

USA WATER SKI & WAKE SPORTS FOUNDATION

Policies and Procedures Manual

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**NOTE: For the purposes of this manual the word “mail” shall indicate the use of the USPS or electronic means for transmittal.
The words Board of Trustee and/or Board may be used where applicable**

1.0 GENERAL

1.1 Policies and Procedures

USA Water Ski & Wake Sports Foundation (USA-WWF) Policies and Procedures shall be established per USA-WWF Bylaws Article V Section C and when applicable, shall direct Board action.

1.1.2 These Policies and Procedures shall not be in conflict with USA-WWF Bylaws.

1.1.3 These Policies and Procedures may be amended by majority vote of the Board.

1.2 Fiscal Year

1.2.1 The fiscal year is April 1 through March 31.

1.3 Principal Office

1.3.1 The principal office of USA-WWF shall be its registered agent's office. 8/2020

2.0 MEMBERSHIP

2.1 A. Membership types and annual calendar year membership fees: 7/2020

Bronze	\$100
Silver	\$250
Gold	\$500
Platinum	\$1000
Lifetime membership	\$5000

3.0 Selection of Honorary Trustees for Life

The USA-WWF Executive and Finance Committee will act as the screening committee for all nominations.

Selection Guidelines

3.1. Significant contribution to the USA-WWF and the sport of water skiing through:

- A. outstanding or significant special service
- B. outstanding service over a long period of years
- C. significant financial contributions
- D. significant executive contribution as officer or trustee

3.2. Nominations must be received at headquarters, in writing, 30 days prior to the annual April meeting

3.3 Nominations must be submitted by a Trustee

4.0 **ELECTRONIC BALLOTING PROCEDURES OF THE BOARD OF TRUSTEES**

- 4.1 The author of an issue for board consideration shall present the issue in resolution form to the Chairman of the Board for processing by the Board of Trustees. The resolution shall contain the following information:
- A. Title of the resolution
 - B. Specific wording of the issue being presented
 - C. Proposed date that the issue will be effective i.e. immediately upon approval of the ballot, 1st day of the next calendar year, etc.
 - D. Relevant and pertinent documentation and data supporting the issue
- 4.2 The Chairman of the Board shall present the resolution, in electronic form, to the Board for a discussion period of ten (10) days.
- 4.3 At the end of the discussion period, the author will review the discussion of the Board and may revise the resolution to reflect the input of the Board, then have the resolution re-presented to the Board for further discussion, again with a ten (10) day discussion period or have the Chairman proceed to a Ballot using the original or revised wording of the issue. This decision will be the choice of the author without undue bias.
- 4.4 The Chairman of the Board shall prepare a Ballot, in electronic form, to be sent to the Board for voting that meets the criteria outlined in section 4.1 A-D and is approved by the author of the issue. The time span for the Board to vote on the Ballot shall be set by the Chairman.
- 4.5 The votes shall be counted as noted in Roberts Rules of Order Newly Revised in the following manner:
- A. Yes, votes will signify approval of the Ballot.
 - B. Votes recorded as abstentions, no response and No by the Board to the ballot shall be recorded as No votes, disapproving the Ballot.
- 4.6 Upon receiving the votes of the Board of Trustees, the Chairman shall send by electronic mail the results of the voting for review by the board. The Board 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 Trustee does not respond to the Ballot voting review, the Chairman shall assume that their vote has been recorded correctly.
- 4.7 The Chairman shall send to the Executive Director the Ballot as presented and the voting record, whether approved or disapproved, for inclusion in the corporate records of USA-WWF.

5.0 Memorials and Gifts

5.1 Unrestricted Memorials and Gifts

The following administrative guidelines are to be used:

- A. May be made in any amount.
- B. Amounts received will be reflected as donation revenue in the Unrestricted Fund.
- C. Contributions made in the form of a memorial will be reflected as such in the Records of the USA-WWF.
- D. The Executive and Finance Committee may establish programs whereby special recognition is given for larger contributions.
- E. Contributions of \$100 or more will include membership for the donor.
- F. Contributions in any amount are welcome for the general support of USA-WWF programs. If the donor wishes, such contributions can be recognized as a memorial.

5.2 Restricted Memorials and Gifts

The following administrative guidelines are to be used:

- A. Contributions in this category may be designated for the support of one of the following USA-WWF programs activities:

Scholarship
US Teams
Endowment Funds

Major contributions for funding specific programs may be established. The President would be pleased to discuss such arrangements.

5.3 Restricted Gifts

The following administrative guidelines are to be used:

Same guidelines as for unrestricted gifts except that amounts received will be reflected in the appropriate restricted fund. Contributions may be designated to support any activity or program of the USA-WWF. However, no separate accounting will be made of the use of such monies other than through the normal fund accounting. In other words, the monies will be commingled with other monies and available for use within that fund.

Contributions in amounts in excess of the level of activity for which the contribution is made may be accepted subject to approval of an expansion of that activity by the Executive and Finance Committee.

Contributions to establish a new program activity requires Board approval.

6.0 Duties and Responsibilities USA-WWF Committees

6.1 Appointment of Standing Committees

The President of USA-WWF, within fifteen (15) days of his election, will appoint the USA-WWF Standing Committees as provided for in Article VIII of the USA-WWF Bylaws from members of the USA-WWF in good standing. The President will instruct, advise, assist and oversee the progress of the committees which he appoints except the Nominating Committee.

6.2 Appointment of Special Committees

The USA-WWF President may appoint Special Committees at his discretion, provided they do not conflict with Standing Committees or committees appointed by the Board. The USA-WWF Chairman of the Board may appoint Special Committees at his discretion, provided that they do not conflict with Standing Committees previously appointed by the President. The committee members will be selected from members of the USA-WWF in good standing

6.3 Duties of Committees

As provided by Article IX of the USA-WWF Bylaws, duties of the Executive and Finance Committee and all Standing Committees shall be determined by the Board. Duties of Special Committees shall be determined by the authority appointing the committee.

6.4 President Ex Officio

The President shall be a member ex officio of all committees which he appoints except the Nominating Committee.

6.5 Consultants

Consultants that are not members of the USA-WWF may be appointed to work with any committee, with voice, but without a vote.

7.0 Systems and Procedures for Committee Operation

1. The Committee Chair will compile a study list of items which the committee has been instructed to consider and send the material to the committee members with a request for comments and ideas. Should the Committee Chair wish, he may request the USA-WWF administration office to reproduce and mail the material to the committee.

2. The committee members should address their replies to the committee Chair, offering comments and recommendations. Members' replies must be in the hands of the chair no later than ten (10) days from the date of mailing of the original study list.
3. Upon receipt of responses from committee members, the Chair will compile one or more comprehensive questionnaires and direct such questionnaires to the members of the committee to be voted upon.
4. Votes of committee members on questionnaires must be received by the Committee Chair within ten (10) days from the date of the mailing unless otherwise indicated by the Committee Chair.
5. For adoption of new policy, or procedure or for a change of an existing policy or procedure, an approval of the committee representatives by a vote of 2/3 majority for approval must be received by the committee Chair
6. The final report and recommendations of the committee shall be reported by the Committee Chair to the USA-WWF Executive Director and to the President and members of the Board of Trustees.
7. The final approval of the committee's report and recommendations shall be approved by the Board of Trustees. When a mail ballot is used, the issue shall be ratified by the USA-WWF Board of Trustees.
8. Where a Committee Chair receives no cooperation or participation from a member of the committee, he will immediately notify the USA-WWF President or the appointing authority of the committee so that a replacement can be named.

8.0 Standing Committees

8.1 Executive and Finance Committee

The Executive and Finance Committee shall consist of the President, the Chair, the Treasurer, two other Trustees for a minimum of four members and may include no more than three other members of the USA-WWF in good standing, for a maximum of seven committee members, appointed by the President and approved by the Board of Trustees. The President is the Chair and a voting member of the Executive and Finance Committee. The Executive Director of the USA-WWF shall be a member ex officio of the Executive and Finance Committee.

During the interim between Board of Trustees meetings, the committee is authorized to take administrative action (only) with respect to policies adopted and decisions made by the Board as it may deem necessary and advisable in order to implement such policies and decisions and to expedite the orderly

transaction of the business of the USA-WWF. Every such action shall be subject to ratification by the Board.

A. Committee Duties and Activities

1. Control and supervise the finances and assets of the organization.
2. Prepare, together with the Executive Director and Treasurer, a recommended budget for the year.
3. Submit a proposed budget to the Board for approval.
4. Receive and review monthly or quarterly financial reports on expenditures and income. If necessary, require an accounting of items not consistent with those budgets approved by the board.
5. Review and approve the allocation of funds, payments of bills, and the preparation and control of financial reports.
6. Review and approve the special budgets of other committees when necessary.
7. Review and reevaluate periodically the dues structure and other income producing activities intended to finance activities and programs of the USA-WWF.
8. Review and approve all requests for expenditures by other committees.
9. Prepare and submit to the Board of Trustees a periodic report and analysis of the organization's finances.
10. Study and recommend to the Investment Committee the investment of surplus funds and advise the Board of Trustees on the condition of funds in trust.

8.2 Investment Committee

The Investment Committee shall be composed of five members of USA-WWF in good standing and shall include the President, Treasurer, one other Trustee and may have two other members of USA-WWF in good standing who may or may not be Trustees with a minimum of three members and a maximum of five members.

The Treasurer shall be the Chair of the committee. All members are appointed by the President and are to be approved by the Board of Trustees. Any action taken by the President or Treasurer of the USA-WWF with respect to the purchase, sales or

change in basic Investment Policy shall require the prior approval of a majority of the Investment Committee.

A. Committee Duties and Activities

1. Act to increase value of Securities and Funds under its control by prudent investment policies with emphasis on safety and income.
2. Establish Investment Guidelines subject to approval of the Board of Trustees.
3. Determine that investment transactions are in accordance with the Guidelines.
4. Approve establishment of depository accounts, investment advisors, etc.
5. Review monthly statements of investments and earnings and make such recommendations as are considered appropriate.
6. Consider the short term and long term liquidity needs of the organization in relation to the terms of the investments.
7. Once a month a review of the investment and earnings should become a part of the monthly statements sent to the Executive and Finance Committee.
8. At least twice a year report to the Board of Trustees as to the investment position, investment results, and short and long term investment objectives.

B. Investment Guidelines

1. Consider the cash liquidity of all funds when making investments on behalf of the organization.
2. Consider proposed capital expenditures.
3. Assist in the structure of fund raising programs.

8.3 Audit Committee

Purpose

The committee's purpose is as follows:

- A. to assure itself and the Board of Trustees that the USA-WWF has properly reported its financial position and the results of operations to its members through appropriate inquiry and discussion with USA-WWF personnel, its outside auditors and others;
- B. to advise, report to and make recommendations to the Board of Trustees on:
 1. the performance of internal and external accountants,

2. the reliability of financial information reported to the Board and
3. the adequacy of financial controls and policies.

The committee shall have prompt and full access to the relevant books, records and personnel of the USA-WWF as it deems necessary to carry out its duties and responsibilities.

Membership

After consultation with the Committee Chair and receipt of input from other Board members, the Chairman of the Board will annually propose nominees for selection to the committee. The Board will then designate the Trustees of the USA-WWF in good standing, to serve as members of the committee. The Treasurer shall not be a member of the committee.

- A. The Chair of the committee will be selected by a majority vote of the directors on the committee.
- B. The committee shall consist of three members of the USA-WWF in good standing, of which at least one has financial expertise.

Duties and Responsibilities

- A. To report to the Board at least twice each year, at regular meetings of the Board.
- B. To nominate independent public accountants for Board approval at the first regular meeting of the Board in each fiscal year. The committee will review and consult with the independent public accountants regarding each year's planned audit scope to ensure that the audit will cover all financial statement areas where there is a risk of material misstatement and request additional work as appropriate.
- C. To assure the Board that to the best of the committee's knowledge and relying upon the expertise of experts employed (including the independent public accountants), the USA-WWF records and upon reasonable information, opinions, and statements presented by the USA-WWF officers and employees, and the following has occurred:
 1. the scope and quality of the independent audit of the USA-WWF meets the standards of the public accounting profession,
 2. the annual and interim financial reports of the USA-WWF fairly present its financial position and operating results,
 3. and the internal controls provide reasonable safeguards of the USA-WWF assets and proper recording of its transactions.
- D. To report to the Board such matters as any conflicts of interest, the use of USA-WWF funds for any unauthorized or illegal payments and any other questionable business practices that come to its attention.

- E. To authorize investigations of any alleged improprieties, including retention of outside counsel or other professional consultants as needed to properly conduct such investigations.

Meetings

The activities and agenda of meetings are developed by the committee in consultation with management. The Audit Committee will typically meet at least two times per year.

For at least part of one meeting each year it will meet:

1. with no representatives of the independent accountants' present
2. with representatives of the independent accountants but no employees of the USA-WWF present
3. with the internal auditor, but with no other employees of the USA-WWF present.

8.4 Fund Raising Committee

The committee members comprised of Trustees and other members of the USA-WWF in good standing shall be appointed by the President to carry out specific fund raising activities on behalf of the USA-WWF as identified by the Executive and Finance Committee and the Board of Trustees from time to time.

Guidelines for the Fund Raising Committee

1. To establish and execute meaningful fund raising programs that are realistic and confined to fund raising activities allowed for a non-profit organization.
 - A. Short Term - through the next fiscal year
 - B. Intermediate Term - two to five years
 - C. Long Term - five years and beyond
2. Develop plans that will help fund the following activities -
 - A. General Fund
 - B. Scholarships
 - C. Museum/Hall of Fame
 - D. Endowment Funds
 - E. Special Funds
3. Solicit and recruit additional members for this committee with emphasis as follows:

- A. National Members
 - B. Regional Members
 - C. Special Event Members
4. Keep USA-WWF Headquarters advised of committee activities.
 5. Establish appropriate recognition guidelines for all donors.
 6. Work closely with other committees where appropriate to prepare meaningful fund raising activities that will support that committee.

8.5 Hall of Fame Selection Committee

1. There will be ten voting members of the USA-WWF in good standing with a Sponsorship membership, on the committee serving five-year terms, two members' terms normally expiring each year.
2. Members may not serve more than two consecutive terms. This does not prohibit a person from being elected to a third term after a year off from the committee.
3. An individual must have been involved with a Sport Discipline of USA Water Ski & Wake Sports (USA-WSWS) at a National level for at least ten years in order to be eligible to be elected to the committee.
4. There will be no fixed representation, but the Hall of Fame Committee and the Board of Trustees should consider both former and current competitors, judges, drivers, officials and water skiing writers.
5. Members of the Hall of Fame Selection Committee will be selected from nominations from committee members that have submitted resumes from their candidates for review and selection by the committee members to feel the available seats each year. The nominees will be presented for election at either the next called meeting of the Board of Trustees or via electronic balloting, whichever is most expedient to fill vacancies as soon as possible by the Board.

Water Ski Hall of Fame

The purpose of the Water Ski Hall of Fame shall be to honor and perpetuate the names and accomplishments of skiers, pioneers and officials whose dedication and competitive achievements at National and International levels have brought lasting fame to the sport of water skiing. Permanent archives shall be established and maintained for the collection and display of memorabilia related to the lives and accomplishments of those selected for induction in the Water Ski Hall of Fame and

others who have participated in the sport through the years. Inductions generally take place annually for those elected by the Hall of Fame Selection Committee.

The Selection Process:

Categories of Hall of Fame Membership

1. Four categories of membership have been approved by the Board of Trustees.
 - A. Competitive water skiers, including participants in traditional water skiing, barefoot skiing, ski racing and any other nationally competitive individual discipline recognized by USA-WSWS and approved by the USA-WWF Board of Trustees.
 - B. Water skiing pioneers.
 - C. Water skiing officials (established in 1983)
 - D. Show skiing (established in 1994)

Eligibility for Pioneers

1. Only U.S. pioneers qualify. This category is neither defined nor definable, but it is intended for people whose contributions to the sport do not fall into the other categories. Ralph Samuelson and Dick Pope, Sr. are examples. Those whose principal contributions are as water skiing official should not be considered as pioneers. Individuals whose qualifications relate to the development of a specific discipline should be considered based on the importance of their contributions to the sport of water skiing as a whole.

Eligibility for Competitive Skiers

1. Only U.S. Citizens qualify. This is not intended to be an International Hall of Fame. This would best be defined as someone who would have been eligible to ski on the U.S. Team at the World Tournament, assuming that there is a World Tournament in a particular discipline.
2. No member of the Hall of Fame Selection Committee is eligible while serving on the Committee, or for at least one (1) year after leaving the Committee.
3. The skier must have skied in the U.S. Nationals (or U.S. Open Water Ski Tournament) at least five years. Three of these years must have been in the Open Division (or U.S. Open Water Ski Tournament). For those skiers whose competitive careers were completed prior to the establishment of the Open Divisions (1973), three years of competition in the U.S. Nationals in either the

Men's, Women's, Boys' or Girls' divisions will be required instead of five years. For competition prior to the establishment of the Open Divisions, the Men's and Women's divisions are regarded as equivalent to the Open divisions. Competition in the Boys' and Girls' divisions during this period would also be considered, but only by relating their performances to those in the Men's and Women's divisions.

4. Competitors under the age of fifty (50) must have been retired from Open competition to be eligible. The retirement must have been for at least three years as of November 1 before the next induction. There is no 'retirement' requirement for competitors who are age 50 or older as of June 1st when the nominations close. All competitors may, however, continue to be active in senior competitions such as age division or Masters Divisions, including cash award events that are not for Open skiers. The skier may also be active as an official or with other involvement in the sport. (Effective 4/13/14)
5. One and two event skiers are eligible.
6. The Committee will consider the following factors in voting on competitive athletes:
 - A. Major Factors:**
 1. Open skiing record in the Nationals and other major tournaments
 2. World and U.S. Open records set
 3. World championships in International Men or International Women with first place podium in any event
 4. Sportsmanship, character and integrity
 - B. Minor Factors:**
 1. Competitive record in the Nationals in divisions other than Open
 2. Competitive record in the Regionals (Note: Record in local tournaments will not be a factor)
 3. Records set in divisions other than Open
 4. Service as an official, administrator or in the promotion of the sport
 5. Competitive record in disciplines other than the principal discipline

Eligibility for Officials

1. Only U.S. Officials qualify. It is not possible to lay down specific qualifications in a category as broad as that of water ski officials. Generally, a candidate would be recognized for major contributions to the sport over a considerable period of years. Election is not based on isolated outstanding contributions. At the same time, however dedicated and generous, mere length of service, which cannot be said to have contributed significantly to the progress of the sport in one or more areas is not sufficient. The emphasis is on achievements, not of offices held or time served.
2. The term "official" is intended to encompass a wide range of functions within the sport. Primary consideration is given to contributions to the sport as a judge, driver, scorer, USA-WSWS and affiliated Sport Disciplines officer or administrator, IWWF officer, executive committee member or administrator, USA-WSWS and affiliated Sport Disciplines National Committee Chair or IWWF council membership. With respect to IWWF positions, only service by U.S. Citizens is to be considered. Secondary consideration is given to contributions as chairman of major tournaments, tournament announcer, water skiing writer or promoter. With respect of all of these functions, the emphasis is on contributions of national or international significance - not regional or local significance. Candidates are not generally judged on a single function, but rather an accumulation of contributions in several areas, even though one may be predominant.
3. Generally, fifteen (15) years of service to the sport at local, national or international levels is required as a minimum for consideration, but exceptions may be required in extraordinary circumstances. Mere length of service, by itself, will never qualify an individual for consideration. Length of service is more a measure of the extent of the individual's dedication to the sport.
4. Retirement from active involvement in the sport is neither a requirement for nomination nor is it encouraged. A candidate will not be considered when there is still a great deal more he may be expected to contribute. At the same time, the committee will not wait for the candidate's death or illness to recognize significant contributions to the sport. Generally, a minimum age of fifty (50) at induction is required unless the candidate was clearly retired prior to that time.

Eligibility for Show Skiing Participants

1. Although show skiing is recognized by USA-WSWS as a team competition, teams are ineligible for induction into the Hall of Fame. Individuals involved in competitive or other organized show skiing events can be considered, however, whether their contributions have been as performers, show directors, promoters, announcers or boat drivers.

2. In considering individuals for the Hall of Fame in this category, their contributions should be assessed in relation to the advancement of the sport of water skiing as a whole, including an increase in awareness and appreciation by the public of the sport. Activities which have little or no impact outside the show skiing discipline are not sufficient for recognition in the Hall of Fame.

Election Procedure

1. Nominations for induction to the Hall of Fame may be made to the committee by any committee member or by any USA-WWF Trustee. The committee expects a written rationale to accompany any nomination.
2. Deadline for accepting nominations is June 1.
3. Appropriate research will be carried out by the committee using the facilities of USA-WWF Headquarters.
4. Once this is completed the committee will vote. Election requires the affirmative vote of eight of the ten members of the committee.
5. Induction was limited to twelve individuals in the first year and seven each year thereafter. If more than the maximum receives eight votes only the top scoring number will be elected with additional balloting to break ties if necessary.

Water Ski Award of Distinction

The Purpose of the Award

This award was created to recognize many individuals who have made extraordinary contributions to our sport. They may include tournament skiers, innovators, industry leaders, officials and others responsible for landmark achievements in the development of water skiing as well as those whose long periods of dedicated and generous service deserve special recognition. Even those who have later become famous outside the sport and others whose contributions have been in the form of resources or public relations are eligible for nomination for the Award of Distinction.

There is no requirement that a candidate be retired from competition for him to be recognized for his skiing accomplishments, although preference is unlikely for skiers still competing in the Open Division who are clear candidates for the Hall of Fame following their retirement. Those honored with the Award of Distinction remain eligible for nomination to the Hall of Fame.

Lifetime Achievement Award

The Purpose of the Award

The Lifetime Achievement Award is to recognize the “ambassadors” of our sport that have given of themselves back to the sport and dedicated their lives to making the sport better for everyone involved, whether they are competitors or behind the scenes tireless promoters and administrators in all aspects of the sport.

1. Person or persons must have been actively involved in one or more of the USA Water Ski Sport Disciplines of towed water sports for a minimum of fifty (50) years. Typically, the time would start with their first involvement with the organized sport, such as joining a ski club or participating in an event, not when they took to the water for the very first time.
2. This award is not mandatory every year and expected to be given rarely. Voting is done by the Hall of Fame Selection Committee and presented at the annual Hall of Fame Inductions. Nominations are due by August 1st.
3. The Award can be given to persons who already have other awards, such as Hall of Fame, Award of Distinction, or Award of Merit, but there is no requirement they hold a previous award.
4. The Award should consider person(s) who are currently living, so they may be honored while they are alive.

The following are technical requirements which apply to the selection procedure for the Award of Distinction and Lifetime Achievement:

1. Nominations are to be made to the Chair of the Hall of Fame Selection Committee no later than August 1st of each year for recognition a year later. Nominations may be made by any member of the Selection Committee, any member of the USA-WWF Board of Trustees, or any other individual with the endorsement of a member of the committee or the Board of Trustees.
2. Nominations must be in writing and should include as much information as possible in the justification of the nomination, since this nomination will form the basis for consideration by the committee. Bearing in mind that there have been thousands of individuals who have won national or international skiing titles, held volunteer offices and committee chairmanships and devoted countless hours to officiating, emphasis should be placed on the unique and distinguishing achievements or contributions of the individual proposed.
3. Each committee member, by written ballot, will rank those nominees whom they believe should be considered for the Water Ski Award of Distinction and

the Lifetime Achievement award. For selection, a nominee must be ranked by eight members of the committee.

4. Membership in either the USA-WSWS or USA-WWF is not a criterion for the award; however, it is intended that the award be for contributions to water skiing in the United States or to international water skiing on behalf of the United States.

8.6 Membership Committee

The committee members comprised of Trustees and other members of the USA-WWF in good standing will be appointed by the President.

Committee Duties and Activities

The committee will investigate and assist in developing plans to maintain the current membership and initiate plans for growing the pool of new members.

1. The current guidelines and administrative practices are in effect for the membership program.
 - A. Memberships are effective for one year.
 - B. Amounts received will be reflected as membership revenue in the Unrestricted Fund.
 - C. Such amounts will be available for current use to support budgeted programs and administration.
 - D. Membership categories and the recognition given to the donor may be changed from time to time by the Executive and Finance Committee.
 - E. Contributions in the form of memorials or endowments will also entitle the donor to membership for one year. No allocation of such contributions to the membership account will be made.
 - F. Contributions which are not designated to a specific fund, memorial or endowment, will be considered to be for membership.

NOTE: The current Membership Application is available on line at:
<http://www.usa-wwf.org/>

8.7 Nominating Committee

The Nominating Committee shall have 5 members of the USA-WWF in good standing. The committee members shall be appointed to serve for four years. The terms are staggered so that only two members will be replaced at any one time.

The Chair of the Nominating Committee shall be elected by the committee.

Meetings of the Nominating Committee are closed because they involve discussion of individuals.

Suggestions for nominations will be requested from the USA-WWF membership.

- A. The committee shall present to the Board of Trustees nominations for Trustees to be elected by the membership.
- B. The Nominating Committee shall also nominate candidates as Trustees to the Board of Trustees for their approval to fill unexpected vacancies.
- C. The committee shall present to the Board of Trustees nominations for Chairman of the Board, President, Vice President, Treasurer, and Secretary to be elected by the Board of Trustees.

The committee shall furnish to the Board of Trustees information relating to the background and qualifications of all such nominees at least two weeks prior to the Board of Trustees meeting at which an election is scheduled to take place.

8.8 Scholarship and Financial Aid Committee

8.81 General Guidelines for Scholarship and Financial Aid Committee

- A. The USA Water Ski & Wake Sports Foundation (USA-WWF) is responsible for the coordination and development of all fund-raising activities for the scholarship program.
- B. All gifts shall be deposited and acknowledged through USA-WWF. Gifts for which the donor has specified conditions shall be forwarded to the USA-WWF for deposit to the scholarship account. Disbursement of the funds shall be the responsibility of the USA-WWF. The Scholarship and Financial Aid Committee Chair shall be notified of the receipt of these funds and of the recipient or specified conditions of such funds.
- C. The USA-WWF will furnish to the Scholarship and Financial Aid Committee a listing of scholarships to be awarded each year (dollar amounts, donors

and specified conditions if any). Those awarded and those not yet dispersed will be made within the framework of funds available.

- D. Annual applications will be available from USA-WWF and will be posted on the USA-WWF website by September 1, preceding the academic year for which the scholarship is requested. USA-WWF will forward a copy of the eligibility requirements along with the application.
- E. Scholarships are awarded for one academic year. An award will be made to an undergraduate student attending a two or four-year state/nationally accredited college for no more than three academic years. Applications must be submitted annually in order to be considered for a second or third award.
- F. Applications must be submitted to the USA-WWF by March 1, preceding the academic year for which the scholarship is requested.
- G. USA-WWF will receive applications for scholarships and shall determine the status of each application, based on the approved eligibility requirements as set forth by the Scholarship and Financial Aid Committee and by donor restrictions. In addition, only completed applications received by March 1 will be eligible for consideration for an award.
- H. USA-WWF will notify recipients of the results of the selection process no later than July 15. A copy of the award notification will be furnished to the recipient's choice of college. The award notification will include the name and student identification number of the recipient, the dollar amount of the award and specified conditions if any.
- I. USA-WWF will initiate, on behalf of the recipient, a transfer of funds from the appropriate fund account to the recipient's choice of college/university financial accounting account for the student. The student's financial advisor will work with the student to assist them in paying for their tuition and other educational expenses. 8/2020
- J. Accounting, billing, etc. will be the responsibility of the USA-WWF per existing financial policies and procedures.
- K. Publicity will be coordinated by USA-WWF and the College Public Relations office.
- L. Recipients must be enrolled as full time students for the year the award is received. Any exceptions to this policy should be requested in writing to the USA-WWF. The request will be considered by the Scholarship and Financial Aid Committee and the recipient will be notified of the determination.

- M. If a recipient does not use the award in the scholarship year; the award will revert back to the USA-WWF fund from which it was issued.

8.82 USA-WWF Scholarship and Financial Aid Committee Membership

- A. The USA-WWF Scholarship Committee shall be comprised of not less than eight members and no more than twelve members of the USA-WWF in good standing.
- B. At least sixty days prior to the Annual Membership Meeting, the Chair of the Scholarship Committee shall invite nominations for available committee positions from committee members and/or USA-WWF Board of Trustees.
- C. Nominations shall be considered by the USA-WWF Scholarship Committee and recommendations for membership will be presented to the Board of Trustees at the Annual Membership Meeting.
- D. The term on the Scholarship Committee shall begin when the Board of Trustees appoints new members at the Annual Membership meeting.
- E. Members will serve a term of three years.
- F. The Chair of the USA-WWF Scholarship Committee shall serve a term of three years and may serve consecutive terms. The Chair shall be elected by the members of the Scholarship Committee at the regular Annual meeting in April. 8/2020

8.83 Methods for Contributing Assets to USA-WWF Scholarship Funds

- A. Individuals or organizations may contribute assets of any type to the General Scholarship Fund at any time. These assets will be used to fund existing scholarship programs.
- B. Endowment: To endow is to give money or property, so as to provide an income for the support of a scholarship. Endowment funds must be invested for a specified period or in perpetuity to generate income for specific purposes. A minimum contribution will require \$36,000 (\$30,000 principal and \$6,000 administrative charge) to be paid within two years and may be endowed in the name of an individual or group. The first scholarship will not be granted until twelve months after receipt of the full \$36,000. The administrative fee will be transferred at the time the first scholarship is paid. 4/2006

Endowment funds may be subject to restrictions by the donor regarding the utilization of the endowment, i.e., use only generated income; distribute income and a percentage of principal, etc. Recipient restrictions may also be included, i.e., recipients skiing region, college

region, etc., subject to approval of the USA-WWF Board of Trustees. Specific performance criteria for recipients may also be included, i.e., winning a specified division of a National Tournament. 4/2006

- C. This table of scholarship amounts and administrative fees applies to the Pledge Contributions, Annual Basis and Individual or Organization scholarships. 4/2014
- a. The first year a scholarship is established the Admin Charge will be 20%
 - b. For each following year the Admin Charge will be assessed on a sliding scale applicable to the amount of the scholarship;

Level 1 - \$1,999 and less:	20% administrative fee
Level 2 - \$2,000 to \$4,999:	15% administrative fee
Level 3 - \$5,000 and more:	10% administrative fee
- D. Pledge Contributions (five years or more): A minimum amount of a Level 1 contribution may be pledged for a minimum of five years, payable by December 31 annually preceding the year the scholarship is to be awarded in the name of an individual, group or organization/company. Restrictions placed on pledged contributions are subject to approval by the USA-WWF Board of Trustees. 4/2014
- E. Annual Basis: With a minimum amount of a Level 1 contribution, a scholarship in the name of an individual or group may be given on a one-time basis, i.e., in honor of a friend, a deceased individual, an event, etc. These funds must be received by December 31 of the year preceding the year in which the scholarship is to be awarded. 4/2014
- F. Individual or Organizational contributions: With a minimum amount of a Level 1 contribution for named scholarships may be made by individuals or organizations on a one-time or recurring basis. All funds contributed must be received by December 31 preceding the year the scholarship is to be awarded. 4/2014

8.84 - Overview of Scholarships

- A. **AWSA Annual National Championship Scholarships** as of 2020, the following Scholarships are awarded to the AWSA National Water Ski Tournament Overall Winners: 8/2020

Boys 1 - Scholarship is awarded to the Boys 1 skier with the most overall points at the AWSA National Water Ski Championships. Jim Grew sponsor. 8/2020

Girls 1 - Scholarship is awarded to the Girls 1 skier with the most overall points at the AWSA National Water Ski Championships. Jim Grew sponsor. 8/2020

Boys 2 - Scholarship is awarded to the Boys 2 skier with the most overall points at the AWSA National Water Ski Championships. Walsh Family sponsor 10/2020

Girls 2 - Scholarship is awarded to the Girls 2 skier with the most overall points at the AWSA National Water Ski Championships. Walter May family sponsor 10/2020

Boys 3 - Scholarship is awarded to the Boys 3 skier with the most overall points at the AWSA National Water Ski Championships. Dutch Brothers Coffee sponsor. 8/2020

Girls 3 - Scholarship is awarded to the Girls 3 skier with the most overall points at the AWSA National Water Ski Championships. Gus Johnson sponsor. 10/2020

Boys 4 - The Dr. Mike Morgan Scholarship is awarded to the Boys 4 skier with the most overall points at the AWSA National Water Ski Championships. Dr Mike Morgan sponsor. 12/2020

Girls 4 - The Linda Giddens Scholarship is awarded to the Girls 4 skier with the most overall points at the AWSA National Water Ski Championships. Jody Johnson sponsor. 8/2020

Boys 5- The Dr. J D. Morgan Scholarship is awarded to the Boys 5 skier with the most overall points at the AWSA National Water Ski Championships. Dr Mike Morgan sponsor. 8/2020

Girls 5 - The Linda Giddens Scholarship is awarded to the Girls 5 skier with the most overall points at the AWSA National Water Ski Championships. Jody Johnson sponsor. 8/2020

B. General Scholarships

The USA-WWF Scholarship Committee requests from the USA-WWF Board of Trustees that up to seven scholarships be given annually as long as funds are available. Due to the Capital Campaign in 1997, there was a need to find separate income for scholarships; and as a result, the scholarships listed below were established by an agreement between the USA-WWF and the donor for one or multiple years, some with special provisions. 4/2014

Dave Goode Scholarship, by request of The Dave Goode Memorial Foundation, the scholarship will be given to the qualifying candidate who is a Midwest Region AWSA and/or NCWSA Regionals qualified undergraduate student attending college and that is pursuing a degree in Engineering and/or Mathematics and demonstrates outstanding leadership qualities and the ability to take an innovative approach to solving problems. 2/2021

The Florida Water Ski Federation Scholarship is for a US citizen and is open to three event water ski athletes who compete in the Florida State Water Ski Championships for placement and are currently registered students in a college or university. 2/2021

The Western Region/Big Al Wagner Scholarship was started in 1997 for a qualifying Western Region skier who attends a four-year accredited college located in the Western Region. 2/2021

The Southern Region/Elmer Stailing Scholarship, this scholarship is for a Southern Region Regionals qualified for placement student who is registered in a College or University and presents an application to the USA-WWF Scholarship committee for review and selection for each year. It has been funded by the Southern Region since 1990. 4/2014

The Barbara Bolding/Jim Grew Scholarship was established in 2001, revised in January 2008 and has special provisions in that it is given to a qualifying female who attends a four year accredited college and skis primarily in AWSA, NCWSA or WSDA tournaments.2/2014

Endowed Scholarships

The Jennifer Odom/David Kammerer Memorial Scholarship was established in 1999 and revised in 2007. Special provisions require that the scholarship be given to a barefoot skier. In the event a barefooter does not apply, the **Jennifer Odom/David Kammerer Memorial Scholarship** shall be carried forward to the next calendar year. 4/2014

The Tim Olson Memorial Scholarship was established in 2000 by the family and friends of Tim Olson. A special provision of the Tim Olson Memorial Scholarship is that it is to be given to a wakeboarder or show skier.

C. Endowed Scholarship Funding Historical Overview

1. Current Policy for Endowed Scholarships: The USA-WWF Board approved a change in 2006 for an endowed scholarship to be a

minimum of \$36,000 (\$30,000 principal and \$6,000 administration charge) to be paid within two years and that it may be endowed in the name of an individual or group. The first scholarship would not be awarded until twelve months after receipt of the full \$36,000. 4/2014

8.9 Ethics Committee

8.9.1 RESPONSIBILITIES:

The Ethics Committee shall be responsible for the administration of the Code of Ethics promulgated by the USA Water Ski & Wake Sports Foundation (USA-WWF) Board of Trustees. Volunteers and employees are required to comply with the following standards as a minimum:

- a. Conduct all dealings with honesty and fairness.
- b. Respect the rights of all volunteers and employees to fair treatment and equal opportunity, free from discrimination and/or harassment.
- c. Know, understand and comply with the laws, regulations, and code of ethics governing the conduct of the USA-WWF, both domestic and foreign.
- d. Ensure that all transactions are handled honestly and recorded accurately.
- e. Protect information that belongs to the USA-WWF, our donors, sponsors, suppliers and fellow workers.
- f. Avoid conflicts of interest, both real and perceived.
- g. Never use USA-WWF assets or information for personal gain.
- h. Recognize that even the appearance of misconduct or impropriety can be very damaging to the reputation of the USA-WWF and act accordingly.

8.9.2 MEMBERSHIP:

The committee shall consist of five (5) members who are active Trustees but are not officers or employees of the USA-WWF. The members should represent a geographic cross section of the country. The committee Chair shall be elected by the committee members to serve as the committee Chair. The committee may also select a non-voting consultant from the membership of the USA-WWF.

8.9.3 PROGRAM JURISDICTION:

The ethical practices of the volunteers and employees of the USA Water Ski & Wake Sports Foundation, as a 501c3 not for profit Florida corporation.

8.9.4 SPECIFIC POLICIES OR PRACTICES GOVERNING THE COMMITTEE:

Decisions shall be made by a 2/3 vote and are subject to Board Approval

9.0 Endowment Fund

The purpose of the Endowment Fund shall be to ensure the indefinite future of the Museum, its artifacts and Hall of Fame, and to strengthen the quality and scope of its presentations and programs. **See APPENDIX I.**

APPENDIX I



USA WATER SKI & WAKE SPORTS FOUNDATION ENDOWMENT FUND POLICIES AND PROCEDURES

March 31, 2007

Revised September 29, 2013

ARTICLE I – FORMATION

1.01 Name. The USA Water Ski & Wake Sports Foundation (USA-WWF) is a Florida not-for-profit corporation having its principal place of business at the registered office of the USA-WWF registered agent.

1.02 Endowment Fund. As a part of its operations and the conduct of its business, USA-WWF hereby creates the USA Water Ski & Wake Sports Foundation (USA-WWF) Endowment Fund (the “Fund”) which shall be managed pursuant to these policies and procedures.

ARTICLE II – PURPOSE

2.01 Purpose. The purpose of the fund shall be to ensure the indefinite future of the USA-WWF museum, its artifacts and Hall of Fame, and to strengthen the quality and scope of the USA-WWF presentations and programs. The Fund shall be managed and operated exclusively for the purpose described in section 501 (C) (3) of the Internal Revenue code, consistent with the tax exempt status previously granted to USA-WWF.

ARTICLE III – MANAGEMENT

3.01 Fund Directors. The affairs of the Fund shall be managed by a board of Fund Directors (“Fund Directors”), who shall be appointed by the USA-WWF Board of Trustees. The number of Fund Directors shall initially be three (3), but the number of Fund Directors may be changed by the USA-WWF Board of Trustees from time to time to not less than three (3) “or” more than nine (9). To provide for staggered terms for the Fund Directors, initially one Fund Director shall be appointed for a one (1) year term, another Fund Director shall be appointed for a two (2) year term, and another Fund Director shall be appointed for a three (3) year term. Thereafter, all Fund Directors shall each be appointed for three (3) year terms. The fund director, after serving three years on the Endowment board should have the option of serving an additional three year term if appointed by the Board of Trustees. The USA-WWF Board of Trustees may suspend or remove a Fund Director (with or without cause) by a vote of not less than two-thirds of the USA-WWF Board of Trustees, may accept the resignation of any Fund Director, and may fill any vacancies on the Fund’s Board of Directors by majority vote.

Fund directors are to be a committed member of the USA-WWF. Meaning the director must meet at least one of the following criteria:

- b. Current or past Board of Trustee
- c. Donated funds to USA-WWF
- d. Longtime member of USA-WWF
- e. Current member during the term of sponsorship status or better

3.02 Officers of the Fund. The Fund Directors shall elect a Chairman of the Board of Fund Directors, and Fund officers, from among its members. The Chairman of the Board of Fund Directors shall preside at all meetings. The officers of the Fund shall consist of a Chairman, Vice Chairman, Secretary, Treasurer and such other officers as may be appointed by the Fund Directors. The officers of the fund shall have the following authority and duties:

- A. **Chairman.** The Chairman shall be the principal executive officer of the Fund. Subject to the direction and control of the Fund Directors, he shall be in charge of the business and affairs of the Fund; he shall see that the resolutions and directives of the Fund Directors are carried into effect except in those instances where that responsibility is assigned to some other person by the Fund Directors; and in general, he shall discharge all duties incident to the office of chairman and such other duties as may be prescribed by the Fund Directors. Except in those instance in which the authority to execute is expressly delegated to another office or agent of the Fund or a different mode of execution is expressly prescribed by the Fund Directors or these policies and procedures, he may execute for the Fund any contracts or other instruments which the Fund Directors have authorized to be executed, and he may accomplish such execution either individually or with the secretary, or any other officer authorized by the Fund Directors, according to the requirements of the form of the instrument. He may vote all securities which the Fund is entitled to vote except as and to the extent such authority shall be vested in a different officer or agent of the Fund by its directors.
- B. **Vice Chairman.** The Vice Chairman shall have all the powers and perform all of the duties of the Chairman in the absence or incapacity of the Chairman. The Vice Chairman shall perform, also, such other duties as may be assigned to him from time to time by the Fund Directors.
- C. **Secretary.** The Secretary shall keep full minutes of all meeting of Fund Directors; he shall attend the sessions of the Fund Directors and shall act as clerk thereof and record all the acts and votes and the minutes of all proceedings in a book to be kept for that purpose. He shall give, or cause to be given, notice of all meetings of Fund advisory board member and Fund Directors, unless notice thereof be waived, and shall perform such other duties as may be from time to time assigned to him. He shall have custody of and property keep all the record books of the Fund.

- D. **Treasurer.** The Treasurer shall keep full and correct account of receipts and disbursements in the books belonging to the Fund and shall deposit all moneys and other valuable effects in the name and to the credit of the Fund, in such banks of deposit as may be designated by the Fund Directors. He shall dispose of funds of the Fund as may be ordered by the Fund Directors, taking proper vouchers for such disbursements, and shall render to the Chairman and Fund Directors, whenever they may require it of him, an account of all his transactions as Treasurer and of the financial condition of the Fund.

3.03 Manner of acting. Actions shall be taken by a majority vote of the Fund Directors at a meeting where a quorum is present, unless a greater number is required by law, mandate or policy established by the USA-WWF Board of Trustees, under the USA-WWF Articles of Incorporation or Bylaws, or under these Policies and Procedures.

3.04 Annual Meeting. The Fund Directors shall establish by resolution the time and place for an annual meeting of the Fund Directors. The annual meeting shall be held without other notice.

3.05 Special Meetings. Special meetings of Fund directors may be held at any time on the call of the president or at the request in writing of a majority of the Fund Directors. Special meetings of the Board of Trustees may be held at such time and place as shall be specified of fixed in the call for such meetings or notice thereof. Notice of a special meeting shall be mailed by or at the direction of the Secretary to each Fund Director, addressed to each director at her/his residence or usual place of business, at least three (3) days before the day on which the meeting is to be held. Notice may be waived in writing by a Fund Director either before or after the meeting. Any meeting of the Fund Directors shall be a legal meeting without any notice thereof having been given if all Fund Directors are present. Neither the business to transacted at, nor the purpose of, any regular or special meeting of the Fund Directors need be specified in the notice or waiver of notice of such meeting

3.06 Quorum. A majority of the total number of Fund Directors (as existing as of the date of the meeting) shall constitute a quorum for the transaction of business at any meeting of the Fund Directors. In the absence of a quorum, a majority of the Directors present may adjourn the meeting to a certain date, without further notice.

3.07 Informal Action. Any action required or permitted to be taken at a meeting of the Fund Directors may be taken without a meeting if consent in writing, setting forth the action so taken, shall be signed by all the Fund Directors.

ARTICLE IV – FUND ASSETS

4.01 Source of Funds. The Funds assets shall be primarily derived from contributions by the public consistent with the Fund's charitable purpose.

4.02 Investment of Funds. USA-WWF shall hold and invest Fund assets in a segregated investment Fund for use consistent with these Policies and Procedures. The Fund assets shall be invested for the purpose of receiving ordinary income and building capital appreciation. Investment and management of the Fund shall be managed by the Fund Directors.

4.03 Use of Funds. The Funds Directors shall manage and direct the use of Fund assets consistent with the Fund's charitable purpose. The amount of Fund assets that may be used in any fiscal year shall not exceed five percent (5%) of the value of the Fund assets at the beginning of the fiscal year, unless otherwise jointly authorized and approved by the USA-WWF Board of Trustees and the Fund Directors. There must be at least one member who is a current Trustee. Only a Trustee on the Endowment Board should have access to our current Endowment Board account for any financial transaction. Otherwise the Fund Chair should notify a Board of Trustee officer who is certified.

4.04 Annual Reports. The Fund Directors shall provide an annual written report and accounting of all Fund-related activities to the USA-WWF Board of Trustees within sixty (60) days following the end of each fiscal year.

4.05 Reversion of the Fund. In the event that the USA-WWF Board of Trustees and the Fund Directors, by a two-thirds vote of both boards, determine it is no longer appropriate or reasonable to operate and maintain the Fund, all Fund assets shall continue to be property of USA-WWF or its successor, and shall become a part of USA-WWF general assets.

ARTICLE V – GENERAL

5.01 Indemnification. Fund Directors and officers shall be indemnified and reimbursed by the Fund with respect to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the corporation) by reason of the fact that he is or was a Director or officer of the Fund, or was taking action authorized by the Fund Directors on behalf of the Fund. This indemnity shall include any judgments, fines and amounts paid in settlement actually and reasonably incurred by such Fund Director in connection with such action, suit or proceeding if he acted in good faith in a manner he reasonably believed to be in or not opposed to the best interest of the Fund, and with respect to any criminal action or proceeding, had no reasonable cause to believe his conduct was unlawful.

5.02 Procedure for Indemnification. To the extent that a Fund Director or officer has been successful on the merits or otherwise in defense of any action, suit or proceeding referred to in Section 5.01, or in defense of any claim, issue or matter therein, the Fund Director or officer shall be indemnified against expenses (including attorneys' fees) actually and reasonably incurred by the Fund Director or officer in connection therewith. Any indemnification under Section 5.01 (unless ordered by a court) shall be made only as authorized in the specific case upon a determination by the USA-WWF Board of Trustees that indemnification of the Fund Director or officer is proper under the circumstances because the Fund Director or officer has met the applicable standard of conduct set forth in Section 5.01 and that the expenses and attorneys' fees are reasonable.

5.03 Advancement of Expenses. Expenses incurred in defending a civil or criminal action, suit or proceeding described in Section 5.01 may be paid by the Fund in advance of the final disposition of such action, suit or proceeding as authorized in the manner provided in Section 5.02 of this Article upon receipt of an undertaking by or on behalf of the Fund Director or officer to repay such amount unless it shall ultimately be determined that the Fund Director or officer is entitled to be indemnified by the USA-WWF corporation.

5.04 Fiscal Year. The fiscal year of the Fund, shall be the same as the USA-WWF.

5.05 Offices. The Office of the Fund shall be the same as the office of the USA-WWF

5.06 Amendments. These Policies and Procedures may be altered or repealed by resolution jointly authorized and approved by the USA-WWF Board of Trustees and the Fund Directors.

APPENDIX II

USA Water Ski and Wake Sports Foundation

Code of Ethics

Introduction

The purpose of this Code of Ethics is to gather in one place the rules that will govern the conduct of USA Water Ski and Wake Sports Foundation (USA-WWF), its volunteers and staff members. It supersedes all prior and existing rules that are applicable to volunteers and staff members.

Definitions:

Volunteer: For this Code of Ethics, the term “volunteer” includes USA-WWF officers and members of the Board of Trustees.

Because we operate in the public spotlight, we are expected to conduct our business on a basis consistent with the great trust that has been placed in us. This requires our behavior to conform to the highest ethical principles. The Code of Ethics should be distributed to and understood by every USA-WWF staff member and volunteer. Please remember that the Code of Ethics establishes the minimum standards of acceptable conduct. If you have any questions or are uncertain about what is required, it is incumbent upon you to seek clarification from the Ethics Committee chairman.

General Statement

Each volunteer and staff member of USA-WWF shall act in an honest and ethical manner. Because the appearance of impropriety can be just as damaging as actual impropriety, conduct which appears to be improper is also unacceptable. No assets of USA-WWF may be used for any unlawful purpose, and no staff member or volunteer of USA-WWF may engage in unlawful conduct.

Fiduciary Duties

Volunteers and staff member are subject to the laws of the State of Florida. Specifically, each staff member, officer and trustee shall discharge his or her duties (a) in good faith, (b) with the care an ordinarily prudent person in a like position would exercise under similar circumstances, and (c) in a manner that the volunteer and staff members reasonably believe to be in the best interests of USA-WWF.

Notwithstanding the foregoing, no person shall be personally liable to USA-WWF for monetary damages for breach of fiduciary duty unless such damages result from (a) a breach of loyalty, (b) acts or omissions not in good faith or that involve intentional misconduct or a knowing violation of law, or (c) transactions from which the volunteers and staff members directly or indirectly derives an improper personal benefit.

Conflicts of Interest

USA-WWF volunteers and staff members must be free from any influence which might interfere with the proper and efficient discharge of their duties, or which might be inconsistent with their loyalty to USA-WWF. It is also the duty of USA-WWF staff members and volunteers not to use their position with USA-WWF for personal advantage or gain. To that end:

- A USA-WWF volunteer or staff member shall not accept monetary compensation other than normal salaries and business expense reimbursement for services within the scope of their duties to USA-WWF. In addition, no USA-WWF volunteer or staff member shall accept honoraria for speaking engagements where the subject of the discussion relates to activities of USA-WWF. It is normal and acceptable, when authorized, for a volunteer or staff member to be provided meals, lodging and event clothing when acting in an official capacity at a USA-WWF event. It is expected that exceptions to this rule will be made where no actual or perceived conflict of interest exists. USA-WWF volunteers and staff members shall submit requests for exceptions to the Chairman of the Ethics Committee.
- No USA-WWF volunteer or staff members shall engage in outside activities that are in clear and direct conflict with the interests of the USA-WWF.
- USA-WWF volunteers and staff members shall attempt to remain free from obligations to, or relationships with, any person or concern with which USA-WWF has a business or other relationship. Where a USA-WWF volunteer or staff member has such an obligation or relationship, he or she shall disclose it to the Ethics Committee Chairman, who acting with the committee shall have the authority to approve the obligation or relationship. The Ethics Committee could request the individual to:
 1. Excuse himself or herself from any formal or informal discussions related to the relationship between the USA-WWF and the person or concern; and
 2. Abstain from voting and from seeking to influence the vote on any matter related to the person or concern.
- USA-WWF volunteers and staff member shall not use assets, intellectual property or confidential information for personal gain.

Gifts

- Except as permitted herein, no USA-WWF volunteer or staff member shall accept any gift because of their position, including travel and entertainment. The gift policy

will also apply to the purchase of goods and services at a price less than would be available to them if it were not for their position with USA-WWF.

- Gifts which the recipient reasonably and in good faith believes to have a value of less than \$150, and provided that the cumulative value of gifts from one source in any calendar year does not exceed \$300, may be accepted. In no event, however, may any such gift influence or appear to influence the recipient in the discharge of his or her official duties. No gift with a value of less than \$50 will count toward the \$300 annual limit.
- The following gifts shall be permitted:
 1. Gifts from relatives.
 2. Gifts from personal friends, unless the gift is provided because of a USA-WWF affiliation.
 3. Gifts from USA-WWF.
 4. Gifts provided because of the recipient's outside business or employment activities.
 5. Awards or prizes given to competitors in contests or events open to the public.
 6. Honorary degrees and other bona fide, non-monetary awards presented in recognition of service.
 7. Gifts of personal hospitality.
 8. Commemorative plaques or trophies
 9. Food or refreshments offered as a part of a meal.
 10. Hospitality (e.g., tours, event tickets, meals) provided to groups in conjunction with USA-WWF board and committee meetings.
- Gifts of tickets to athletic events shall also be permitted. This exception shall only apply to spectator events and shall not apply to events in which the recipient participates (e.g., the exception will not apply to a gift of lift tickets). Any gift of tickets with a value more than \$150 must be disclosed to the Chairman of the Ethics Committee no later than thirty (30) days after the event in question unless it is exempt by one of the exceptions listed above.
- Questions regarding the application of the gift policy will be addressed by the Ethics Committee. The Committee will have the authority to waive the application of the gift policy on a case by case basis, if no actual or perceived conflict of interest exists.
- Care must also be taken not to influence, or appear to influence, the decision-making processes of third parties through gift giving. To that end, the same restrictions that apply to the receipt of gifts shall apply to the delivery of gifts to third parties.

Enforcement

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

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

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

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

The following people shall be required to deliver an annual certification to the Ethics committee and President, regarding compliance with the Code of Ethics: (This can be satisfied by an email statement.)

1. USA-WWF Senior Staff and staff members
2. Board of Trustees, Executive and Finance committee members and officers

APPENDIX III

Certification of Compliance to USA-WWF Code of Ethics

I certify that I have read the USA-WWF Code of Ethics and have not engaged in any activities that are not in compliance with its requirements and am not aware of activities that would be in noncompliance with the Code.

Signed (electronically) _____
Position or Office _____
Date _____

Email this completed page to: Ethics Committee
ethics@waterskihalloffame.com

By way of administration, Staff will also be expected to complete the form. The USA-WWF Ethics Committee will be the keeper of the records.