGHT TO DISQUALIFY THE PARTICIPANT AT THEIR SOLE AND UNQUALIFIED DISCRETION, TO REFUSE TO ALLOW THE PARTICIPANT TO PARTICIPATE IN THE EVENT FOR ANY REASON THEY DEEM JUST AND PROPER, AND THE PARTICIPANT WILL BE ENTITLED ONLY TO THE RETURN OF THE ENTRY FEE. (PLEASE SEE THE GENERAL LIABILITY WAIVER LOCATED ON THE TOURNAMENT ENTRY FORM FOR DETAILS AND RIGHTS OF TOURNAMENT OFFICIALS AND PARTICIPANTS.)



There are three forms that the participant needs to fill-out during registration:

1. THE TOURNAMENT ENTRY FORM – COPY & RETURN TO HEADQUARTERS

The Tournament Entry Form is used for recording membership status at tournaments and for a general liability waiver. Current Active Members must show proof of membership to participate. For Supporting Members to participate, they must upgrade to Active for \$25 or pay a \$10 Guest Membership fee. Non-members can participate by becoming Active Members for \$50, or pay a \$10 Guest Membership fee. After five times as a Guest Member, they will automatically become an Active Member. To track the number of times participants have been Guest Members, GIVE THEM A SKIER'S TEMPORARY MEMBERSHIP RECEIPT. This is the blue 3"x5" cards provided in the back of the Tournament Kit.



ALL participants must be registered on the Tournament Entry form *prior* to participation. ALL participants (including officials) must sign the General Liability Waiver on the bottom of the Tournament Entry Form. This form can be found in Section 5 on *Forms*.

2. PARTICIPANT REGISTRATION FORM— COPY & RETURN TO HEADQUARTERS

This form serves as a master list for all of the participants as well as a registration checklist for the tournament registrar. Have the participant fill out the left side of the document or the registrar can fill this out while the participant is filling out the Competitor Biography Form.

3. COMPETITOR BIOGRAPHY

This is personal information about the participant that can be read by the announcer during their run.

OTHER SUGGESTIONS FOR REGISTRATION

➤ EXPOSE *THE WATER SKIER* MAGAZINE

Place a copy of *The Water Skier* magazine for Guest Members to view. USA Water Ski will send each coordinator extra copies of the *Water Skier* at the beginning of your series for you to display at the registration table. The magazine will show an added benefit of Active USA Water Ski Membership for Guest Members. Reducing Guest Memberships and increasing Active Memberships will reduce paperwork for you and our Membership Department.

➤ POST THE INITIAL RUNNING ORDER

➤ POST THE TIME OF THE AWARDS CEREMONY

➤ POST OTHER TOURNAMENTS

Display a listing or post a flyer/poster of other tournaments in your area. Offer advanced registration for your future events.

➤ HAND OUT PRIZES

Hand out the T-shirts or prize when they have completed registration.

➤ REGISTRATION PERSONNEL

Have two people run registration. The first person hands out the forms, and checks USA Water Ski ID's. The other person verifies the Participant Registration Form and Checklist, collects money, and hands-out prizes.

STEP NUMBER

19

Last Minute Announcements to Participants

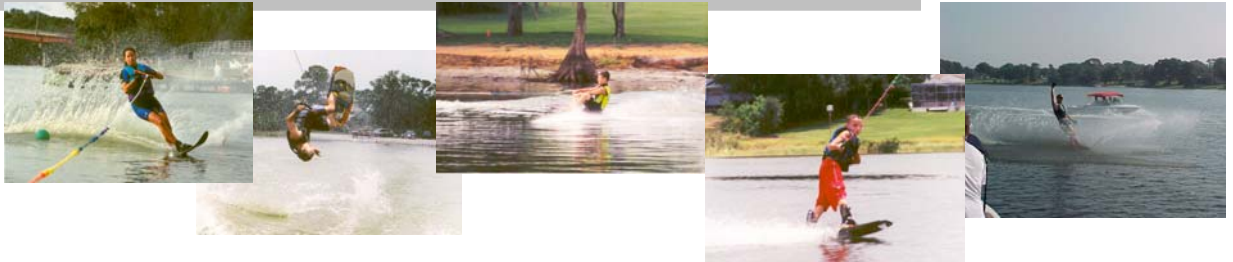
USA Water Ski recommends that the Tournament Director or Coordinator gather everyone prior to starting the event to announce final tournament details. Details might include: welcoming the participants and spectators; explaining the schedule of events; describing the scoring procedures; reminding the contestants about Pro-Am Points and the Pro-Am Challenge, the boat pattern and signals to be used; and announcing or posting the final running order so participants can plan when their turn is.



STEP NUMBER

20

Let the FUN Begin!!!



STEP NUMBER

21

Conduct an Awards Presentation

You have the freedom to be as creative as you like for the Awards Ceremony. USA Water Ski has provided some suggestions below:

- HAVE AN ADEQUATE ANNOUNCER AND PA SYSTEM
- PROVIDE AN AWARDS PODIUM
- HANDING OUT AWARDS

You can give awards after each division, or after the entire tournament is finished. If you hold the Awards Ceremony at the end, make sure it is as fun and rewarding as possible to make it worthwhile for participants to stay until the end.

- THANK VOLUNTEERS

You might also want to provide a follow-up thank you card and small gift as a token of appreciation.

STEP NUMBER

22 Clean-up the Site

This step is self-explanatory. Unfortunately, USA Water Ski has not offered any tools to help you clean-up your site. Just remember use your own discretion and make the site look as good, if not better, than before the event.

STEP NUMBER

23 Post Results

THE PRO-AM CHALLENGE

The Pro-Am Challenge is the season wrap-up event for NSL/NWL/NBL programs. Participants will compete on a team with a pro skier/rider, as well as be scored individually for a chance to win the Pro-Am Title in a certain division. The Pro-Am Challenge is open to all National Ski League, National Wakeboard League and National Barefoot League participants. Participants can be Guest Members. However, WINNERS OF THE PRO-AM POINT SYSTEM must be Active Members by the time of the Pro-Am Challenge.

PRO-AM POINT SYSTEM

Through the Pro-Am Point System participants can accumulate points for a chance to earn an invitation from USA Water Ski to compete in the Pro-Am Challenge. USA Water Ski will provide a travel stipend to the participants who have accumulated the most points at the end of the season.

HOW ARE PRO-AM POINTS EARNED

Pro-Am Points are earned two ways, PARTICIPATION POINTS and PLACEMENT POINTS. The participant will earn 10 Participation Points for each tournament entered. They will then have the opportunity to earn up to 10 additional points depending on their placement. Every participant will earn between 10 and 20 points per event. The number of participants from each discipline (NSL/NWL/NBL) at the Pro-Am Challenge is dependent upon the percentage of total participants nationwide in the NSL/NWL/NBL.

When holding your events it is our hope that you will be fair and honest when determining divisions, the number of participants in each division, and the scoring format. If scores should reflect any misrepresentation, USA Water Ski retains the right to modify or change any given data as necessary.

Due to the Pro-Am Point System, it is IMPERATIVE that you return your results as soon as possible. USA Water Ski will keep track of the point system as long as we receive the necessary information. If you would like more detail information on how the Pro-Am Point System works, contact USA Water Ski at 1-800-533-2972.



DIRECTIONS ON SUBMITTING RESULTS

In order for participants to receive Pro-Am Points for a chance to win a trip to compete in the Pro-Am Challenge, you must submit your results electronically to www.USAWATERSKI.org

THE FOLLOWING INFORMATION MUST BE PROVIDED:

- The Name of the Tournament
- The Name of the Tournament Series (If Applicable)
- Series Coordinator Name
- The Total Number of Participants in the Tournament
- The NAME of EVERY Participant along with the following:
 - Their Discipline (NSL, NWL, NBL)
 - Their Division (Advanced, Intermediate, Beginner) (Use your own discretion and division breakdown.)
 - The Total Number of people in their Division
 - Their Place at the Tournament in their Division (make sure you include everyone's placing- no matter what it is.)

THREE WAYS TO POST RESULTS ELECTRONICALLY:

1. **Go directly to www.USAWATERSKI.org**
Click on the NSL logo, NWL logo, or the NBL logo on the right side of the homepage. Then click on *submit NSL, NWL, or NBL Results Here*. Simply highlight and copy (control +C) the results format that is provided. Next, click on the *Submit Results Link*. You will be taken directly into an e-mail page. Paste (press control + v) the format to the e-mail letter. Input the information, and click *send*.
2. **E-mail the Results Form**
You will Fill out and e-mail the results as an attachment to grassroots@usawaterski.org.
3. **Fax or mail the results -ONLY IF YOU DO NOT HAVE ACCESS TO A COMPUTER**
We HIGHLY encourage the results to be provided electronically. If this is not possible, then fax or mail your results. To do so, make copies of the Posting Tournament Results sheet located in Section 5 on *Forms* and fill out the information for each completed tournament. Fax them to (863) 325-8259, or mail the results to: 1251 Holy Cow Road, Polk City, Florida 33868-8200 attention: Grassroots Coordinator.

If you have questions on posting results, please contact the grassroots coordinator at 1-800-533-2972 or e-mail grassroots@usawaterski.org. We look forward to seeing you and your participants at the Pro-Am Challenge.

STEP NUMBER

24 Documents to be Returned

Copy the paperwork located in Section 5 on *Forms* for your records and return to USA Water Ski's Competition Services Department or the appropriate place.

USA Water Ski: 1251 Holy Cow Road, Polk City, Florida 33868. Phone 1-800-533-2972. Fax (863) 325-8259.

BEFORE THE EVENT PAPERWORK CHECKLIST

- √ Club Application and fee of \$75 (If Applicable)
- √ Facilitator Sign-up Sheet
- √ Sanction Application with
 - √ Safety Checklist
 - √ \$20 Sanction fee
- √ Merchandise Order Form for prizes, banners, and Learn-to-Ski/Wakeboard Challenge Program materials
- √ Order Trophies (Fax order to Lisa Paquette at Dinn Bros. Trophies at 1-800-876-7497)

AFTER THE EVENT PAPERWORK CHECKLIST

- √ Tournament and Clinic Entry Forms/Membership Applications and fees
 - √ Participant Registration Form
 - √ DO NOT SEND BLUE SKIER'S TEMPORARY MEMBERSHIP RECEIPTS (These go to Guest Members)
 - √ Safety Director's (Officials) Report/Checklist
 - √ Injury Report (If Applicable)
 - √ Additional Treatment Report (If Applicable)
 - √ Fun Tournament Officials' Record
 - √ Tournament Results: Full Name, Discipline, Division, and Place (E-mail to grassroots@usawaterski.org)
- } These forms are sent in the Safety Packet

SCORING



Tournaments

When scoring a NSL/NWL/NBL event, please remember that these tournaments are ability-based competitions. It is a good idea to determine the participants' ability levels as they register. Simply ask them how well they ski/wakeboard/barefoot. (EX: For NSL, ask the competitor what their average score is. For NWL, determine how many inverters they will be doing)

SCORING OPTIONS



National Ski League

A Slalom Buoy Quick-Count Chart has been included for your reference as well as a handicapped scoring system sheet. A mini course is recommended for beginners.

Below are a few examples of formats, but remember options are endless. Using creativity with the suggested methods can make an event even more fun.

USE A TRADITIONAL SCORING METHOD

Have participants ski through the course at an even starting speed (ex: 24, 26, 28, or 30 mph). Once they successfully complete the course, increase the speed by two mph until the participant has reached their maximum speed. Then begin shortening the rope length. Alternately, Instead of speeding up after a participant successfully runs a pass, you could decrease the speed in even increments.

HANDICAPPED SCORING METHOD (Developed by Ben Favret)

Ben Favret developed an ability based scoring system. Participants are able to compete against individuals of different abilities at different speeds and at different line lengths. Divisions can be split in almost any manner you see fit. The handicapped system equalizes skiers' abilities so that participants of all ages and sex can compete against one another. To determine one's handicap use the skier's best performance or average. When competing, participants may maintain the same speed and begin shortening the line length or may increase the speed until the maximum speed for their division has been reached and then begin shortening the line.

This method could also be used for team tournaments because it brings everyone's ability level to an equal starting point. Using a handicapped system allows participants of all ages and sex to compete against one another.

TEAM TOURNAMENTS

Team Tournaments are recognized as the most fun way to run a water ski competition. Skiers are still trying to add a buoy or two to their personal best, yet they also want to ski well enough to help improve their team score. Teams should be divided evenly with a variety of ability levels represented. The Handicapped Scoring system can be used to level the playing field. Once teams have been established and the competition is under way, skiers can earn points based on the number of buoys scored above or below their average. First time competitors should use their average score achieved in practice. This is another format where creativity can lead to a lot of fun, and skiers of all abilities can impact the overall team score.

SHORTEN THE ROPE BEFORE INCREASING THE SPEED

Shortening the rope is what most slalom skiers live for. Instead of increasing the speed, focus on shortening the rope while keeping the speed constant. Once again, the handicapped scoring sheet offers suggested scoring methods for this format.

SCORING OPTIONS



National Wakeboard League

No matter what type of format you use to judge a NWL event, please keep a few things in mind while defining tricks.

- A flip must be executed in such a manner that the rider and board rotate end over end to be scored. If the rider and board rotate in a side-to-side manner it is defined as a roll.
- When performing a trick that includes a grab, a grab is defined as an obvious and clear controlled meeting of the rider's hand with the board's rail. Slaps and swats at the board do not count.
- Contestants have the option of requesting boat speed at the beginning of their run, but the speed may be varied during a pass.

Attack Event

Attack sheets, or listings of proposed tricks, are due to the chief judge one hour before the scheduled start of the competition. The attack sheet must include the correct value of the maneuvers, the boat speed desired, and rope length, and the normal stance of the rider (left foot forward; right foot forward).

Riders will perform two trick passes. Each pass will consist of five different tricks. Riders will be awarded predetermined points for all the tricks completed. Any trick not listed on the pre-approved list can only receive credit as a "wild card" trick. You are only allowed one wild card trick per run. The "Wild Card" trick is presented during the second pass. This trick must be identified as the "wild card" trick on the attack sheet. A brief explanation of the trick should be included if the trick is not on the trick list. The wild card maneuver will be scored subjectively (style points) only.

EXPRESSION SESSION

Riders will be judged subjectively on the following criteria; execution, intensity, and composition. Participants can earn up to 30 points in each category. At the completion of the run, the rider is given a double-up or "wild card" for additional bonus points. Add up the points for a total score

Each contestant shall have two passes to perform as many tricks as they want. A rider may, at his discretion, add a trick at the end of the second pass. The trick will be identified as the "wild card" or double-up trick on the score sheet. There will be no penalty for not using your wild card. The tally for each pass will consist of the style points awarded per pass. Contestant is allowed one fall or throw of the handle per pass. A contestant's second fall or handle throw ends the riders run

Execution – 33.3 Points

This reflects the level of technical difficulty and perfection of each maneuver performed, as well as the successful completion of the entire run with a minimum number of falls. The judge's call reflects the level of perfection to which each maneuver was performed, as well as the successful completion of the entire run. Execution is independent of other criteria.

Intensity – 33.4 Points

This reflects air plus performance factor (amount of air the rider gets in performing tricks, aggressiveness and flair, and performance level of the tricks executed). The judge's call reflects the degree of performance to which each maneuver was performed, as well as the overall performance level of the run.

Composition – 33.3 Points

This reflects the overall composition of the run in terms of the rider's ability to perform a variety of maneuvers in a flowing, creative sequence. The judge's call reflects the overall composition of the run in terms of creativity, fluidity, and variety of tricks performed. It also involves mixing up between spins, inverts, and obstacles.

SCORING OPTIONS



National Barefoot League

HOST AN ENDURANCE COMPETITION

The object is to find out which footer can barefoot the longest. Endurance competitions are often run in a figure-8 boat pattern or can be run in a circle, depending on your facilities. Have each participant barefoot alone to judge who can go the furthest. Or, have two participants barefoot together, the one holding on the longest moves to the next heat.

HAVE A TRICK TOURNAMENT

Have the footers do a trick run for a selected amount of time or distance. A judge in the boat can score each participant's run accordingly to see who does the most difficult tricks. A scoring sheet has been provided in this kit.

An American Barefoot Club (ABC) rulebook with a listing of the trick points is available upon request. Please contact USA Water Ski's Competition Department at 1-800-533-2972.