



**U.S. Hydrofoil Association (USHA)**

**POLICIES AND PROCEDURES**

**MANUAL**



## REVISION HISTORY

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## APPROVED BY

Board of Directors

Date: <insert date, 2003>



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## **1 GENERAL**

### **1.1 Policies and Procedures**

- 1.1.1 U.S. Hydrofoil Association (USHA) Policies and Procedures shall be established, and when applicable, shall direct Board action.
- 1.1.2 These Policies and Procedures are in addition to and shall not be in conflict with USHA Bylaws.
- 1.1.3 These Policies and Procedures may be amended by 2/3 vote of the Board.

### **1.2 Fiscal Year**

- 1.2.1 The fiscal year is the calendar year from January 1<sup>st</sup> – December 31<sup>st</sup>.

### **1.3 Financial Report**

- 1.3.1 The Financial Report of the USHA is due to USA-WS March 15<sup>th</sup> of each year. The report covers the period January 1<sup>st</sup> – December 31<sup>st</sup> of the current year.

### **1.4 Principle Office**

- 1.4.1 The principle office location is: 320 Starlight Place, Lutherville, MD 21093.

### **1.5 Web Site**

- 1.5.1 The official web site for USHA is <http://www.hydrofoil.org>.



## **2 MEMBERSHIP**

### **2.1 *Classes of Membership***

- 2.1.1 There will be one class of membership, which all USHA members will fall into, and this class shall have no voting privileges on the Board.
- 2.1.2 Special classes of membership may be authorized and established in the future by the Board on such terms and conditions as stated in the USHA Bylaws.

### **2.2 *Guidelines for Membership***

- 2.2.1 Guidelines for membership are specified in the USHA Bylaws and restated below.
- 2.2.2 USA-Water Ski (USA-WS) members that have designated 'HYD' (hydrofoil) as their primary Sports Discipline and that are 18 years of age or older shall be classified USHA members.
- 2.2.3 Membership in USHA shall be open to any individual member of USA-WS, without discrimination on the basis of race, color, religion, age, or sex; subject only to payment of dues as the USA-WS and USHA Boards of Directors may prescribe from time to time.
- 2.2.4 In no case shall the eligibility requirements of USHA be more restrictive than those of USA-WS.

### **2.3 *Membership Fees and Contributions***

- 2.3.1 Membership will have no additional fees or dues for joining USHA over and above the USA-WS membership fee.
- 2.3.2 Monetary contributions from members and member-participating event coordinators will be strictly voluntary.
- 2.3.3 All members are encouraged to contribute personal resources and participate to let their ideas be known to the Board so that the USHA may better serve its members.



### **3 TOURNAMENTS**

#### **3.1 National Tournaments**

##### **3.1.1 Flight Worlds**

*3.1.1.1 The Flight Worlds tournament is held as an event during the month of September.*

*3.1.1.2 This tournament is comprised of numerous divisions based on ages and abilities. Riders can compete in three to five individual events, depending on their division.*

*3.1.1.3 No Regional Tournament is required to qualify or to compete for the Flight Worlds Tournament. Also, previous year's winners of the Flight Worlds Competition do not automatically qualify or advance to the finals.*

*3.1.1.4 For more details about registration, rules, trick list, and scoring for the Flight Worlds Tournament, refer to the following web site: <http://www.flightworlds.com>.*

##### **3.1.2 Pro Tour**

*3.1.2.1 The Pro Tour Competition holds several events per competition year, and runs the competition calendar (a maximum) from April through March each year.*

*3.1.2.2 This tournament is comprised of several stops throughout the U.S and Canada. Divisions are based on gender and riders can compete in one to three individual events within their division.*

*3.1.2.3 No Regional Tournament is required to qualify or to compete for the Pro Tour Tournament.*

*3.1.2.4 For more details about registration, rules, trick list, and scoring for the Pro Tour Tournament, refer to the following web site: <http://www.prohydrofoiltour.com>.*

#### **3.2 Regional Tournaments**

**3.2.1** Any USHA member may organize regional tournaments, provided that the tournaments are scheduled through USHA. Assistance and guidance will be available by the USHA Board for such events.

**3.2.2** Each Regional Tournament must have at least one (1) judge, one (1) driver, and (1) safety coordinator, as specified by the Tournament Officials section below.



3.2.3 Rules and scoring at the Regional Tournaments will be decided upon by the tournament officials and posted in advance of the event.

3.2.4 The Regional Tournaments are not required in order to qualify or to compete at the National or Pro Tour Tournament level.

### **3.3 Tournament Fees**

3.3.1 The tournament organizers and/or event coordinators will decide upon any fees for tournament participants.

3.3.2 At this time, no portion of the tournament fees is required to be paid to USHA.

### **3.4 Tournament Guidelines**

3.4.1 All personnel involved (competitors, officials, volunteers, etc.) must be insured USA-WS members. New members must purchase a guest membership or new membership for USA-WS. USA-WS membership card must be presented as proof at time of registration.

3.4.2 Competitors must wear U.S Coastguard approved floatation during practice, qualifying, and final rounds of the tournament.

3.4.3 Competitors will be required to check all gear including ropes, ski, and helmet with the Safety Director or Chief Boat Driver.

3.4.4 Tournament dates and competition results should be sent to the USHA. These notifications will be posted on the USHA web site (<http://www.hydrofoil.org>) and/or passed along to USA-WS.

### **3.5 Tournament Officials**

3.5.1 Judges

*3.5.1.1 Judges and Scorers may submit their name for consideration as an official annually without any limitations to times served.*

*3.5.1.2 A Chief Judge will be appointed by the tournament organizers.*

*3.5.1.3 Event judges shall be chosen by the Chief Judge for their respective events or scoring responsibilities.*

*3.5.1.4 Judges must have completed the Scoring Certification created by USHA board.*



### 3.5.2 Drivers

*3.5.2.1 Drivers and Safety Directors may submit their name for consideration as an official annually without any limitations to times served.*

*3.5.2.2 Chief Driver shall be appointed by the tournament organizers with the approval of the Chief Judge.*

*3.5.2.3 Drivers must have completed the Trained Driver Certification already provided by USA-WS.*

### 3.5.3 Safety Director

*3.5.3.1 Safety Director shall be appointed by the Chief Judge and be responsible for submitting safety reports to USA-WS.*

*3.5.3.2 The Safety Director must have completed the Safety Coordinator Certification already provided by USA-WS.*

## **3.6 Towboat Selection**

3.6.1 Towboats shall be selected by the Chief Judge and Chief Driver by random draw in the presence of all the qualified towboat manufacturers' representatives.





## **4 COMMITTEES**

### **4.1 Executive**

- 4.1.1 The Executive Committee shall consist of three-four Board members. They shall act and exercise all powers of the Board.
- 4.1.2 Budget requests from each committee will be sent to the Executive Committee by no later than March 1<sup>st</sup> each year for planning the budget for the following year. The Executive Committee will assist the Executive Director in preparing the budget for presentation to the USHA Board of Directors. The growth and future goals of USHA will be of prime consideration in the budgetary process.
- 4.1.3 The President can authorize expenditures up to \$200 with board approval. Any amount in excess of \$200 shall be by the unanimous vote of the Executive Committee, in the absence of a majority vote by the Board. Notification of the expenditures and financials will be presented annually to the board.

### **4.2 Rules and Competition**

- 4.2.1 It is recommended that the Rules and Competition Committee have at least two (2) USHA Board members and a Chairperson.
- 4.2.2 The Rules and Competition Committee shall provide all necessary information for USHA members to effectively compete in the Regional and National competitions during the year. The resulting work from this committee is intended as a starting point for tournament and event organizers and is aligned with USA-WS rules.
- 4.2.3 Since USHA is part of USA-WS, USHA agrees to follow safety and rule guidelines established by USA-WS.
- 4.2.4 Any questions of interpretation and suggestions for improvement or changes in the rules should be forwarded to the USHA Rules and Competition Committee.
- 4.2.5 USHA members can request a rulebook by contacting USHA Rules and Competition Committee. The rulebook and other materials will be posted on the USHA web site.

### **4.3 Grassroots**

- 4.3.1 It is recommended that the Grassroots Committee have at least two (2) USHA Board members and a Chairperson.



4.3.2 The Grassroots Committee will be responsible for providing information, and assistance for the USHA members hosting fly-ins, fun tournaments, and other events for the purpose of growing the sport. These types of events will provide a great learning environment and give new skiers a comfortable way to break into the sport and to learn about USHA.

#### **4.4 Marketing and Membership**

4.4.1 It is recommended that the Marketing and Membership Committee have at least two (2) USHA Board members and a Chairperson.

4.4.2 The Marketing and Membership Committee will be responsible for reviewing and upholding the membership guidelines as detailed in USHA Bylaws and this document.

4.4.3 Also, this committee will be responsible for growing the membership of USHA, as well as guide the direction of the USHA in evaluating achievements and administering all awards available to USHA and its membership.

4.4.4 The Marketing and Membership Committee will monitor official publications and releases of USHA in all public matters to assure that the position taken fits into the goals and the image that USHA is projecting to the membership, industry, and the general public.

#### **4.5 Nominating**

4.5.1 It is recommended that the Nominating Committee have at least two (2) USA-WS Board members and a Chairperson.

4.5.2 As stated in the USHA Bylaws and restated here, the nominating Committee and its Chair shall be appointed by the President. The Nominating Committee shall verify from each acceptable candidate, in good standing, their willingness to serve on the Board, if elected, and to attend meetings of the Board. Any acceptable candidate must serve and participate at least one full year on a USHA committee to be eligible for nomination on the USHA board.

4.5.3 The Nominating Committee will be responsible for conducting the Officer elections within a reasonable timeframe and report the result of the elections to USA-WS.

#### **4.6 Other Committees**

4.6.1 USA-WS

*4.6.1.1 As a USA-WS Affiliated Organization, USHA is guaranteed one non-voting Director within USA-WS organization.*



## **5 DIRECTORS**

### **5.1 Director Qualifications**

5.1.1 Director candidates for the USHA Board must possess the following: 1) U.S Citizenship and 2) current valid USA-WS membership.

5.1.2 Director candidates for the USHA Board must meet at least (1) of the following criteria:

*5.1.2.1 Previous hydrofoil competitor*

*5.1.2.2 Hydrofoil industry representative or dealer representative*

*5.1.2.3 Tournament or Fly-in organizer*

*5.1.2.4 Approval of Nominating Committee*

5.1.3 In addition to the mandatory qualifications, the following are considered as desirable for Director candidates for the USHA Board:

*5.1.3.1 Knowledge of USA-WS.*

*5.1.3.2 Good organizational skills.*

*5.1.3.3 Ability to respond to e-mails in a timely manner and communicate effectively.*

*5.1.3.4 Ability to vote for the online polls in a timely manner.*

*5.1.3.5 Active in the sport of water skiing in some capacity.*

*5.1.3.6 Desire to promote the sport of hydrofoiling.*

### **5.2 Director Positions**

5.2.1 President

*5.2.1.1 As stated in the USHA Bylaws and restated here, the President shall preside at all meetings of the USHA and of the Board. The President shall be the Executive Officer and the Chairman of the Executive Committee and shall appoint standing committees.*



*5.2.1.2 The President shall be entrusted to provide information and to conduct necessary business affairs to assist the USA-WS with its daily tasks and general policies for affiliated organizations.*

*5.2.1.3 The President shall also keep proper accounts of all money received and expended and shall make disbursements upon the order of the Board. The President shall make an annual report to the membership and the Board.*

#### 5.2.2 Vice President

*5.2.2.1 The Vice President shall assume the duties of the President in the President's absence or inability to attend a duly called meeting of the Board or of the Membership.*

#### 5.2.3 Treasurer

*5.2.3.1 At this time, the Treasurer responsibilities will be delegated to the President for ease of completion.*

#### 5.2.4 Secretary

*5.2.4.1 The Secretary shall be responsible for the keeping of a written record of all official proceedings and transactions of the USHA.*

*5.2.4.2 The Secretary shall have power to hold committee chairmen responsible to any necessary timelines and commitments.*

*5.2.4.3 The Secretary shall maintain the USHA Bylaws, USHA Policies and Procedures, and other documents. As well as ensure the USHA documentation supports and is in compliance with the Bylaws of USA-WS.*

#### 5.2.5 Directors

*5.2.5.1 The Directors shall be responsible for any duties and tasks given to them by the President or by the Board.*

*5.2.5.2 The Directors shall assume a position on at least one Board committee and assist with the completion of USHA goals.*

*5.2.5.3 The Directors shall respond in a timely fashion to correspondence and voting requests.*



## **6 MEETINGS AND VOTING**

### **6.1 Board Meetings**

- 6.1.1 The annual meeting of the Membership and Board shall be held at such convenient times and places as determined by the Board.
- 6.1.2 Board meetings will be held privately and exclude any non-board director members (if any). Non-board director members may submit topics and comments to the board for discussion or voting. These submissions will be reviewed by the board and addressed appropriately in a timely manner.
- 6.1.3 Special meeting of the membership may be called by the Board or by written request petition signed by 10% or 50 USHA members, whichever is less. The written request should be sent to the President stating the purpose of such special meetings.
- 6.1.4 A special meeting of the Board or committees may be called at any time by the President.

### **6.2 Voting**

- 6.2.1 Any vote or decision brought to the Board must pass by a majority vote as stated in the Roberts Rules of Order.
- 6.2.2 Any vote brought to a committee must pass by a majority vote, and then must be presented to the entire Board for a vote.
- 6.2.3 Any changes or substantial modification made to this document must be approved by 2/3 vote of the Board.
- 6.2.4 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern USHA in all cases in regards to voting.