

2018

POLICIES, PROCEDURES AND GUIDELINES



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CHAPTER ONE: GENERAL

101: DEFINITIONS

1. Where the letters WBC are used, it is held to mean the World Barefoot Waterski Council of the International Waterski & Wakeboard Federation (IWWF) as defined in the Constitution and Byelaws of the IWWF.
2. Where the term “Confederation Asia/Oceania” (AO) is used it is held to mean the Confederations of Oceania and Asia as defined in the Constitution of the International Waterski and Wakeboard Federation.
3. Where the term “Confederation Europe/Africa” (EA) is used it is held to mean the Confederations of Europe and Africa as defined in the Constitution of the International Waterski and Wakeboard Federation.
4. Where the term “Confederation Pan Am” (PA) is used it is held to mean the Confederation of North and South America as defined in the Constitution of the International Waterski and Wakeboard Federation.
5. Where the word “he”, “him” or “his” is used, it is held to refer to persons of either sex.
6. Where the word “Chairman” is used, it is held to refer to persons of either sex.
7. Where the word “competitor” is used, it is held to mean the individual skier.
8. Where “his (the competitor’s) Federation” is used, it is held to mean the Federation of the country, where the competitor has resided for more than 5 years.
9. Where the word “Officers” is used it is held to mean the WBC Chairman and the WBC Secretary.
10. The Chairman Emeritus shall be the most recent past WBC Chairman.
11. E-Meetings refer to internet discussions and agreements on the WBC Forum.
12. P-Meetings refer to physical meetings of the WBC.
13. T-Meetings refer to telephonic meetings of the WBC.

102: NAME OF ORGANISATION

The name of this organization shall be the IWWF World Barefoot Waterski Council, (WBC).

103: PURPOSE AND FUNCTION

The WBC shall have 3 main purposes and functions:

- Representing Barefoot Water Skiing Via Promoting And Defending Its Best Interests Worldwide.
- Administration and Technical Control of Barefoot Waterskiing.
- World Titled Events Responsibilities.

(A) Representing Barefoot Waterskiing Via Promoting and Defending Its Best Interests Worldwide.

1. To promote Barefoot Waterskiing throughout the world as a Sports Division of the International Waterski and Wakeboard Federation, (IWWF).
2. To encourage and assist in the formation of Barefoot Divisions within National Federations in countries where Barefoot Waterskiing is not developed.
3. Be the official and final authority on the sport of Barefoot Waterskiing throughout the World.
4. Preparing and publishing, in conjunction with the IWWF Headquarters, all relevant information concerning Barefoot Waterskiing to all WBC affiliated Federations and the IWWF.
5. To report to the Executive Board of the IWWF and refer any matters as appropriate to that Executive Board for guidance.

(B) Administration and Technical Control Of Barefoot Waterskiing.

1. Developing, maintaining, updating, and publishing the WBC Technical Rulebook for the World Barefoot Waterski Championships.

2. Publishing a Rankings Lists of Barefoot Athletes in the IWWF according to their verified performances in homologated Barefoot Waterski competitions during the previous year.
3. To set the conditions to be observed for the homologation of records, establishing the rules for the ratification of world records, to review world record submissions, and ratify world records in accordance therewith and to be the archive of those records.
4. To establish practical and theoretical examinations of international judges and officials.
5. To establish special offices, such as historian, and special awards in recognition of exceptional service or merit to Barefooting on such terms and such conditions, and with such rights and privileges as the WBC may determine.
6. To conduct meetings as required for the efficient administration of the sport.

(C) World Titled Events Responsibilities.

1. Soliciting and approving bids for hosting the World Barefoot Waterski Championships.
2. Responsible for approving the Chief Officials and Appointed Judges, Scorers and Drives for the World Barefoot Waterski Championships from resumes of eligible officials submitted to the WBC by the three Confederations and in turn submitting the approved names to the IWWF for ratification. Reference WBC Technical Rules 2201 & 2202.
3. To examine and approve the site, the installations and equipment as appropriate for the World Barefoot Waterski Championships.
4. To monitor and assist the progress of the Local Organizing Committee (LOC) of the World Barefoot Waterski Championships through it's Confederation Members.
5. To examine the Chief Judge's report following all World Titled Events and to analyze and approve any actions necessary, arising from that report.

104: APPLICATION

These policies shall only apply to the Barefoot Waterski Division of the IWWF.

Athletes, Officials, and all Waterski Sporting Bodies of IWWF affiliated Federations shall recognise the authority of the WBC and respect its policies and decisions.

105: AMENDMENTS, ADDITIONS, ANNULMENTS

1. Policies and modifications thereto shall only be approved at a P-meeting or T-meeting of the WBC by a 2/3-majority vote of the WBC in favor. These policies shall never be modified via E-meetings.
2. These policies shall not conflict with the IWWF Byelaws and Policies. Should a conflict arise, the IWWF Byelaws and Policies shall take precedent.
3. Each Confederation shall adopt and may amend its own Confederation Byelaws/Policies, provided that there is no conflict with the IWWF Byelaws or the WBC Policies or any authorized rules made or taken there under. Whenever such conflicts exist, the conflicting Confederation Byelaws/Policies or action taken there under shall automatically be suspended in application and supplanted by the applicable IWWF Byelaws, and/or the WBC Policies, or by the rule made or action taken there under by the WBC.
4. In order to avoid such conflicts a draft of all Confederation Byelaws/Policies or amendments thereto shall be promptly submitted to the WBC for examination and recommendation of compliance. The WBC determination as to the existence of a conflict shall be final and conclusive.
5. These or any future policies shall be effective as soon as they have been published on the official WBC web site.
6. WBC Policies and modifications shall become effective immediately upon WBC approval and thereto must be submitted to the IWWF for scrutiny.

106: IWWF AFFILIATED FEDERATIONS

Any Federation in good standing with the IWWF may form a Barefoot Division and enter competitors in the World Barefoot Waterski Championships.

107: WBC COMPOSITION

1. The WBC shall have nine (9) voting members and up to five (5) alternates from the five Continental Confederations. Three (3) plus one (1) alternate each from Asia and Oceania, three (3) plus one (1) alternate each from Europe and Africa and three (3) plus one (1) alternate from the Americas with a recommendation that there should be at least one voting member or alternate from each of the five Continental Confederations. In the case that a voting Council member cannot attend a meeting, he should be replaced by an alternate from his Confederation if possible. No more than two (2) of these nine (9) voting members shall come from the same Federation. (Reference IWWF Bye-law 11.2.)
2. As set out in IWWF Byelaw 13.1, the IWWF Athletes Commission shall appoint one member to each Council unless at least one elite athlete as defined by Byelaw 13.1.2 is already among the nine voting members.
3. The WBC has the authority to appoint one other voting member if they feel it necessary for the working of the Council. This will give a maximum of eleven (11) voting members.
4. There shall be no proxy voting.
5. Honorary Members shall have the right to attend all WBC meetings, participate in all E-meetings and shall have a voice but no vote at those meetings. (Refer policy 502 regarding eligibility of Honorary WBC Members)
6. The Chairman Emeritus (if not a current WBC member) shall be invited to all WBC meetings and shall have the same privileges during the meeting as WBC members except with no vote.
7. All Voting and Alternate Members are to be members in good standing of their respective Federations.
- (2) Uphold the Byelaws of the IWWF and Policies of the WBC and IWWF.
- (3) Be active on at least one committee.
- (4) Work together with other members to adopt and implement the WBC Four Year Plan.
- (5) Attend WBC meetings and be well prepared for the meetings.
- (6) Assess and act upon all matters brought before the WBC.
- (7) Communicate ideas and Confederation concerns to the WBC.
- (8) Keep Confederation members informed of discussions and decisions taken by the WBC.
- (9) Keep up to date on the forum by logging on at least once weekly and participating in discussions.
- (10) Consult with your Confederation skiers regarding matters under discussion.
- (11) Advocate and serve as an ambassador of the sport within the delegates own Confederation.
- (12) Vote when a ballot is called upon.
- (13) Attend World and Confederation Championships.
- (14) Appoint officials for the World Championships.
- (15) Complete allocated/volunteered tasks in a timely manner and/or by the due date.
- (16) Represent the WBC when necessary and as requested at events, forums, congress, etc.
- (17) Oversee the application of WBC Technical Rules.

108: WBC MEMBER—DUTIES & RESPONSIBILITIES

Being a Member to the WBC is an honor and brings with it a responsibility to the sport. Any candidates nominated for a seat on the WBC should be aware of and committed to fulfilling the following responsibilities.

(A) Duties. Members must:

- (1) Represent the WBC in a professional manner.

(B) Financial Commitment. Delegates must be prepared to self-fund the cost involved of being a delegate. Notable costs include but are not limited to:

- (1) Contribution of approximately 80 percent toward the cost of travel to World Championships (approximately 20 percent is reimbursed by IWWF).
- (2) Purchase of official IWWF clothing.

- (3) All costs associated with attending and participating in Confederation, Federation and local events.
- (4) All communications costs.
- (5) All costs associated with meetings not held at World Championships.

(C) Time Commitment.

- (1) Attendance at biennial World Barefoot Championships (10 days plus travel).
- (2) Attendance at Confederation and National Championships.
- (3) Day to day tasks (minimum of four hours per week).

109: WBC MEMBER SKILL SETS

Any candidates nominated for a seat on the WBC should possess the following skill sets:

- (A) Passion, commitment, and dedication for the sport.
- (B) A team player that is also capable of working individually.
- (C) Ability to be led or to lead, as the situation requires.
- (D) An overall knowledge of the sport and its Technical Rules and Policies, Procedures and Guidelines (PPG)
- (E) Willingness to learn.
- (F) Good communication skills both verbal and written.
- (G) A good listener who is respectful of fellow delegates' opinions and views.
- (H) Open-mindedness and objectivity.
- (I) Ability to look at the sport for the good of all and consider the big picture.
- (J) Ability to represent the WBC and liaise with persons at all levels within the sport.
- (K) Experience in the sport at National and International level is essential.
- (L) Connections to other International Sport Federations is highly desirable.
- (M) International business network and connections to the media is also highly desirable.

110: CHAIRMAN

(A) Position, Purpose and Objectives.

- (1) Manage and maintain a cohesive and cooperative World Barefoot Council.
- (2) Provide active representation to the IWWF Board in all matters affecting the sport of Barefoot Waterskiing.
- (3) Foster the growth of the sport of Barefoot Waterskiing via the Confederations.
- (4) Oversee and monitor the staging of the Biennial World Barefoot Waterski Championships

(B) Key Relationships.

- (1) IWWF President, IWWF Executive Officer and IWWF Board.
- (2) WBC Members.
- (3) Confederation Barefoot Chairs.
- (4) Federation Presidents.

(C) Job Context and Operating Environment.

The Chair shall operate at an appropriate level of authority in guiding the WBC to achieve the best outcomes for the sport considering the different cultures, demographics and resources involved. They shall promote the highest standard of governance and ensure compliance to the organization's Byelaws, Technical Rules, and Policies, Procedures and Guidelines.

(D) Key Accountabilities.

- (1) Attendance at IWWF Board Meetings.
- (2) Preparation and submission of reports as and when requested.
- (3) Chair and conduct World Barefoot Council meetings.
- (4) Oversee and manage discussion and decision making via the WBC Forum.
- (5) Facilitate gaining host Federations for World Championships.
- (6) Facilitate the increase in participation in the sport of Barefoot Waterskiing.

(E) Skills, Knowledge and Experience required in the following areas:

- (1) The sport of Barefoot Waterskiing.

- (2) IWWF Administration structure and relationships.
- (3) The organization's Byelaws, Technical Rules, and Policies, Procedures and Guidelines.
- (4) Strong track record in managing a diverse range of personnel and proven ability in organizing available resources to achieve the organization's key objectives.
- (5) Ability to prepare and implement strategic plans.
- (6) Well-developed negotiation skills.
- (7) Ability to delegate tasks and monitor progress to achieve agreed outcomes.
- (8) Superior resource management skills.

(F) Personal Attributes.

- (1) High level of self-motivation, determination, and attention to detail.
- (2) Superior communication skills at all levels.
- (3) Ability to operate in high-pressure situations (e.g., responding to requests from IWWF Board or office, managing conflicts at a World Championship or WBC meeting).
- (4) Ability to liaise with a wide range of people. (e.g., IWWF Board, Government Dignitaries, Company Executives, Sport Officials, and Athletes).
- (5) Well-rounded reasoning and decision-making skills.
- (6) Ability to influence outcomes and develop a trusting rapport with key stakeholders.
- (7) Have a vision to set the direction the sport should follow.

(G) Financial Commitment.

- (1) Contribution of approximately 80 percent toward the cost of travel to World Championships (about 20 percent is reimbursed by IWWF).
- (2) Contribution of 40 percent toward the cost of travel to IWWF EB meetings and pay all accommodations, meals and other costs (IWWF shall only reimburse 60 percent of the travel costs).
- (3) Purchase of official IWWF clothing.

- (4) All costs associated with attending and participating in Confederation, Federation and local events.
- (5) All costs associated with meetings not held at World Championships.

(H) Time Commitment.

- (1) Attendance at annual IWWF Board meeting (two to three days) plus travel time.
- (2) Attendance at biennial World Barefoot Championships (ten days plus two days travel).
- (3) Day to day tasks (minimum of 15 hours per week).

111: SECRETARY

The key role of the WBC Secretary is to provide support to the Chairperson in the day-to-day operation of the WBC. Specific tasks include but are not limited to:

- (A) Recording Officer.** The Secretary is the recording officer of the WBC and shall record and keep the minutes of the meetings of the WBC and is the custodian of its records.
- (B) Season Calendar.** A calendar for the ensuing season shall be finalized 14 days after the WBC meeting and promulgated to all Confederation Barefoot Chairs.
- (C) Delegated Duties.** The Chairperson may delegate the responsibility for the calling for a vote and the issuing of a ballot to the WBC Secretary. Should the Chairperson not issue a ballot at the end of the discussion period, the WBC Secretary shall issue the ballot.
- (D) Notifications and Postings.** Issue formal notifications to Confederations of all decisions made by the WBC via postings on the WBC Forum and the official website, www.WorldBarefootCouncil.com.
- (E) WBC Agenda.** Promulgate the WBC agenda no less than 21 days in advance of the meeting.
- (F) Official WBC Correspondence.** Responsible for management of all official correspondence of the WBC, including distribution of reports presented to the WBC.
- (G) WBC Forum.** Assist the Chairperson in the moderation of the WBC Forum.

(H) Financial Commitment.

- (1) Contribution of approximately 80 percent toward the cost of travel to World Championships (about 20 percent is reimbursed by IWWF).
- (2) Purchase of official IWWF clothing.
- (3) Pay all costs associated with attending and participating in Confederation, Federation and local events.
- (4) All costs associated with meetings not held at World Championships.

(I) Time Commitment.

- (1) Attendance at biennial World Barefoot Championships (ten days plus two days travel).
- (2) Day to day tasks (minimum of 15 hours per week).

112: OFFICERS OF THE WBC- CHAIRMAN AND SECRETARY

1. The Chairman shall have general direction of the business of WBC, subject to the authority of the WBC, and shall do those things required to assist in the smooth and efficient operation of the WBC.
2. The Chairman shall act as chairperson at all WBC meetings.
3. The Chairman shall be a member of The Executive Board of the IWWF and shall attend all meetings of Executive Board of the IWWF.
4. The Chairman may delegate roles and duties to the WBC members as is necessary, to share the workload.
5. If any WBC Member does not fulfill their duties to the satisfaction of the WBC, the WBC Chairman can request the Chairman of that Member's Confederation to consider the removal of the Member from the WBC and the appointment of a replacement.
6. The Secretary shall perform the duties or exercise the powers of the Chairman during the absence and/or inability of the Chairman and when so acting, shall have all the powers and be subject to all the responsibilities hereby given to or imposed upon the Chairman.

113: OFFICERS PRE QUALIFICATION

1. The Officers shall be elected from the Voting Members of the WBC.

114: OFFICERS VOTING RIGHTS

1. The Officers shall retain all Voting Member rights, including the right to make and second motions, except that the Chairman, who shall vote according to their conscience, shall if required vote last, and only to break a tie.

115: ELECTION OF OFFICERS

1. Voting at elections shall be by secret ballot with a maximum of three rounds. A majority (i.e. over 50%) of the total number of ballots returned in favor is required for election at rounds one or two; plurality (i.e. the candidate with the greatest number of votes) is sufficient at round three. The second and third round shall only be carried out in the case wherein after the previous round posts, the required majority has not been achieved, in order to be elected to the position.
2. Where elections are held for a single post with more than two (2) candidates, and a majority has not been reached in favour of one candidate in round one, the candidate polling the lowest number of votes shall be eliminated from the next round of voting.
3. Nominations for new officers (WBC policy 112) shall be communicated to the WBC Secretary no less than 30 days before the meeting where the election shall be held and shall be included in the final agenda.
4. New officers shall serve a term in office from the time of election at the WBC meeting held at the World Barefoot Waterski Championships and shall terminate at the time of election of officers at the next WBC meeting, which is held at the following biennial World Barefoot Waterski Championships, or until a successor is elected if not at the normal time.

116: REMOVAL OF OFFICERS

For reasons acceptable to the WBC, any officer may be removed from office via an Extraordinary P-meeting or T-meeting in which a minimum of seven Voting Members must vote to remove and replace that officer. The replacement officer may be elected at that same meeting.

117: COMMITTEES

1. The WBC Chairman shall appoint all Committee Chairpersons at his/her discretion from among the WBC Members or other qualified persons, with the responsibility to instruct, advise, assist and oversee the progress of these committees as required.
2. The WBC Chairman may establish special committees with specific duties, terms of reference, or charged with the study of precisely defined matters, upon which they shall report their findings and/or recommendations to the WBC.
3. The Chairman may replace a Committee Chairman or dissolve a special committee at any time, for any reason he sees fit.

CHAPTER TWO: ADMINISTRATION (MEETINGS AND COMMUNICATION)

201: TYPES OF MEETINGS

There are three primary types of meetings of the WBC; Physical Meetings (P-Meetings) Electronic Meetings (E-Meetings) and Telephonic Meetings (T-Meetings), as well as providing information via an informative Web site.

(A) Physical Meetings (P-Meeting).

1. The Official Meeting of the WBC shall be held in conjunction with the Barefoot Water-ski World Championships at a time, date, and place designated by the Chairman to coordinate with the tournament schedule.
2. The WBC may whenever it thinks fit, convene an Extraordinary P-Meeting and the meeting agenda shall state the object(s) and purpose(s) of requisitioning the Extraordinary Meeting and any resolution or motion to be proposed thereat.

(B) Telephonic Meetings (T-Meeting). All T-meetings shall follow the general principals and proceedings for P-meetings. T-Meetings are to be conducted to ensure the efficient operation of the WBC between P Meetings.

(C) Electronic Meetings (E-Meeting). The WBC shall maintain a dedicated Internet Forum to be known as an E Meeting, as a means of conducting ongoing communication and information update to WBC members. The business of E-meetings shall take place on the WBC Forum.

202: MEETING PROTOCOL

1. The WBC Secretary shall promulgate the final agenda for P & T meetings to all WBC members in advance of the meeting.
2. The WBC Meeting may be recessed as required, and reconvened to complete the remainder of the agenda.
3. The WBC Chairman has the authority to authorize any person to attend meetings of the WBC.
4. Each WBC Member shall be entitled to have included on the agenda of a WBC Meeting any matter, motion, resolution, or proposal.

5. The President and the Executive Officer of the IWWF and Members of the Executive Board shall be invited to attend all WBC P-Meetings and must be sent notices and agendas of such meetings.

203: MOTIONS/VOTING/BALLOTS FOR P&T MEETINGS

1. All Voting Members, including the Chairman, may make or second motions.
2. After a motion has been seconded and following a reasonable period for discussion, the Chairman shall call for a vote and issue a ballot on the motion.
3. The Chairman may delegate the responsibility for the calling for a vote and the issuing a ballot to the Secretary.
4. Should the Chairman not issue a ballot at the end of the discussion period the Secretary shall issue the ballot.
5. Decisions made at a P-Meeting or T-Meeting can only be taken and considered valid, if all Confederations are represented by at least one Member.
6. The Alternate Members vote shall be used only in the event of a WBC Member from their Confederation not responding to a ballot, thus all Confederations shall have a maximum of 3 votes on all ballots, unless the Alternate Member also declines to vote.
7. Voting shall be by the showing of hands or by roll call. At the request of the WBC Chairman or by at least three Voting Members, a vote by secret ballot shall take place.
8. Extraordinary Resolutions may be passed by a majority of the WBC. Any such Extraordinary Resolution shall take precedence over any existing rule or policy and shall apply only for the competition named in the Extraordinary Resolution. Extraordinary resolutions shall not conflict with WBC Policies or IWWF Byelaws.

204: PHYSICAL MEETING FORMAT

(A) Frequency of Meetings. The WBC shall meet at the World Championships and at other times mutually agreed upon by the WBC

(B) Meeting Agenda. The Agenda for the WBC meeting shall be generally as follows:

- (1) Call to order by Chairperson
- (2) Establish quorum
- (3) Approval of the minutes of last meeting
- (4) Matters arising from the minutes
- (5) E-Meeting ballots (WBC Forum)
- (6) T-Meeting ballots
- (7) Chairman's Report
- (8) Secretary's Report
- (9) Confederation Member reports
- (10) Committee reports
- (11) Old business
- (12) Election of officers
- (13) New business
- (14) Set the date and location of the next meeting
- (15) Adjourn

(C) Submission of Agenda Items. Whenever possible agenda items shall be posted on the WBC Members' Forum to allow efficient management of WBC business and permit members the time to engage with their constituencies. All items shall include:

- (1) **Item Heading.**
- (2) **Item description.** Detail the purpose of the item, along with a general overview and any pertinent background information.
- (3) **Balance Assessment.** When possible, list issues "for" and "against" implementing the proposed item.
- (4) **Implementation Plan.** Provide a brief summary for the implementation of the proposal.
- (5) **Cost of Implementation.** List any estimated costs (actual dollars), voluntary hours, or related considerations associated with implementing the proposal.

(6) **Submitted by.** Individuals submitting an item must provide their name.

(D) Submissions by WBC Members. All WBC Members are authorized to submit an agenda item to the WBC Secretary.

(E) Agenda Item Closing Date. The closing date for submitting items to appear on the agenda shall be the date specified on the Notice of Meeting issued by the WBC Secretary.

Note: The agenda items closing date is typically 30 days prior to the meeting.

(F) P-Meeting Quorum.

1. No business may be transacted at any WBC P Meeting, except the adjournment of the meeting, unless a quorum is present when the meeting proceeds to business.
2. Six (6) WBC Members with at least one (1) member from each Confederation and being entitled to vote upon the business to be transacted, shall constitute a quorum.
3. If a quorum is not present within one (1) hour from the time appointed for the meeting, or if a quorum ceases to be present at any time during a meeting, the meeting shall stand adjourned until a quorum is once again present or at a time and place to be scheduled by the WBC Chairman and notified to all persons entitled to receive notice.
4. Alternate Members shall have a voice but no vote at the meeting unless they are serving in the stead of an absent Voting Member of their own Confederation, in which case they shall have that Member's full privileges

205: TELEPHONIC MEETING FORMAT

(A) Frequency of Meetings. The WBC shall from time to time hold Telephonic meetings (T-Meetings) in order to efficiently and effectively action the day to day items of business of the WBC.

(B) Meeting Agenda. The final Agenda for a WBC T-Meeting shall be circulated not less than five (5) days prior to the meeting and detail the items to be discussed. A typical T-Meeting agenda would be as follows:

- (1) Call to order by Chairperson
- (2) Establish a quorum (Identify who had assigned into the meeting)

- (3) Approval of the minutes of the last T-Meeting
- (4) Matters arising from the minutes
- (5) Old business
- (6) New business
- (7) Set the proposed date of the next T-Meeting, if applicable
- (8) Adjourn

(C) **Voting.** As per P-Meetings

206: ELECTRONIC MEETING FORMAT

(A) **Location and Time.** The WBC shall maintain a dedicated Internet Forum for conducting ongoing E-meetings, which shall take place on that forum.

(B) **E- Meeting Requirements.**

- (1) **Establishing a Quorum.** Since all Members should be checking the WBC forum on a regular basis, the quorum is always assumed.
- (2) **Signing In.** The WBC shall maintain an attendance page on the forum. It is expected that all Members shall sign in on a regular basis (at least weekly) and acknowledge that they are cognizant of all WBC discussions.
- (3) **Starting a New Topic.** All Members, including Honorary and Reserve Members are allowed to start a new topic.
- (4) **Commenting on an Existing Topic.** All Members, including Honorary and Reserve Members are allowed to comment on any topic.
- (5) **Motions.** Only Voting Members may make or second motions.
- (6) **Amendments.** Amendments to motions may be suggested by any Member, including Honorary and Alternate Members but it is preferred that the main mover make any amendments.
- (7) **Discussion Period Before Second.** Discussions of a topic prior to it becoming a seconded motion may last as long as the Members in the discussion wish.
- (8) **Discussion Period After Second.** Discussion of a topic after it has been seconded shall be limited to 10 days unless an extension is determined to be necessary by the WBC Chair or Secretary. In certain circumstances the standard time frames for discussion and voting may be reduced in order to conclude urgent business. When this is required the WBC Chair or Secretary shall advise the WBC by e-mail of the revised time frame.
- (9) **Number of Topics.** The WBC may simultaneously discuss as many topics as the WBC feels necessary.
- (10) **Number of Motions.** The WBC may have as many motions on the floor as the WBC feels necessary.
- (11) **Voting.** The WBC Chairperson or Secretary shall close the discussion and the final vote shall be called, having provided three (3) day's notice of the closing date for voting.
 - (a) Voting shall end at midnight (Greenwich Mean Time) on the nominated date for closing the vote.
 - (b) Votes may be posted at any time during the discussion period.
 - (c) Votes may be changed before the formal voting date.
 - (d) After the vote on a motion has been called, all votes cast are final.
 - (e) All Members, including Reserve Members are expected to vote on all ballots.
 - (f) The Reserve Member's vote shall only be used if a Voting Member from their Confederation fails to vote.
- (12) **WBC Forum Ballot Page.** The motion, any amendments to the motion, the mover, the seconder and the vote progress shall be available at all times on the WBC forum.

207: INTERNET POSTINGS

The WBC shall maintain a dedicated Internet website, www.WorldBarefootCouncil.com, for communication to all Federations and to the general public. Upon approval, the following documents shall be published on the website.

- (A) World Barefoot Technical Rules.
- (B) WBC Policies, Procedures and Guidelines.
- (C) World Ranking list.
- (D) WBC meeting minutes.
- (E) Agenda for the forthcoming WBC meeting approximately 30 days before the meeting.
- (F) Directories of the WBC and WBC Committees
- (G) Approved list of towboats.
- (H) World Championship bulletins.
- (I) World Championship qualifying scores.
- (J) Dates and location of next World Championships.
- (K) World Records.
- (L) IWWF Barefoot Athlete of the Year Criteria and Annual Recipients.
- (M) WBC Outstanding Service Award Recipients.
- (N) History and Archived Documents of our Sport.

208: MANAGEMENT OF TECHNICAL RULES

1. The WBC shall have the responsibility of monitoring the needs of the sport. From time to time new rules or rule changes may be required. These should be kept to a minimum but necessary rule changes should not be avoided simply to maintain status quo.
2. Any rule changes shall become effective according to the WBC Technical Rules.
3. The WBC shall publish these rules on the WBC website before they take effect so as to make them readily available to all interested parties.

4. Proposed rule changes shall be sent to the Rules Committee for investigation as to the interactions with other conjoined or relevant rules and final wording of the proposed change. The Rules Committee shall then present their conclusions to the WBC for consideration in a timely manner.
5. Rule changes require a majority decision of the WBC.

209: MANAGEMENT OF POLICIES, PROCEDURES & GUIDELINES

1. The WBC Policies, Procedures and Guidelines (PPG) is an ancillary document to the IWWF By-laws and the WBC Technical Rulebook, and shall be published in the same manner as the WBC Technical Rulebook.
2. This document shall contain all policies, procedures and guidelines, together with all necessary forms for the operation of the World Barefoot Council and for the conducting of World Championships, and shall be updated as the need arises.

210: RULE BOOK REVIEW DATES

The following are key dates when undertaking the annual review of the WBC Technical Rules.

- (A) 30 September (or the annual WBC Meeting, whichever is later) = Last day for Rule Changes.
- (B) 30 October—First Draft of new Rule Book.
- (C) 30 November—Final draft of new Rule Book to the WBC for approval.
- (D) 7 December—Last day for comment and approval by WBC.
- (E) 14 December—New Rule Book issued to Federations.
- (F) 1 January—Effective date for new Rule Book.

CHAPTER THREE: COMMITTEES

301: GENERAL

- (A) Appointments.** The WBC Chairperson shall appoint the Chair of each committee. The Committee Chair shall enlist additional committee members from within the WBC or from suitable resources outside the WBC who have special skills that are relevant to the committee purpose and objectives.
- (B) Authority.** The Committee Chair shall operate at an appropriate level of authority in guiding fellow committee members to achieve the listed objectives of the committee within designated time frames, and shall make certain the highest standard of governance is provided in ensuring compliance to the sports Byelaws, Technical Rules and Policies, Procedures and Guidelines.
- (C) Committee Communication.** The use of the WBC Committee Sub-forum is highly recommended for committee discussions and maintaining a record of all committee work. The WBC Forum Administrator should be advised of all committee members so as to allow them access to the Committee Sub-forum.

302: RULES COMMITTEE

(A) Committee Purpose and Objectives.

- (1) To develop and maintain the WBC Technical Rules.
- (2) To facilitate the drafting, approval and promulgation of any new technical rule or amendment of an existing rule relating to the sport of Barefoot Waterskiing.
- (3) To regularly review existing rules with the intent to improve the overall rules governing the sport and to provide clearer and more easily understood rules that shall lead to improved and consistent judging outcomes.

(B) Committee Composition.

- (1) One member from each Confederation.
- (2) Additional members as required.

- (3) Ideally, members shall have had previous experience and knowledge of the technical rules and be prepared to be creative in developing new rules or amending existing rules to achieve a clearer understanding of the rules of competition and in turn assist the overall development and improvement of the sport.

(C) Key Relationships.

- (1) WBC.
- (2) Federations.
- (3) Skiers and Officials.
- (4) Systems and Technology Committee.
- (5) Confederation Rule Committees.

(D) Responsibilities.

- (1) Draft any new Technical Rules at the direction of the WBC.
- (2) Update the Technical Rules and present to the WBC for approval.
- (3) Provide advisement to the WBC on matters relating to the technical activities of the sport.
- (4) Gather opinions from skiers and officials regarding methods to improve the sport and make tournaments more competitive and fair for all competitors.
- (5) Monitor any new rules and the impact they have on the sport as well as any interplay with the other rules that apply to that area of the sport.
- (6) Work with the Systems and Technology Committee in developing new technologies and incorporate them into the Rule Book.

- (E) Status Quo.** Rules Committee members are encouraged to debate any rule changes and to question all existing rules in search of better methods. They shall preserve status quo only when it is the best method available.

303: ADMINISTRATION COMMITTEE**(A) Committee Purpose and Objectives.**

- (1) To develop and maintain WBC Policies, Procedures and Guidelines (PPG).
- (2) To facilitate the drafting (or redrafting), approval and promulgation of any new, amended or existing Policy, Procedure or Guideline (PPG) relating to the operation of the WBC and the sport of Barefoot Waterskiing.

(B) Committee Composition.

- (1) The Secretary of the WBC is an automatic appointment to the Administration Committee.
- (2) One member from each Confederation (Preferred).

(C) Key Relationships.

- (1) WBC.
- (2) IWWF Executive Officer
- (3) IWWF Secretary General.

(D) Responsibilities.

- (1) To draft any new Policy, Procedure or Guideline at the direction of the WBC.
- (2) To update the PPG and present to the WBC for approval.
- (3) To provide advisement to the WBC on matters relating to administration of the sport.

304: AWARDS COMMITTEE**(A) Committee Purpose and Objectives.**

- (1) To facilitate the receipt and processing of all nominations submitted to the WBC for consideration, for the IWWF Barefoot Athlete Of The Year Award (Male and Female), WBC Outstanding Service Award and Honorary WBC Member status.
- (2) To ensure that there is a systemic identification, selection, and approval process for worthy candidates.
- (3) To fully scrutinize all nominations received to ensure that they meet the criteria listed in the pertinent policies.

(B) Committee Composition.

- (1) One member from each Confederation (Preferred).

(C) Key Relationships.

- (1) WBC.
- (2) Confederations.
- (3) Federations.

(D) Responsibilities.

- (1) To liaise with all Confederations and Federations regarding the submission of suitable nominations for the respective awards.
- (2) To review submitted nominations to ensure they meet the criteria listed in the respective policies (refer to 501, 502 and 503 of the PPG). When information is missing or is incomplete, they shall liaise with the nominator to address the shortcomings where possible.
- (3) The committee is to ensure the final nomination document presented to the WBC for consideration is appropriately prepared and professional in appearance in order to do justice to the nominee of the award.
- (4) Appoint Selection Committees for WBC Outstanding Service Award and IWWF Barefoot Athlete Of The Year Award (Male and Female). The respective selection committees shall comprise the following composition of personnel:
 - WBC Outstanding Service Award. Awards Committee Chairperson, WBC Chairperson plus at least two members from the current list of honorary WBC members.
 - IWWF Barefoot Athlete Of The Year Award (Male and Female). Awards Committee Chairperson, WBC Chairperson plus one member from each Confederation, as chosen by the Awards Committee Chairperson.
- (5) To post nomination forms on the WBC Forum for final consideration by the WBC.
- (6) To procure suitable award plaques to be presented to the recipients.
- (8) To maintain an Honor Board of the Award Recipients to be held by the WBC/IWWF.

- (9) To oversee and manage the awards presentations at each World Championship or other appropriate event.
- (10) To address issues within the awards program and processes that may arise from time to time.
- (11) To maintain a listing of recipients with appropriate recognition information on the website.
- (12) To ensure current criteria and nomination forms are posted on the website.

- (4) To be available to review any records that are submitted to the committee within the required time frame as set out in the WBC Technical Rules.
- (5) To review submissions and submit findings promptly, taking into account that the entire process has a **maximum time of 30 days from receipt of a record submission to the final decision.**

NOTE: Committee members in undertaking their individual assessments are required to closely liaise with each other to ensure the above time-frames are achieved.

305: RECORDS REVIEW COMMITTEE

(A) Committee Purpose and Objectives.

- (1) To facilitate the efficient processing of all Record Applications received by the WBC within the required time frames.
- (2) To liaise with key stakeholders regarding the outcome of the record submission.

(B) Committee Composition.

- (1) There shall be one member from each of the three Confederations. These individuals shall be solicited and designated by the WBC.
- (2) Members shall be deemed qualified if they are currently Level 1 officials and have substantial experience.

(C) Key Relationships.

- (1) WBC.
- (2) Confederations.
- (3) Federations.
- (4) Chief Judges and Homologators of Events.
- (5) Record Applicant(s).

(D) Responsibilities.

- (1) To receive the required documentation and media, review the validity of the submission and render a decision on the submission.
- (2) To inform the key stakeholders and applicant(s) of the outcome.
- (3) To ensure compliance of the procedure for submitting a Record Application contained in Rule 17 of the WBC Technical rules.

- (6) To ensure that the applicant receives notification and certificates in a timely manner and at an appropriate venue.
- (7) To order Record Certificates from the IWWF head office.
- (8) To ensure the IWWF President and WBC Chairperson sign the certificates.
- (9) To issue an updated list of the World Records to the WBC website manager as the list changes.
- (10) To archive all documentation and media for all approved record submissions.
- (11) The Chair of the committee shall act as Custodian of the World Record Archives consisting of all documentation and media related to each claim.

Note: This is a year round responsibility.

306: RANKINGS LIST COMMITTEE

(A) Committee Purpose and Objectives.

- (1) To develop and maintain worldwide ranking of each competitor's best results from all competitions that meet the WBC Rankings List requirements set forth in the WBC Technical Rule Book.
- (2) To issue the list of scores to the WBC website manager for promulgation on the required dates.

- (3) To look at trends within the sport regarding event scores for each division and provide advisement to the WBC when the data highlights changes in the trend and/or as requested by the WBC.

(B) Composition & Attributes.

- (1) One Officer from each Confederation.
(NOTE: Rankings List Committee members are called "Officers")
- (2) One Officer shall be named "Custodian" and shall be responsible for keeping all the World Rankings data up to date, secure and available upon request.
- (3) Officers must be computer literate and competent with operating the approved scoring program used in their Confederation.
- (4) Officers must communicate with all Federations within their Confederation to source the Rankings List data.

(C) Key Relationships.

- (1) WBC.
- (2) Federations.

(D) Responsibilities.

- (1) To coordinate and create World Rankings List based on information provided by Confederation Rankings List Officers.
- (2) To monitor submissions of tournament results data within their respective Confederations from all competitions that meet WBC standards as set forth in the WBC Technical Rule Book.
- (3) To ensure that Federations only submit scores that meet WBC Rankings List requirements.
- (4) To provide advisement to the WBC on matters relating to World Rankings.
- (5) To liaise as required with the Systems & Technology Committee regarding the ongoing enhancement of the World Rankings Data Base.

307: SYSTEMS AND TECHNOLOGY COMMITTEE

(A) Committee Purpose and Objectives.

- (1) To assess ways and means of implementing new systems and/or technologies into the sport that may aid administrators, officials, coaches and athletes to further grow and develop the sport.

(B) Committee Composition & Attributes.

- (1) One member from each of the three Confederations (Preferred).
- (2) Members should have a level of expertise in systems and/or technology that can be used in achieving the committee objectives and purpose.

(C) Key Relationships.

- (1) WBC.
- (2) Confederations.
- (3) Federations.
- (4) Officials.

(D) Responsibilities.

- (1) To investigate, develop, test and monitor the implementation of new ideas, materials, products, innovations etc. that may help the advancement of the sport across all areas. (Administration, officials, coaches and athletes.)
 - (a) Ongoing enhancement of the scoring program.
 - (b) New hardware and software technologies relating to video equipment, timing systems, etc.

308: DEVELOPMENT AND PROMOTION COMMITTEE

(A) Committee Purpose and Objectives.

- (1) To increase the level of participation in the sport of Barefoot Waterskiing, both in the number of Federations actively competing at World Championships and the number of skiers within the respective Federations.

(B) Committee Composition & Attributes.

- (1) One member from each of the three Confederations (Preferred).
- (2) Members should have a level of expertise in developing programs that can be used in achieving the committee objectives and purpose.

(C) Key Relationships.

- (1) IWWF.
- (2) WBC Officials Committee.
- (3) Confederations.
- (4) Federations.
- (5) International Coaches.

(D) Responsibilities.

- (1) To develop and monitor the implementation of programs that will retain existing and gain new participants and new Federations in the sport.
- (2) To assess the viability of implementing new events as a means of growing the sport.
- (3) Develop an overall training/teaching program for coaches, officials and athletes.
- (4) Facilitate the implementation of approved programs in consultation with the IWWF and developing and/or developed Federations.
- (5) Create innovative ways to promote the sport internationally including new events or competitions, e.g. World Cup, Free Style.

309: OFFICIALS COMMITTEE

(A) Committee Purpose and Objectives.

- (1) To develop an International Standard for education, assessment and advancing officials, so as to increase both the skill levels and number of Barefoot Officials throughout the Federations.

(B) Committee Composition & Attributes.

- (1) One member from each of the three Confederations (Preferred).
- (2) Members should have previous experience as an official and preferably hold a current Level 1 rating as an official.

(C) Key Relationships.

- (1) WBC.
- (2) Federations.
- (3) Confederations.
- (4) Officials.

(D) Responsibilities.

- (1) To develop training material - manuals, videos and other aides, that can be used by Federations to distribute to their Officials as a means of improving skill sets and for recruiting new Officials,
- (2) To implement and manage assessment of Officials.
 - (a) Prepare officials exams and assessment procedures. (e.g. On-line written & video assessment)
 - (b) Oversee and manage the outcomes of Official's assessment at an International level.
 - (c) Maintain a data base of 'Officials' and their level of qualification.
 - (d) Facilitate training seminars ranging from local clinics and assessment to International seminars.
- (3) Review both "on" water and "off" water dress standards for Officials.

310: SAFETY COMMITTEE

(A) Committee Purpose and Objectives.

- (1) In consultation with the IWWF, maintain and update the IWWF Safety Manual as required, and to ensure the safety practices set forth are promulgated Worldwide.

(B) Committee Composition & Attributes.

- (1) One member from each of the three Confederations (Preferred).
- (2) Members should have performed the duties of a Safety Officer at a National or International event and possess knowledge of First Aid, CPR and in-water rescue techniques (ideal).

(C) Key Relationships.

- (1) WBC.
- (2) Confederations.
- (3) Federations.
- (4) Medical Staff.

(D) Responsibilities.

- (1) To maintain and update the WBC Safety Manual.
- (2) To develop additional training materials such as a manual, videos, risk management plan templates and aids relating to safety that can be used by Federations to distribute to any organization responsible for staging a Barefoot Waterski competition.
- (3) Facilitate the transfer of knowledge and information to Federations regarding the safe practices of in-water rescue.
- (4) Conduct Safety Training Clinics

311: HISTORY AND ARCHIVES COMMITTEE

(A) Committee Purpose and Objectives.

- (1) To collate and maintain a record of the sport's history.
- (2) To facilitate the safekeeping of items of interest for future generations to observe.

(B) Committee Composition & Attributes.

- (1) One member from each of the three Confederations (Preferred).
- (2) Members who have a passion for recording the sport's history should be actively recruited.

(C) Key Relationships.

- (1) WBC.
- (2) Federations.
- (3) Confederations.
- (4) Barefoot Enthusiasts.

(D) Responsibilities.

- (1) To collect, collate and store materials that record the activities of the sport through the years as well as to display collected

material at designated events (e.g. World Championships).

- (a) Meeting Minutes.
 - (b) World Championships/World Games videos, programs and posters.
 - (c) World Records applications and videos.
 - (d) Photos from international events.
 - (e) Magazine articles of international interest.
 - (f) Any materials of international interest that can be suitably stored which relate to the sport of Barefoot Water-skiing.
- (2) To investigate suitable means of electronically recording and displaying the collected material.

312: PUBLICITY COMMITTEE

(A) Committee Purpose and Objectives.

- (1) To increase the level of publicity in the sport of Barefoot Waterskiing, across all mediums of communication—Television, radio, print media, social media (Facebook, Twitter, etc.) Internet and IWWF and WBC Web sites.

(B) Committee Composition & Attributes.

- (1) One member from each of the three Confederations (Preferred).
- (2) Members should have a level of expertise in preparing media releases, writing articles on skiers, officials, administrators, National & International competitions and any related activity that will aide the publicity and promotion of the sport, together with preparing information that can be used in achieving the committee objectives and purpose.

(C) Key Relationships.

- (1) IWWF Media Officer
- (2) WBC Web Master
- (3) Confederations
- (4) Federations
- (5) Media Outlets

(D) Responsibilities.

- (1) In consultation with the WBC Chairman/Secretary, prepare and issue media releases from time to time, relating to the publicity of the sport, utilizing all forms of media.
- (2) Actively liaise with Confederations and Federations - Publicity Officers to facilitate the overall publicity of the sport.
- (3) Manage and monitor all social media items relevant to the publicity and promotion of Barefoot Waterskiing.

CHAPTER FOUR: RANKINGS LISTS

401: GENERAL

World Rankings Lists for Jump, Slalom, Tricks and Overall shall be compiled Quarterly by the WBC for all competitors competing in homologated tournaments sanctioned by affiliated Federations.

Federations, via their Confederations, shall be responsible for providing the data that enable a World Ranking List to be compiled.

402: RANKINGS LIST DIVISIONS

The World Rankings List shall be for the following divisions:

- (A) **Juniors (Boys and Girls).** The competitors shall be under 17 years of age at midnight on December 31 of the year preceding the year (or valid date) of the Rankings List.
- (B) **Open (Men and Women).** Any age skier, including Juniors and Seniors.
- (C) **Seniors (Gentlemen and Ladies).** The competitors shall be 35 years of age or older at midnight on December 31 of the year preceding the year (or valid date) of the Rankings List.

403: CONFEDERATION RANKINGS LIST DATA

- (A) **Accredited Tournaments.** Scores achieved at tournaments meeting World Rankings List accreditation are eligible for inclusion in the World Rankings List.
- (B) **Quarterly Rankings.** World Rankings Lists shall be issued for each quarter - March, June, September and December, on a rolling 12 monthly schedule. For example, scores achieved during the 12 month period 1 January 2016 to 31 December 2016, then scores achieved during the 12 month period from 1 April 2016 to 31 March 2018, etc.
- (C) **Submission Deadlines.** Scores achieved at accredited tournaments during the previous three (3) month period from the PA, EA and AO Confederations shall be submitted via e-mail to the WBC Rankings List Custodian by the following dates:

- 14 April
- 14 July
- 14 October
- 14 January

*Note: Federations are required to submit scores from accredited tournaments to the Confederation Rankings List Officer **within fourteen (14) days** following the tournament, except if the competition is held within the last 7 days of the quarter, in which time the scores shall be submitted within five (5) days following the tournament.*

Confederation Rankings List Officers must submit scores in the approved 'Template', to the WBC Rankings List Custodian by the submission deadlines detailed above. Scores received outside these timeframes shall not be included in the respective Confederation and World Rankings Lists.

- (D) **Submissions Format.** Submission of results for all accredited tournaments shall be sent to the WBC Rankings List Custodian via the approved 'Template'.

404: WORLD RANKINGS LIST DATA

The three Confederation Ranking Lists shall be merged to create a World Ranking List for each Event (Jump, Slalom and Tricks) and Overall for all Divisions (Junior, Open and Senior).

405: SKIER EVENT RANKING

Skier Event Ranking is based on comparing each skier with the highest event score. The highest Jump, Slalom or Trick scores are compared to all other skier scores in that event using the following formula:

$$\text{Event Overall Points} = \frac{\text{Skier's event score} \times 1000}{\text{Top skier event score}}$$

406: SKIER OVERALL RANKING

Skier Overall Ranking is based on the sum of the event overall points derived from performances in Jump, Slalom and Tricks. A positive score is not required in all events for overall rankings.

407: PRELIMINARY WORLD RANKINGS LIST FOR EACH QUARTER

The Quarterly preliminary World Rankings List approved by the WBC Ranking List Committee shall be published on the WBC web site at www.WorldBarefootCouncil.com within twenty one (21) days after the closing date of each Quarter. i.e. 21 January for the quarter ending 31 December.

408: CORRECTIONS TO THE PRELIMINARY WORLD RANKINGS LIST

Confederations/Federations shall review the published World Rankings List at www.WorldBarefootCouncil.com. Errors or corrections shall be submitted via e-mail to the respective Confederation Ranking List Officer with a 'cc' to the WBC Rankings List Custodian, within five (5) days of publication.

409: FINAL QUARTERLY WORLD RANKING LIST

The Final World Rankings List containing all corrections submitted shall be published on www.WorldBarefootCouncil.com by the first day of the following month of each respective quarter. i.e. 1 February for the quarter ending 31 December.

410: RANKING SCORES OBTAINED IN A FOREIGN FEDERATION

When a skier competes in a foreign federation, that skier must request the Chief Judge of the competition or an authorized official of the host Federation to provide the skier with a signed affidavit detailing the competitor's performance for the tournament at the completion of the competition. The skier is to forward these results to his/her home Federation and/or Confederation Rankings Officer within two (2) weeks following the tournament.

CHAPTER FIVE: AWARDS

501: WBC OUTSTANDING SERVICE AWARD

(A) Award Criteria. This award is given whenever a qualified candidate has been recognized by the WBC as having significantly contributed to the sport of Barefoot Waterskiing for at least 20 years at the international level. The recipient of the award is someone who has distinguished himself/herself above and beyond all other individuals in serving the sport. (It is not given merely for time served.)

In special and isolated circumstances the WBC may give consideration to recognizing a candidate who has provided exceptional services and contribution to the sport of Barefoot waterskiing for a period of not less than 10 years at International level.

(B) Nomination Process. Any WBC Member may present a resume detailing the individual's achievements to the Awards Committee Chair. Nomination forms can be found at www.WorldBarefootCouncil.com on the Awards page. Nominations should convey specific examples of how the nominee personifies the criteria and spirit of the award such as:

- (1) How has the nominee contributed time, resources and abilities to the sport of Barefoot Waterskiing consistent with the title "Outstanding Service Award"?
- (2) How has the nominee avidly supported WBC tournaments and other programs as a participant, administrator, official or fundraiser?
- (3) The nomination is to include a concise timeline of the above services.

(C) Submission Deadline. The dates for submitting nominations and announcing the award recipients shall be advised to Federations each year.

(D) Selection Process. Following the close of nominations, the WBC Outstanding Service Award Selection Committee shall review the nominations received and by simple majority, select the Award recipients and send a written report to the WBC Chairperson and WBC Secretary.

(E) Approval. Final ratification of the award recipients is to be undertaken by the WBC.

(F) Award Presentation. The recipients of this award shall be recognized at the Awards Banquet of the World Championships. (The award shall be announced at the banquet even if the recipient cannot be present.)

502: HONORARY WBC MEMBER

(A) Recognition. An individual who has distinguished himself/herself through his/her dedicated and diligent service to the WBC may be recognized as an "Honorary WBC Member". An individual is eligible for nomination for Honorary WBC Membership upon retirement from the WBC after having served in any of the following capacities on the WBC:

- (1) Ten years as a voting delegate.
- (2) Seven years as a voting delegate with three years as Chair of a committee(s).
- (3) Seven years as a voting delegate with one full term as the WBC Chair.
- (4) Years of service as a Reserve Member shall not be applied towards honorary membership.

(B) Nomination Process. Nominations for this award are to be presented to the WBC in the form of a resume outlining the capacities and the time period during which the nominee undertook the listed positions. Nomination forms can be found at www.WorldBarefootCouncil.com on the Awards page.

(C) Approval. A simple majority of the WBC shall approve the nomination.

(D) Award Presentation. The WBC Chair shall send a letter of acceptance to all new honorary members once they have been approved. The Honorary Member's name shall be added to the Official World Barefoot Council "Honor Board" which shall be displayed at every World Championships and recognition shall be given at the next World Championships Awards Banquet.

503: IWWF BAREFOOT ATHLETE OF THE YEAR AWARD (MALE AND FEMALE)

(A) Award Description. There are two (2) awards—IWWF Male Barefoot Athlete of the Year and IWWF Female Barefoot Athlete of the Year.

The award is based solely on accomplishments from the season ending in the calendar year for which the award is dated and is for recognition of tournament performances only. The award shall recognize International performances over National performances.

(B) Eligibility. Performances, standing lists and records must be from the current year. No junior tournament results, records or standings lists are eligible. The award is based solely on athletic performance. The following achievements are eligible for Barefoot Athlete of the Year consideration:

- (1) World Records Set.
- (2) World Championships Performance (top 5 only).
- (3) Confederation Championships Performance (top 5 only).
- (4) World Cup Final Standing (top 5 only).
- (5) World Cup Performance (top 5 only).
- (6) Major International Event Performance (top 5 only).
- (7) World Games, Continental Games and other Multi-sport games (top 5 only).
- (8) World Ranking List Placement (top 10 only).
- (9) Elite Ranking List Placement (top 10 only).

(C) Nomination Process.

- (1) Any member in good standing of any National Barefoot Federation may nominate any athlete for the award.
- (2) Nomination deadline. Nominations must be received by the Chair and the Secretary of the World Barefoot Council by the advised deadline, which date shall be announced each year. There shall be absolutely no assessment of nominations received after that date. Nomination forms for the current year can be found on the website at www.WorldBarefootCouncil.com under “Awards”.
- (3) The received nominations are to be forwarded to the Chairperson of the WBC Awards Committee for consideration by the WBC AOTY Selection Committee.

(D) Submission Deadline. The dates for submitting nominations and announcing the award recipients shall be advised to Federations each year.

(E) Selection Process. Following the close of nominations, the WBC AOTY Selection Committee shall review the nominations received and by simple majority, select the Award recipients and send a written report to the WBC Chairperson and WBC Secretary.

(F) Approval. Final ratification of the award recipients is to be undertaken by the WBC.

(G) Award Presentations. The recipients of this award shall be recognized at the Awards Banquet of the World Championships.

(H) IWWF Athlete of the Year. Recipients of the IWWF Barefoot Athlete of the Year Award shall have their names and resume submitted to the IWWF for the “Overall” IWWF Athlete of the Year Award. The IWWF Executive Board shall vote for one Male and one Female from the nominations received from each of the IWWF Divisions.

CHAPTER SIX: CODES OF CONDUCT

601: INTRODUCTION

This “Code of Conduct” shall act as the guide by which officials, athletes, coaches, managers, parents and guests shall conduct themselves in any capacity or endeavor. The Code contained herein covers the areas of personal behavior, attitude, courtesy, appearance, sportsmanship and commitment to the sport. It is to be recognized that this code is incomplete, in that it does not cover every aspect of appropriate behavior.

It is the desire of the WBC that the image for our sport is of a positive nature and one that will enhance the image of Barefoot Water Skiing both inside our waterski family and within the wider community. This standard of behavior and attitude is expected to be shown on the competition site, at functions or any event associated with the sport of Barefoot Waterskiing.

- (A) **Representatives to the IWWF.** It is understood that persons representing the sport of Barefoot Waterskiing to the IWWF have both an honor and a responsibility. The manner in which representatives conduct themselves and undertake their duties will be regarded as the standard for the sport.
- (B) **Representing a Federation.** Representing a Federation in the sport of Barefoot Waterskiing at a World Championship or International Competition is a privilege that athletes and team officials must accept with a full sense of responsibility. It should be understood that each represents his/her own Federation and the image demonstrated will be regarded as the standard for the sport.
- (C) **Minor Children.** Each official, team member and parent responsible for a minor child participant is expected to thoroughly review and sign this Code of Conduct before attending the Championships. It is suggested that each team keep a copy on hand to refer to if necessary.

602: GENERAL BEHAVIOUR

- (A) **Sportsmanship and Fair Play.** In all practice and competition situations, officials and athletes are expected to perform to the best of their ability and within the context of specific rules of our sport. Sportsmanship and fair play to everyone participating in the Championships should be in the forefront of any official or team member’s basic philosophy.
- (B) **Attitude.** There is an expectation that everyone involved in the Championships be courteous, mature, cooperative and respectful at all times. Individuals should conduct themselves with the knowledge that they, alone, are responsible for their own actions.

603: GENERAL COMMITMENT

- (A) **Smoking and Smokeless Tobacco.** Smoking is not permitted by officials while they are performing an official activity. Smoking is considered an unacceptable activity for athletes while onsite; however, coaches shall set their own standards in this area.
- (B) **Drugs.** The use of drugs in a non-medical fashion is prohibited and shall not be tolerated under any circumstances. Infractions shall result in immediate dismissal from the competition. Skiers agree to drug testing by the IOC, the World Anti-Doping Agency (WADA) or any other agency with applicable jurisdiction for drug testing at any sanctioned event or activity. Skiers acknowledge they are subject to the WADA Protocol for Olympic Movement Testing and if they refuse drug testing or fail to report for scheduled drug testing, this shall carry the same sanctions as having tested positive for a banned substance.

Note: Refer to IWWF drug policy for additional information regarding sanctions and penalties.

- (C) **Alcohol.** Consumption of alcohol by officials or competitors during competition onsite is prohibited. The age limit for the consumption of alcohol shall be in accordance with the applicable Federal/State/Provincial laws of the host country. At functions, officials and athletes should be responsible in the amount of alcohol consumed and ensure they maintain full control of their faculties and actions.
- (D) **Accommodation.** Officials and Team members are expected to treat their accommodation facilities with due respect. These facilities must be maintained in the condition in which they were found and kept free from damage or misuse. Any physical damage to property, facilities, equipment, furnishings or loss of items from a room where team members are lodged shall be paid for by those individuals assigned to the room in which the damage or loss occurs (including damage caused by horseplay, fighting or willful misconduct, etc.).

604: CODE UNDERTAKING

All athletes, international officials, team officials and/or country representatives shall:

- (A) Display the conduct expected of an international official, athlete, team official and/or country representative. Regardless of role, each shall conduct him/herself in such a manner that will not bring disrespect, discredit or dishonor to his/her self, teammates, country, event organizer or the IWWF Barefoot Division.
- (B) Conform to all applicable local, state and federal laws and regulations where the Championships are held, and any rules, regulations and codes that may be established for the Championships, including the rules, bylaws and policies of the IWWF and World Barefoot Council.
- (C) Participate in a manner that ensures the safety of fellow athletes, officials, event organizers and spectators.
- (D) Act in a sportsmanlike manner.
- (E) Treat everyone fairly within the context of his or her activity, regardless of gender, ethnicity, color, sexual orientation, religion, political belief or economic status.
- (F) Refrain from the use of profane, insulting, harassing or otherwise offensive language, including obscene gestures.
- (G) Respect the property of others whether person or public.
- (H) Respect members of all teams, officials and spectators.
- (I) Refrain from any public criticism of any official.
- (J) Not engage in any form of verbal, physical or sexual harassment or abuse to others.

605: PARENT AND GUEST PARTICIPATION

- (A) **Parents of Minor Child.** Parents who attend the Championships are required to sign and agree that they, their guests and their child shall comply with this Code of Conduct for our athletes.
- (B) **Parents of Non-Minor Child.** Parents and guests who attend the Championships are expected to embrace and support this Code of Conduct for our athletes.

606: APPEARANCE AND DRESS CODES

- (A) **Officials.** All officials must be correctly attired.
- (1) **Official Functions.**
- (a) Men. Navy jacket with IWWF emblem, grey pants, white shirt and IWWF tie.
- (b) Women. Navy jacket with IWWF emblem, gray skirt or slacks, white blouse and IWWF scarf. Alternatively, women may wear a formal dress, as approved by the chair of the Officials Committee.
- (c) For the Opening ceremony, the Chief Judge may approve officials wearing more casual attire. E.g. Official polo shirt.
- (2) **Onsite.** Official WBC apparel or navy or black shorts or skirt for females, and Tournament supplied shirts. The Chief Judge will liaise with officials on the day to day dress requirements.
- (B) **Skiers, Managers and Coaches.** Team members should present a neat appearance while onsite or at any official function. Managers and coaches should use their own discretion in determining the most appropriate dress code applicable to the situation. As a guide the expected teams dress is:

- (1) **Onsite.** Shorts, tee shirts or team track-suits.
- (2) **Welcoming Functions.** Team tracksuits or neat casual dress.
- (3) **Awards Banquet.** Official team uniform (long pants, jacket and tie for men; slacks / skirt, jacket, scarf or formal dress for women, is preferred)
7. In the case of a more serious offence, the WBC shall refer the matter to the competitor's or official's Confederation Council or Federation for action. The WBC shall investigate the matter and decide what action is to be taken.
8. Action decided upon by the WBC shall be suspended if the Confederation Council or Federation concerned takes action, which, in the opinion of the WBC, is appropriate and sufficient. Such action taken by a Confederation Council or Federation must be notified to the IWWF and the WBC within 30 days of the infraction, or when the action to be taken by the WBC is to come into effect, whichever is the sooner.

607: BREACHES OF THE CODE

(A) Disciplinary Action.

1. Federations have full responsibility in case of non-observation of these rules to apply sanctions when within their jurisdiction. They shall inform the WBC and all other Federations of the action taken. Other Federations so notified shall, where applicable, enforce the sanction.
2. The disciplinary action may be taken by
 - a. The Federation
 - b. The WBC
 - c. The Confederation Council
 - d. The Chief Judge and/or the Jury
3. Action taken by the Chief Judge and/or Jury shall have effect only at the time and place of the competition at which the infraction occurs and shall be limited to actions at that competition.
4. A report of the complaint and the action taken shall be made to the WBC and to the Federation of the person concerned within 14 days.
5. An infraction calling for action beyond that applicable to a competition shall be reported to the WBC by the Chief Judge, the Organizer or the Federation Chairman within 7 days of the occurrence, accompanied by depositions from Officials concerned and/or witness to the infraction. The WBC shall afford the parties concerned an opportunity to state their case which may include depositions from witnesses and other evidence.
6. Action taken by the WBC shall be notified to the IWWF, the offender and his Federation as soon as possible.

(B) Sanctions.

1. Failure to comply with the rules shall be subject to a disciplinary action varying from a written reprimand to temporary or permanent exclusion from WBC events and activities.
2. For contravention of any statute or byelaw the WBC may apply such sanctions as it deems appropriate including but not limited to imposing a fine or suspension, either permanent or for a period of time or from a specified competition or all WBC related events and activities

(C) Appeals.

1. A Federation or an individual contesting sanctions imposed (other than a sanction imposed at a competition) may have recourse to the IWWF Appeals Committee.
2. To be valid, appeals against decisions shall be sent to the Chairman of the WBC and the Chairman of the competitor's Federation within 15 days of the receipt of the decision being contested.

(D) Appeals Committee.

All appeals shall go before the IWWF Appeals Committee, who shall be the final arbiter of any decision.

CHAPTER SEVEN: OFFICIALS

701: OFFICIALS RATINGS, CERTIFICATION & MAINTENANCE

The WBC has adopted a 'Tournament Officials' rating system which has the following categories and levels:

- Judge—Level 1, Level 2, Level 3 or Level 4
- Driver—Level 1, Level 2, Level 3 or Level 4
- Scorer—Level 1, Level 2, Level 3 or Level 4
- Homologator—Level 1, Level 2, Level 3 or Level 4

The WBC Officials Committee shall be responsible for the on-going development, administration and maintaining of the system.

Certification and the on-going maintenance requirements for an Official are applicable to:

- New officials entering the system
- Existing officials who wish to maintain their current level
- Officials upgrading to a higher level and will be achieved through continuing education and tournament duties.

The specific criteria for each category of Official and the corresponding levels are listed in Appendix A1, A2, A3 & A4.

Officials practice quizzes and other educational resources can be found on the WBC web site—www.WorldBarefootCouncil.com. The WBC shall designate approved trainers for clinics and practical tests.

702: ELIGIBILITY FOR WORLD CHAMPIONSHIP OFFICIALS

1. Officials who will represent their respective Confederations at a World Barefoot Waterski Championships are required to have achieved a Level 1 rating applicable to their appointed position.
2. All officials for the World Barefoot Waterski Championships shall comply with the WBC Technical Rulebook and their appointment shall be approved by a majority of the WBC.

3. Nomination of an official for the World Barefoot Waterski Championships shall be submitted on the 'Officials Nomination Form'. Refer Appendix B.

703: WBC OFFICIALS SCRUTINY COMMITTEE

1. When a negative report on any official at a World Championships is received from the Chief Judge of a World Championships the WBC shall ask the Chief Judge to give a verbal report to the WBC. If this is not possible a written report detailing the facts and reasons for the negative report shall be forwarded to the Secretary of the WBC for distribution to the WBC for their consideration.
2. The WBC shall consider these allegations and if they are thought to be of a serious nature the WBC shall refer this matter to the WBC Chairman who shall appoint the WBC Officials Scrutiny Committee.
3. The WBC Officials Scrutiny Committee shall be comprised of one WBC Member from each Confederation. It may be formed ad hoc if the case requires.
4. The WBC Officials Scrutiny Committee shall use all available evidence to discern the facts and shall report their decision on the validity of the Chief Judge's report to the WBC. They shall also make a recommendation of any further action to be taken by the WBC.
5. The outcome of this report, any action recommended by the WBC Officials Scrutiny Committee, and any action approved by the WBC shall be forwarded to the IWWF, the Official's Confederation Chairman, to the Official, and to the Chairman of the Official's Federation.

CHAPTER EIGHT: HOSTING WORLD TITLED EVENTS— BID SUBMISSIONS AND WBC OBLIGATIONS

801: GENERAL

(A) Blocked Dates for World Championships.

1. The World Barefoot Waterski Championships shall be held according to WBC Technical Rules.
2. No other International Barefoot Waterski competition shall take place on a blocked date of the World Barefoot Waterski Championships.

(B) Restriction.

No other water ski competition shall be allowed to take place on the same site in conjunction with the World Barefoot Waterski Championships without prior approval of the WBC.

802: BID SUBMISSIONS

(A) Deadlines for a Bid Submission. Bid submissions for hosting a World Barefoot Waterski Championships are to be presented to the WBC, by the closing date advised by the WBC Secretary.

(B) Bid Submission and Approval Process. Submissions are to be sent to the WBC, and have prior endorsement of the host Federation parent water ski body.

The WBC reviews the submitted bids and votes on the preferred bid to be put forward to the IWWF for ratification.

(C) Content of Bid Submissions. Federations proposing to submit a bid to host a World Barefoot Waterski Championship should consult the “User Guide for Hosting a World Barefoot Waterski Championship”.

As a minimum, the bid document is to contain the following information:

- Bid Letter which shall include acknowledgement and agreement to sign the IWWF LOA and to abide by the WBC Obligations for Hosting a World Barefoot Waterski Championships as detailed in the WBC—PPG.
- General Introduction

- Dates of the Event
- Location—Closest Town and City
- Transport—Details of Nearest Commercial & International Airports
- Venue—Site Specific Details of Lake/s or River and Associated Facilities
- Details of Financial Support—Sponsors, Government, etc.
- Information Technology—Access to Communication & Internet Facilities
- Weather During the Event
- Proposed Event Fees
- Details of Proposed LOC
- Tourist Information
- Proposed Media Coverage
- Tow Boats if Known
- Letters of Support—Federation Parent Water Ski Body, Government Depts, Sponsors, etc.

(D) IWWF Letter of Agreement (LOA). The LOC will be required to sign the IWWF Letter of Agreement (Refer Appendix C for Sample LOA) following the endorsement of their bid by the WBC.

The LOA details the minimum requirements that must be met when hosting a World Barefoot Waterski Championships.

In addition, the LOC will be required to meet the WBC Obligations for Hosting a World Barefoot Championships as detailed below.

803: FACILITATION OF WBC OBLIGATIONS

This addendum to the IWWF LOA specifies the technical and other measures the Organizer is required to undertake in order to facilitate the staging of the competition and for accommodating the needs of the contestants, officials, and supporters. The WBC Obligations cover material, services and personnel the Organizer is required to undertake and which may not be specifically referenced in the LOA.

804: LOCAL ORGANISING COMMITTEE (LOC)

The Organizer shall set up a Local Organizing Committee (LOC) to run the competition, and notify the WBC of its address, phone, fax, e-mail and website address(es).

805: PERSONNEL

(A) Recruiting.

The LOC is to source all required personnel as necessary for the efficient and expeditious running of the competition.

(B) Necessary Personnel.

The LOC in consultation with the WBC Chairmen shall appoint the following personnel for the Championships:

- (1) Tournament Director.
- (2) Safety Director. See Technical Rule 1101.
- (3) Safety Officer. See Technical Rule 1104.
- (4) Video Operators. The operators are for service in the towboat. See Technical Rule 2301.
- (5) Secretary to the Chief Judge. See Technical Rule 2203(C).
- (6) Boat Mechanic/Engineer or nominated service company.
- (7) Announcer. See Technical Rule 2203(B).
- (8) Computer Operator and/or Technician.
- (9) Course installation and maintenance crew.
- (10) Dock Marshals. Marshals need to be familiar with the operations of Barefoot tournaments.
- (11) Pick-up drivers.
- (12) Press and Publicity Officer.
- (13) Radio Custodian. This custodian must be responsible for the care, tracking, maintenance, re-charging, and provision of radios for members of the Officials panel. He should also take care of recharging video batteries if this is not otherwise arranged.
- (14) Safety Swimmers. See Technical Rule 1104(E).
- (15) Welcoming Host.

806: REPORTING

(A) Minutes.

The Local Organizing Committee (LOC) shall forward a copy of the LOC's meeting minutes to the Chairman and Secretary of the WBC within 14 days of all meetings.

(B) Progress Reports.

At regular intervals the LOC shall furnish a summary report to the Chairman and Secretary of the WBC, detailing the progress in organizing the Championships and highlighting any items not proceeding as scheduled and planned action to bring back on scheduled, together with any areas or items that may require assistance from the IWWF/WBC.

(C) Tracking Sheet.

An updated Tracking Sheet is to be sent to the WBC Chairman as an attachment to the LOC meeting minutes and reports. The "Event Championships Task Tracking Sheet" (Tracking Sheet) provides a guide to the tasks to be undertaken when hosting a World Championships.

Note: See Appendix D for a sample Tracking Sheet—"Championship Task Tracking Sheet".

807: COURSE AND SITE INSTALLATIONS

- (1) Slalom/Tricks course(s) as described in Technical Rule 1602.
- (2) Jump course as described in Technical Rule 1601.
- (3) Jump ramp as described and the set-up as shown in Technical Rule 1406.
- (4) A primary video jump measuring installation set up to cover the jump area. Ideally, a separate independent facility shall be provided for the running of the video jump measurement equipment. Consideration must be given to the effect of glare on the video screen and camera and planned for accordingly.
- (5) A spare ramp, either on-site or able to be fetched at short notice.
- (6) A starting dock, buoyant and stable enough to sustain a skier during his start, located on or near the centerline of the course. A starting dock tower should also be provided adjacent the main starting dock.
- (7) A boarding and servicing dock for the boarding of officials and servicing of boats.

808: SITE FACILITIES

- (1) Chief Judges observation deck/tower commanding a full view of all courses.
- (2) Commentator station commanding a full view of all courses.
- (3) Jury/video room with restricted access and in a quiet area.
- (4) Scorer's room suitably furnished and with restricted access, in a location immediately adjacent to the competition computer facility.
- (5) Secretariat, with adequate desk space and a mail rack for official mail for teams and officials.
- (6) A medical station on-site, which may be mobile.
- (7) Shaded rest area for Officials, with table and chairs.
- (8) Shaded area for skiers at the Start Dock.
- (9) Room for administering drug testing.
- (10) An adequate, dependable electrical power supply for the scoring computers, the jury video, and the video jump camera and computer if installed. Provision of an Uninterruptible Power Supply (UPS) is recommended.
- (11) A radio/video battery multi-recharging facility.
- (12) A refueling station.
- (13) Internet access via both cable and WiFi connections.
NOTE: Where possible, separate dedicated internet facilities are to be provided for the official distribution of results and tournament communications.
- (14) Changing rooms.
- (15) Gear storage shed or container.
- (16) Toilets.
- (17) On-site flag poles for flying the IWWF and each attending Federation's National Flag.
- (18) Trash receptacles and collection.
- (19) Car parking area.

NOTE: The location on-site of the Chief Judges, Scorers and Video Rooms is to be approved by the Chief Judge prior to the commencement of the Championships.

809: SITE EQUIPMENT—GENERAL

- (1) Boats as specified in Technical Rule 1501. A minimum of two must have identical hull, engines, props, rope attachments, and seating.
- (2) Lines and handles as specified in Technical Rule 1402 & 1403. A minimum of six pre-stretched 21.5m toelines, four 38cm Slalom handles, and six 30cm Jump handles.
- (3) Timers as specified in Technical Rule 1405. A minimum of two for single lake and three for dual lake site.
- (4) Public address system that provides full coverage of the site.
- (5) Portable radios (12), with minimum of two channels installed, with backup batteries and charging facilities.
- (6) A computer complex as detailed in "Computer & Office Equipment" below, with supplies and software to compute and print results and calculate the jump.
- (7) All video requirements as listed in "Video Facilities & Equipment" below.
- (8) Boat-to-shore video transmission equipment and TV monitors strategically located around the site. At a minimum, a TV monitor shall be provided in each of the following locations: Chief Judge's room, PA tower, and Video Manager's room.
- (10) Safety Boat with floating/buoyant stretcher or backboard, personal flotation jackets for safety personnel and a first-aid kit.
- (11) A prize-giving podium in the three-height Olympic format and numbered 1, 2 & 3.
- (12) Provision of three structures adjacent to the prize-giving podium for the displaying of flags for the first, second, and third placed event champions.
- (13) Minimum of three notice boards, one in the vicinity of the tower, one at the start dock, and the third at the Official Hotel.
- (14) Federation placards for presentation of teams.
- (15) Officials/Competitor identification cards.
- (16) Fire extinguishers and/or all fire prevention equipment required by local ordinance.
- (17) Megaphone for emergency communications.

810: CHIEF JUDGE FACILITIES & EQUIPMENT

(A) Accommodation. A separate enclosed air conditioned room/area is to be provided, being of an area not less than six (6) square meters. The room is to be lockable so it can be secured at night to ensure the safe keeping of the competition documents.

The room will be used to accommodate the Chief Judge and provide the required facilities of a table and chairs. The room shall also be capable of being closed off, to enable the undisturbed video review of skier passes, preparation of competition documents, together with undertaking any confidential communication with officials and team representatives, as may be required.

The room is to have a separate TV connected to the live stream from the boat, so the CJ can see what is being recorded.

811: VIDEO FACILITIES & EQUIPMENT

(A) Accommodation. A separate enclosed air conditioned room/area is to be provided of an area not less than ten (10) square meters. The room is to be lockable so it can be secured at night to ensure the safe keeping of the expensive video equipment.

The room will be used to accommodate the Chief Video Officer (CVO) and provide the required facilities for the undisturbed video review of skier passes by the event judges.

There shall adequate power outlets in the room for the video equipment and a dedicated outlet exclusively for battery charging, live throughout the day and at night.

The following furniture is to be provided:

- Table for housing video and computer equipment
- Minimum five (5) chairs
- Lockable storage cupboard

The room is to have a separate TV connected to the live stream from the boat, so the CVO can see what is being recorded. This enables CVO to provide feedback on zoom and focus, as needed during the event.

(B) Equipment.

The following equipment is to be provided:

- 3— video camera's for filming the events—2— Primary and 1- Back-up (Note—High quality digital camera's are required)
- 9—Camera batteries with all output connectors and charging plugs
- 3 Boat Power/Voltage inverters
- 1—TV/32" High quality plasma screen for video review
- Battery chargers for all of the batteries
- AC adapter for the video room camera (Note—this will save the batteries if the camera is being used in the video room for playback)
- DC power adapter for the camera, to use in the boat
- HDMI Cable
- 2—Multiple power-boards (5 outlet boards with Surge Protection)
- 3—small towels (used for drying video equipment in advent of rain)

In consultation with the Chief Video Officer the LOC is to facilitate the provision of a computer (primary) installed with video editing software and the capacity for storing all tournament videos, plus be capable of replaying videos in full, slow, and frame by frame reviews. In addition the software is to be capable of trimming videos so that select sections can be replayed.

A back-up computer with the same functionality is also to be provided.

In addition to the above equipment, dedicated camera/s and a computer programmed with the jump measuring system is required for the jump event.

The camera's for video jump metering and if a fixed camera is to be used in the boat, all shall have a support bracket that is fitted in a manner whereby boat movement or wind does not allow the camera to move.

(C) Electronic Recording Media.

- (1) 10—10GB Memory Sticks
- (2) 12—SD Cards

812: SCORERS FACILITIES & EQUIPMENT

(A) Accommodation. A separate enclosed air conditioned room/area is to be provided of an area not less than ten (10) square meters.

The following furniture is to be provided:

- Adequate table space for the scores to sit and score, plus space for printers, photo-copier, folders and an area for laying out judges sheets and storing general office items.
- Minimum four (4) chairs

The Scorers room is to be lockable so it can be secured at night to ensure the safe keeping of the competition results and expensive computer equipment.

The room will be used to accommodate the Chief Scorer and Scorers and be capable of being closed off for the undisturbed scoring of skier passes by the event scorers.

(B) Equipment.

The following equipment is to be provided:

- 2 x computer complete with scoring program (1—Primary and 1—back-up)
- 1 x computer loaded with MS Office software
- 1 x high-speed printer
- 1 x photo copier

813: CONSUMABLES

Adequate supplies of the following consumables are to be provided:

(A) Boats.

- (1) Fuel, oil and all necessary lubricants.
- (2) Spark plugs, fuel and oil filters, etc. as recommended by boat serving agents.

(B) Stationary Supplies.

The supplies necessary for both the Secretariat and the Scorer shall be provided by the LOC. They include, but are not restricted to the following items:

- (1) Copy paper in the following quantities:
 - White—10 Reams
 - Light Blue—2 Reams (Slalom—Judges Sheets)
 - Pink—2 Reams (Tricks—Judges Sheets)
- (2) 2 x adhesive tape and dispensers.
- (3) 2 x office stapler and staples
- (4) 2 x gun type stapler and staples for notice boards
- (5) Bulldog clips—small and medium (minimum of 24)
- (6) 1 x box of glide on paper clips
- (6) Clipboards—fifteen (15)
- (7) 1 x box—black, blue, red and green coloured pens
- (8) 2 x boxes of 2H lead pencils
- (9) Containers for storing pens and pencils
- (10) 2 x pencil sharpeners
- (11) 2 x pack of 'Post It' labels
- (12) Whiteboard (approximately 1200mm x 900mm mounted in Scorers Room)
- (13) Whiteboard felt pens, including black, blue, red, and green
- (14) Six (6) x Large Ring binders
- (15) Four (4) Small Ring binders
- (16) Dividers for binders
- (17) 1 x box manila folders
- (18) Highlighters—two colors
- (19) Hole punch

814: ON SITE FOOD & REFRESHMENTS

Good quality, healthy-type meals and refreshments shall be provided on-site or available within nearby (short walking distance) to the site.

Lunch is to be provided on-site for each appointed Official.

Adequate supplies of cold bottled water is to be provided for each appointed Official.

815: OFF SITE FACILITIES

(A) Meeting Facilitates. The following meeting rooms with provisions and refreshments as listed, are to be provided for WBC and Officials Meetings prior to and during the Championships, as well as other meetings as deemed necessary for the event.

The WBC Chairman and Chief Judge shall liaise directly with the Chairman of the LOC regarding the specific dates and needs relating to these meetings.

1. WBC Meetings Room Size. To accommodate 12 or so around a “Board Room” table.

Provisions—White board with pens and eraser, projector to hook up to lap top computer and wireless internet access are to be provided.

Meeting Schedule—The WBC meetings are normally scheduled as follows:

- evening meeting scheduled three (3) days prior to the start of the event (Saturday evening if the event starts the following Tuesday).
- full day meeting scheduled two (2) days prior to and the start of the event (Sunday if the event starts the following Tuesday).
- part day meeting scheduled the day after the conclusion of the event.

Refreshments—Coffee service at start of meeting, mid-morning, mid-afternoon and lunch service at approx. noon for the full day meeting.

2. Official's Welcoming Dinner and Meeting Room Size. To accommodate and cater for dinner for 35 or so. (27 officials, 5 WBC members, 3 LOC). Add more seats for additional LOC personal as desired for the dinner portion. NOTE: After dinner the 27 Officials may be meeting for approximately one (1) hour.

Provisions—White board with pens and eraser, projector to hook up to lap top computer, wireless internet access are to be provided.

Meeting Schedule—The dinner/meeting shall normally be held on the evening two (2) days prior to the start of the event (Sunday evening if the event starts the following Tuesday).

Refreshments—Sit down smorgasbord or similar dinner, plus tea and coffee. Purchase of bar refreshments should also be available if possible.

3. Officials Seminar/Clinic Room Size. To accommodate and cater lunch to 27 or so officials.

Provisions—White board with pens and eraser, projector to hook up to lap top computer, wireless internet access are to be provided.

Meeting Schedule—The clinic/meeting shall normally be held on the day prior to the start of the event (Monday during familiarization if the event starts the following day—Tuesday).

Refreshments—Coffee service at start of meeting, mid-morning, mid-afternoon and lunch service at approx. noon for the full day meeting.

4. General Meetings Room Size. To accommodate 15 Officials or the WBC for daily post event briefings.

NOTE: Ideally the meeting room should be provided at the host hotel where refreshments can be purchased by the officials as they so desire.

Provisions—White board with pens and eraser, projector to hook up to lap top computer, wireless internet access are to be provided.

Meeting Schedule—Meeting room to be available each evening. Normally a daily post event briefing shall be conducted with the Officials and/or WBC as the situation requires.

(B) General Requirements.

- (1) A notice board shall be provided in the Official Hotels detailing at least the competition schedules and rosters and shuttle bus time tables.
- (2) If possible, a “Welcome/Reception/Help Desk” facility should also be provided in the Official hotel.
- (3) A prize-giving podium in the three-height Olympic format and numbered 1, 2 and 3 shall be available for the Awards presentations both On-site and the Final Banquet.
- (4) Three structures adjacent to the prize-giving podium for the displaying of flags for the first, second, and third placed, event/overall champions shall be available for the presentations at the Awards Banquet.

816: INFORMATION AND BULLETINS

- (A) World Barefoot Championships Website.** As soon as possible after the Letter of Agreement has been signed by the IWWF, the LOC shall establish a dedicated Website for the World championships. The primary language of communication shall be English. This site shall be a key medium for the promotion of the Championships and distribution of information to the public at large. As information becomes available, the Website should be updated. Bulletins shall be issued to the personnel as specified in the LOA and include the following information in each Bulletin.
- (B) Bulletin No. 1.** This bulletin goes out at least six months before the competition. It must include the following information:
- (1) The full title of the competition (sponsors).
 - (2) The dates of the Event.
 - (3) Provision of a tower for start tricks.
 - (4) The location and details of the local town, and nearest commercial and international airport.
 - (5) Contact names, telephone and fax numbers and e-mail. Web site address, if available.
 - (6) The official towboats, with type of motor, prop and pylon specifications.
 - (7) The official towlines and handles that shall be used for the Championships.
 - (8) Accommodation details including reservation and booking requirements, rates, credit card acceptance, distance from site, parking, and other facilities available to guests.
 - (9) Official airline and car rental agent (if any).
 - (10) Car and minibus rental agencies.
 - (11) Special immigration requirements and Visa information, if required.
 - (12) Training facilities locations, and all contact details and rates.
 - (13) Currency information.
 - (14) Visitor taxes.
 - (15) A map of the area and site shall be attached.
- (16) An Intention to Compete form—PPG Appendix E1. Refer Technical Rule 2005(A) Intention to Complete. This form shall be completed by Federations intending to send a team and/or independents, and must be returned to the Organizer at least 8 weeks prior to the start of familiarization. The Organizer shall notify the Chairman of the World Barefoot Council of the returns as they are received.
- (17) Functions—Welcoming/Presentation/Awards Banquet—details, costs, etc. (if available).
- (C) Bulletin No. 2.** Sent out no later than four months prior to the competition and shall set out:
- (1) Preliminary schedule of the events.
 - (2) Jury.
 - (3) Currency exchange advice.
 - (4) Departure tax details (if any).
 - (5) Details of functions and cost of tickets.
 - (6) Closing date for Preliminary Entry Form.
 - (7) Accommodation details—reservation reminder.
 - (8) Details of ropes and handles.
 - (9) Starting dock—high tower.
 - (10) A Definitive Entry Form—PPG Appendix F(1).
- NOTE: A repeat of key items listed in Bulletin 1 is also recommended.
- (D) Bulletin No. 3.** Sent out no later than one month before the competition starts and it must include the following information:
- (1) The approved Schedule of Events. Refer Technical Rule 1905.
 - (2) Details of the teams entered.
 - (3) Any changes or additions to info in previous bulletins.
 - (4) Functions—Welcoming/Presentation/Awards Banquet—details, costs, etc. (repeat or update).
 - (5) Accommodation (repeat or update of previous information).

(E) Program. If produced, an official program shall be provided free of charge to all competitors, officials and WBC members.

(F) Invitation to Officials.

- (1) When the Appointed Officials List is received from the World Barefoot Council, the Organizer shall send invitations to all the appointed officials listed, informing them of the hotel in which they shall be accommodated, the dates for which they are booked, and requesting their date, time and place of arrival, and if they require transportation from the airport, etc.
- (2) This invitation shall include the local airport or railway station and other pertinent details, such as Visa and currency regulations.

(G) Necessary Forms. All forms necessary for the production of a Barefoot Waterski World Championships can be downloaded from www.WorldBarefootCouncil.com.

817: TRANSPORTATION

- (1) To and from the nominated airport and the official hotel for all appointed Officials.
- (2) To and from the site and hotel(s). A daily schedule should be posted on each notice board.
- (3) Special transport arrangements to and from the site for officials on early or late duty assignments.

CHAPTER NINE: TECHNICAL

901: HOMOLOGATION

Federations are charged with the responsibility to oversee and audit the homologation of Rankings List (RL) and Record Capability (RC) Tournaments

Homologation 'Work Sheets' are available to assist Homologators in verifying that the competition site meets the requirements of the WBC Technical Rules. The Work Sheets can be downloaded from the WBC Web Site—www.WorldBarefootCouncil.com—Competition Forms and are required to be completed for all RL and RC Tournaments.

As a part of good governance and compliance auditing, the Confederation or WBC may request a copy of the Homologation Work Sheets for any RL or RC Tournament for their review.

PPG APPENDICES:

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APPENDIX A.1—OFFICIALS REQUIREMENTS: JUDGES

Achieving New Levels and Continued Maintenance Requirements

REQUIREMENTS TO ACHIEVE LEVEL				
Level 1 (L1)	Level 2 (L2)	Level 3 (L3)	Level 4 (L4)	
Qualified to judge a World Championship in addition to RC, RL, & other tournaments	Qualified to judge RC, RL, & other tournaments	Qualified to judge RC, RL, & other tournaments	Qualified to judge at local tournaments (& be a third judge in boat at an RC or RL tournament)	
See L2	Actively judged for ≥ 4 years	Actively judged for ≥ 3 years	N/A	
See L2	Completed two judging clinics	Completed a judging clinic	N/A	
See L2	Achieved average score of 80% on 4 WBC exams within 60 minutes	Achieved average score of 75% on 4 WBC exams within 90 minutes	Achieved average score of 70% on 3 WBC exams with no time limit	
See L2	Completed practical exam administered by an L1 or L2 judge	Completed practical exam administered by an L1, L2, or L3 judge	N/A	
See L2	Judged ≥ 2 National/Confederation Championships or four 3-event RC or RL tournaments	Judged ≥ 1 National/Confederation Championships or three 3-event RC or RL tournaments	N/A	
Recommended: Provide mentorship to L4, L3, & L2 judges	Recommended: Receive mentorship from an L1 judge; provide mentorship to L3 & L4 judges	Recommended: Receive mentorship from either an L2 or L1 judge; provide mentorship to L4 judges	Recommended: Receive mentorship from either an L3, L2, or L1 judge	

APPENDIX A.1—OFFICIALS REQUIREMENTS: JUDGES (continued)

Achieving New Levels and Continued Maintenance Requirements

MAINTENANCE REQUIREMENTS				
Level 1 (L1)	Level 2 (L2)	Level 3 (L3)	Level 4 (L4)	
Must be completed every 2 years	Must be completed every 2 years	Must be completed every 2 years	Must be completed every 2 years	Must be completed every 2 years
See L2	Achieved average score of 80% on 4 WBC exams within 60 minutes	Achieved average score of 75% on 4 WBC exams within 90 minutes	Achieved average score of 70% on 3 WBC exams with no time limit	
See L2; in addition, judged a World Championship*	Judged at least one RC, RL, or other tournament*	Judged at least one RC, RL, or other tournament*	N/A	
Recommended: Provide mentorship to L4, L3, & L2 judges	Recommended: Receive mentorship from an L1 judge; provide mentorship to L3 & L4 judges	Recommended: Receive mentorship from either an L2 or L1 judge; provide mentorship to L4 judges	Recommended: Receive mentorship from either an L3, L2, or L1 judge	

APPENDIX A.2—OFFICIALS REQUIREMENTS: DRIVERS

Achieving New Levels and Continued Maintenance Requirements

REQUIREMENTS TO ACHIEVE LEVEL				
Level 1 (L1)	Level 2 (L2)	Level 3 (L3)	Level 4 (L4)	
Qualified to drive a World Championship in addition to RC, RL, & other tournaments	Qualified to drive RC, RL, & other tournaments	Qualified to drive RC, RL, & other tournaments	Qualified to drive at local tournaments	
See L2	Actively driven for ≥ 4 years	Actively driven for ≥ 3 years	N/A	
See L2	Completed two driver's clinics	Completed one driver's clinic	N/A	
See L2	Achieved average score of 80% on 4 WBC exams within 60 minutes	Achieved average score of 75% on 4 WBC exams within 90 minutes	Achieved average score of 70% on 3 WBC exams with no time limit	
See L2	Completed practical exam administered by an L1 or L2 driver	Completed practical exam administered by an L1, L2, or L3 driver	Participated in on-water training administered by any L1, L2, or L3 driver	
See L2	Driven ≥ 2 National/Confederation Championships or four 3-event RC or RL tournaments	Driven ≥ 1 National/Confederation Championships or three 3-event RC or RL tournaments	N/A	
Recommended: Provide mentorship to L4, L3, & L2 drivers	Recommended: Receive mentorship from an L1 driver; provide mentorship to L3 & L4 drivers	Recommended: Receive mentorship from either an L2 or L1 driver; provide mentorship to L4 drivers	Recommended: Receive mentorship from either an L3, L2, or L1 driver	
USA Only: Successfully pass a Motor Vehicle Record Review	USA Only: Successfully pass a Motor Vehicle Record Review	USA Only: Successfully pass a Motor Vehicle Record Review	USA Only: Successfully pass a Motor Vehicle Record Review	

APPENDIX A.2—OFFICIALS REQUIREMENTS: DRIVERS (continued)
 Achieving New Levels and Continued Maintenance Requirements

MAINTENANCE REQUIREMENTS				
Level 1 (L1)	Level 2 (L2)	Level 3 (L3)	Level 4 (L4)	
Must be completed every 2 years	Must be completed every 2 years	Must be completed every 2 years	Must be completed every 2 years	Must be completed every 2 years
See L2	Achieved average score of 80% on 4 WBC exams within 60 minutes	Achieved average score of 75% on 4 WBC exams within 90 minutes	Achieved average score of 70% on 3 WBC exams with no time limit	Achieved average score of 70% on 3 WBC exams with no time limit
See L2; in addition, driven a World Championship*	Drive at least one RC, RL, or other tournament*,	Drive at least one RC, RL, or other tournament*,	N/A	N/A
USA Only: Successfully pass a Motor Vehicle Record Review	USA Only: Successfully pass a Motor Vehicle Record Review every 2 years	USA Only: Successfully pass a Motor Vehicle Record Review every 2 years	USA Only: Successfully pass a Motor Vehicle Record Review every 2 years	USA Only: Successfully pass a Motor Vehicle Record Review every 2 years
Recommended: Provide mentorship to L4, L3, & L2 drivers	Recommended: Receive mentorship from an L1 driver; provide mentorship to L3 & L4 drivers	Recommended: Receive mentorship from either an L2 or L1 driver; provide mentorship to L4 drivers	Recommended: Receive mentorship from either an L3, L2, or L1 driver	Recommended: Receive mentorship from either an L3, L2, or L1 driver

*Waivers to this requirement may be granted in the event that the individual has an undue hardship of not having access to tournaments. Waivers may be requested from and granted by the Chair of the World Barefoot Council.

APPENDIX A.3—OFFICIALS REQUIREMENTS: HOMOLOGATORS

Achieving New Levels and Continued Maintenance Requirements

REQUIREMENTS TO ACHIEVE LEVEL				
Level 1 (L1)	Level 2 (L2)	Level 3 (L3)	Level 4 (L4)	
Qualified to homologate a World Championship in addition to RC, RL, & other tournaments	Qualified to homologate RC, RL, & other tournaments	Qualified to homologate RC, RL, & other tournaments	Qualified to homologate at local tournaments	
See L2	Actively homologated for ≥ 4 years	Actively homologated for ≥ 3 years	N/A	
See L2	Completed two homologator's clinics	Completed one homologator's clinic	N/A	
See L2	Achieved average score of 80% on 4 WBC exams within 60 minutes	Achieved average score of 75% on 4 WBC exams within 90 minutes	Achieved average score of 70% on 3 WBC exams with no time limit	
See L2	Completed practical exam administered by an L1 or L2 homologator	Completed practical exam administered by an L1, L2, or L3 homologator	N/A	
See L2	Homologated ≥ 2 National/ Confederation Championships or four 3-event RC or RL tournaments	Homologated ≥ 1 National/ Confederation Championships or three 3-event RC or RL tournaments	N/A	
Recommended: Provide mentorship to L4, L3, & L2 homologators	Recommended: Receive mentorship from an L1 homologator; provide mentorship to L3 & L4 homologators	Recommended: Receive mentorship from either an L2 or L1 homologator; provide mentorship to L4 homologators	Recommended: Receive mentorship from either an L3, L2, or L1 homologator	

APPENDIX A.3—OFFICIALS REQUIREMENTS: HOMOLOGATORS (continued)

Achieving New Levels and Continued Maintenance Requirements

MAINTENANCE REQUIREMENTS				
Level 1 (L1)	Level 2 (L2)	Level 3 (L3)	Level 4 (L4)	
Must be completed every 2 years	Must be completed every 2 years	Must be completed every 2 years	Must be completed every 2 years	
See L2	Achieved average score of 80% on 4 WBC exams within 60 minutes	Achieved average score of 75% on 4 WBC exams within 90 minutes	Achieved average score of 70% on 3 WBC exams with no time limit	
See L2; in addition, homologated a World Championship*	Homologate at least one RC, RL, or other tournament*,	Homologate at least one RC, RL, or other tournament*,	N/A	
Recommended: Provide mentorship to L4, L3, & L2 homologators	Recommended: Receive mentorship from an L1 homologator; provide mentorship to L3 & L4 homologators	Recommended: Receive mentorship from either an L2 or L1 homologator; provide mentorship to L4 homologators	Recommended: Receive mentorship from either an L3, L2, or L1 homologator	

**Waivers to this requirement may be granted in the event that the individual has an undue hardship of not having access to tournaments. Waivers may be requested from and granted by the Chair of the World Barefoot Council. .*

APPENDIX A.4—OFFICIALS REQUIREMENTS: SCORERS

Achieving New Levels and Continued Maintenance Requirements

REQUIREMENTS TO ACHIEVE LEVEL				
Level 1 (L1)	Level 2 (L2)	Level 3 (L3)	Level 4 (L4)	
Qualified to score a World Championship in addition to RC, RL, & other tournaments	Qualified to score RC, RL, & other tournaments	Qualified to score RC, RL, & other tournaments	Qualified to score at local tournaments	
See L2	Actively scored for ≥ 4 years	Actively scored for ≥ 3 years	N/A	
See L2	Completed two scoring clinics	Completed one scoring clinic	N/A	
See L2	Achieved average score of 80% on 4 WBC exams within 60 minutes	Achieved average score of 75% on 4 WBC exams within 90 minutes	Achieved average score of 70% on 3 WBC exams with no time limit	
See L2	Completed practical exam administered by an L1 or L2 scorer	Completed practical exam administered by an L1, L2, or L3 scorer	N/A	
See L2	Scored ≥ 2 National/Confederation Championships or four 3-event RC or RL tournaments	Scored ≥ 1 National/Confederation Championships or three 3-event RC or RL tournaments	N/A	
Recommended: Provide mentorship to L4, L3, & L2 scorers	Recommended: Receive mentorship from an L1 scorer; provide mentorship to L3 & L4 scorers	Recommended: Receive mentorship from either an L2 or L1 scorer; provide mentorship to L4 scorers	Recommended: Receive mentorship from either an L3, L2, or L1 scorer	

APPENDIX A.4—OFFICIALS REQUIREMENTS: SCORERS (continued)

Achieving New Levels and Continued Maintenance Requirements

MAINTENANCE REQUIREMENTS			
Level 1 (L1)	Level 2 (L2)	Level 3 (L3)	Level 4 (L4)
Must be completed every 2 years	Must be completed every 2 years	Must be completed every 2 years	Must be completed every 2 years
See L2	Achieve average score of 80% on 4 WBC exams within 60 minutes	Achieve average score of 75% on 4 WBC exams within 90 minutes	Achieve average score of 70% on 3 WBC exams with no time limit
See L2; in addition, scored a World Championship*	Score at least one RC, RL, or other tournament*	Score at least one RC, RL, or other tournament*	N/A
Recommended: Provide mentorship to L4, L3, & L2 scorers	Recommended: Receive mentorship from an L1 scorer; provide mentorship to L3 & L4 scorers	Recommended: Receive mentorship from either an L2 or L1 scorer; provide mentorship to L4 scorers	Recommended: Receive mentorship from either an L3, L2, or L1 scorer

*Waivers to this requirement may be granted in the event that the individual has an undue hardship of not having access to tournaments. Waivers may be requested from and granted by the Chair of the World Barefoot Council.

APPENDIX B—OFFICIALS NOMINATION FORM



World Barefoot Water Ski Championships

CONTACT DETAILS

Name		
Address		
Phone	Mobile:	Home:
Email		
Federation		

POSITION

Chief Judge/Asst Chief Judge	
Chief Scorer/Asst Chief Scorer	
Chief Driver	
Driver/Homologator	
Judge/Scorer	
Chief Video Operator	

RECENT APPOINTMENTS

List Last Five (5) International Competitions Attended

Year	Event	Position

(continued on next page)

List Last Five (5) National Competitions Attended

Year	Event	Position

List Competitions Attended in Current Season

Year	Event	Position

List Competitions You Propose to Attend in Forthcoming Season

Year	Event	Position

SKILLS & ATTRIBUTES

Provide a brief summary of your skills and attributes as they relate to performing your duties as an International Official.

(continued on next page)

OTHER INFORMATION

List any additional information you may wish to be considered, in respect to your appointment as an International Official.

FEDERATION ENDORSEMENT

Name: _____ Signature: _____

Position: _____ Date: _____

Federation: _____

APPENDIX C

Letter of Agreement and Obligations for the Hosting of the World Barefoot Water Ski Championships



**(SAMPLE) LETTER OF AGREEMENT AND OBLIGATIONS FOR THE HOSTING
OF THE IWWF WORLD BAREFOOT WATERSKI CHAMPIONSHIPS**

THIS AGREEMENT is made on the _____ (date)

BETWEEN THE

(1) INTERNATIONAL WATERSKI & WAKEBOARD FEDERATION LIMITED

Postbox 564, 6314 Unteraegeri, Switzerland (“the IWWF”);

AND

(2) _____ (“the Organiser”)

for the _____ (Year) **IWWF WORLD BAREFOOT WATERSKI CHAMPIONSHIPS**

to take place at _____ / _____

from the _____ to the _____.



LETTER OF AGREEMENT AND OBLIGATIONS FOR THE HOSTING OF THE IWWF WORLD BAREFOOT WATERSKI CHAMPIONSHIPS

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NOW IT IS HEREBY AGREED as follows:

ART. 1 DEFINITIONS

In this agreement the following words shall have the following meanings:

“Agreement”	this agreement between IWWF and the organiser
“Articles”	the articles of this agreement
“Chief Judge”	the chief judge of the Competition appointed by the IWWF
“Competition”	the World Title or World Trophy competition due to take place on the date and at the place set out on page 1
“Councils”	the divisional World Councils of the IWWF
“Events”	the various Waterski events held at the Competition
“Executive Board”	the Executive Board of the IWWF
“Headquarters”	IWWF Headquarters
“IOC”	the International Olympic Committee
“IWWF Contracting Party”	means any party, including (without limitations) suppliers, broadcasters, licensees and any other person who has contracted with the IWWF for any of the Commercial Rights
“Immediate Family”	these are spouse, companion, parents, children, brothers and sisters
“Official Start”	3 days before the commencement of the competition
“Officials”	Chief Judge and all others appointed by the IWWF to officiate at the Competition
“Organising Committee”	a committee formed by the Organiser for the purpose of organising the Competition
“The President”	The President of the IWWF or his appointee
“Confederations”	the Confederations of the IWWF
“Sanction Fee”	the sanction fee set out in Art. 5
“Spouse”	to be interpreted as husband, wife or companion
“Barefoot Council”	IWWF World Barefoot Council

The use of any word implying gender shall refer to either sex.



ART. 2 COMPETITION NAME, LOGO, DATES AND PLACE

The Organiser shall provide that the competition is referred to in all publications, bulletins, advertisements, calendars, press releases, media announcements, social media posts, etc. as the “(Year) (Naming Sponsor) **IWWF World Barefoot Waterski Championships**” (official name)”

The Organiser undertakes that the abbreviation “IWWF” will be integrated into the competition logo. The competition logo will be submitted to the IWWF President or his appointed representative for approval prior to any publication and a minimum of 8 months before the competition.

ART. 3 INDEMNITY & FINANCIAL OBLIGATIONS

The Organiser accepts that the IWWF has no financial obligation or responsibility of any kind except as set out in this agreement in connection with the Competition. The Organiser hereby indemnifies and shall keep the IWWF indemnified against all losses, damages, costs, actions, proceedings, claims, demands, expenses and any share of responsibility the IWWF may have, may incur or which may arise in respect of the Organiser’s organising and holding of the Competition including (without prejudice to the generality of the foregoing) all or any responsibility for all commitments, expenses and obligations for any Organising Committee.

ART. 4 BID & PERFORMANCE GUARANTEE

- (1) Prior to presenting a bid to the IWWF the organiser shall have deposited with the IWWF the amount of US\$ 5,000.00. This deposit will be returned to unsuccessful bidders but, in the case of the winning bid by the Organiser will be kept by the IWWF as a guarantee (“the Performance Guarantee”) that the Organiser will perform all its obligations under this Agreement and will meet all its financial responsibilities.
- (2) Without prejudice to any other rights and remedies of the IWWF, if the IWWF decides that any obligations of the Organiser have not been discharged in full, the IWWF may deduct such sum or sums as it thinks fit from the Performance Guarantee to meet the obligations of the Organiser.
- (3) If the IWWF is satisfied that there are no outstanding obligations of the Organiser or payments due to the IWWF under this Agreement and the IWWF has no, or is unlikely to have any claim against the Organiser under this Agreement, then the Performance Guarantee shall be returned to the Organiser.

ART. 5 SANCTION FEE

- (1) In addition to the Performance Guarantee, the Organiser shall pay to the IWWF a sanction fee of US\$ 17,000.00 for the Open Championships, US\$ 5,000.00 for the Junior Championships and US\$ 5,000.00 for the Senior Championships. The Organiser shall pay 25% of the Sanction Fee no later than 6 months before the Official Start of the Competition and the balance of the Sanction Fee no later than 1 month before the Official Start of the Competition.
- (2) If this Agreement is entered into at any time within the period of 6 months before the Official Start, the Organiser shall pay 40% of the Sanction Fee on the date of this Agreement and the balance of the Sanction Fee no later than 1 month before the Official Start of the Competition.

ART. 6 COMMERCIAL, BOAT, INTERNET, TELEVISION AND BROADCAST RIGHTS

(1) **COMMERCIAL RIGHTS:** Income from Commercial rights shall belong to the Organiser. In this article the commercial rights referred to shall include (but not be limited to) the following:

- a) advertising media of any kind for all product categories at the Site(s). The Organiser agrees that any tobacco related advertising is prohibited;
- b) franchising, sampling, and display rights at the Site(s). “Franchising Rights” as used in this Article 6 shall mean the exclusive opportunity for sponsors/suppliers to sell and/or distribute their products at the Site(s). Where applicable, “Franchise Rights” shall include the exclusive pouring rights for any and all alcoholic and non-alcoholic beverages;
- c) the use of the various mascots, emblems, legends, logos, signs, representation, trademarks, trade names, insignia or service marks, musical compositions, denoting or identifying the IWWF or the Competition, and all intellectual property rights (including copyright) therein, including but not limited to sponsorship, licensing, broadcasting and with respect to the official film, music, coins, medals, videograms, and publications of the Competition or the Events;
- d) developing, marketing of, and advertising on all official printed matter including (but not limited to) tickets, posters, guides, programmes, bulletins, calendars, books, booklets, magazines printed exclusively with respect to the Competition and the Events where such items are produced;
- e) any denomination “official” or otherwise in relation to the Competition or the Events, the IWWF or the Organiser;
- f) production and subsequent commercial exploitation of any coins and medals with respect to the Competition and the Events and/or the IWWF;
- g) advertising on the electronic scoreboards;
- h) hospitality and public relations opportunities at the Site(s) and at the occasion of the Competition and the Events;
- i) advertising signs along the course in view of the main television cameras;
- j) advertising signs in view of television cameras in the area of the Competition or the Events;
- k) company name/logo displayed on Competition title banners situated along courses and throughout spectator areas;
- l) product/service exclusivity;
- m) advertising in all publications of the Competition and the Events;
- n) company name/logo displayed on the backdrop of the awards podium used for awards presentation ceremonies at the event;
- o) company name/logo included on composite page of “official sponsors” in all official publications of the Competition and the Events;
- p) company name/logo on all official print materials such as entry forms, Competition information, start and result lists, accreditation, tickets etc;



q) one company name in the event title, as the “(Year) (Naming sponsor) IWWF World Barefoot Waterski Championships”;

- (2) **BOAT RIGHTS:** Boat rights belong to the Organiser. Tow-boat approval shall conform to relevant IWWF Barefoot Council Rules.
- (3) **TELEVISION AND BROADCAST RIGHTS:** Television and all Broadcast Rights belong to the IWWF unless agreed otherwise. “Television and Broadcast Rights” means all radio and television rights (including but not limited to cable television rights, radio rights, rights to projection of recordings or television programmes in theatres, cinemas etc., Internet, broadband streaming, IPTV and all related distribution on Internet live or VOD). Such rights shall include all kinds of image and sound transmissions over the air, by material conductors, optical (laser) communications, satellites of any nature, irrespective of whether the receiving installation is at home or in a public place, and including all technology which may be used as a substitute for television or radio whether by the host broadcaster or by anyone else.
- (4) **ACCESS TO THE SIGNAL:** If the Organiser has made arrangements for TV coverage, a free copy of the recording or the Master Tape must be delivered to the nominated IWWF representative on site by noon on the day after the IWWF World Barefoot Waterski Championships Finals. The format details of the recording or tape will be provided by the IWWF to the Organiser one month in advance.

The commercial rights of such recording shall belong to the IWWF. Income from national and international rights will be shared equally between the IWWF and the Organiser.

- (5) **INTERNET:** The Organiser shall provide the official Competition Website at least six months before the start of the Championships, The Competition Web Site must include at least the following information: all official bulletins, all official press releases, IWWF Logo, IWWF Contracting parties’ logos and the official results on a daily basis.
- (6) **RIGHTS OF THE ORGANISER: The Organiser may sell sponsorships provided that:**
 - a) they do not conflict with the rights provided in the IWWF Contracting Party agreements. All such rights are described in the agreements listed in Schedule 6.
 - b) their proposed exposure conforms to international broadcast conventions and regulations.

The Organiser can sell a title, or naming, or other sponsorships on a local, national, or international basis, sponsorship exposure on bibs and have first choice of on-site locations for any advertising boards.

Upon execution of this agreement, the IWWF will not enter into any sponsorship or any other agreement that would obligate or impact the Organiser without the written permission of the Organiser.

ART. 7 AWARDS

- (1) The IWWF will provide medals at the cost of IWWF for the 1st, 2nd and 3rd place for all events, individual overall and team overall as per directives of the Barefoot Council.
- (2) The IWWF will provide a gold colour medal for all officials appointed by the IWWF. Five gold colour medals will also be provided for the use of the Organiser. On request, additional medals will also be provided to the Organiser at cost price.
- (3) Trophies, approved by the IWWF, shall be provided by the Organiser for the 1st, 2nd and 3rd teams.

- (4) Merchandise awards may be made at any function at the discretion of the Organiser.
- (5) Awards must not be given before the end of the official time of the announcement of the results unless approved by the President.
- (6) The Organiser shall provide a suitable podium with a backdrop upon which the Organiser's sponsors, the IWWF Contracting parties' logos and the IWWF logo shall appear. The Organiser shall submit artwork for the backdrop to the IWWF President or his appointed representative for approval no later than 1 month prior to the Official Start, and such approval shall not be unreasonably withheld.

ART. 8 DRUG TESTING

- (1) Drug testing is mandatory at all IWWF World Championships.
- (2) All costs involved in drug testing shall be the responsibility of the Organiser.
- (3) Drug testing shall be carried out in accordance with the IWWF drug testing policy through the chairman of the IWWF Anti Doping Committee. If the drug testing requirements of the Country of the Organiser are greater than those of the IWWF the Country requirements shall be adhered to.
- (4) The host federation and/or the Organiser shall send full and accurate results of all drug testing to the Chairman of the IWWF Anti-Doping Committee.
- (5) The IWWF In-Competition Drug Testing is arranged through the Doping Free Sports Unit (DFSU) of the Global Association of International Sport Federations (GAISF). DFSU will contact the Host Federation / Organisers to discuss the necessary arrangements to find the best option to fulfil the laid down criteria for the Championships at the best price. The first contact will be made by DFSU approximately two months before the date of the Championships at the latest. The DFSU will invoice IWWF for the cost of testing. It is the responsibility of the organiser to pay the agreed cost of the Drug Testing to IWWF. If free testing is to be provided by the host Federation's National Anti-Doping Organisation (NADO), the arrangements must still be made via the DFSU to ensure that all the necessary paperwork is done correctly.

ART. 9 ENTRY FEES

An entry fee can be set per team or independent competitor which shall be for the sole income of the Organizer. The fee has to form part of the bid and must be approved by the World Barefoot Council. The parties agree that, at the sole discretion of the Organizer, the fee may be reduced at any time, but in no case can the fee be higher than approved with the bid.

ART. 10 CEREMONIES

- (1) The President and/or the Barefoot Council Chairman shall approve and have the final decision on the place, time and protocol of the opening ceremonies, medal award ceremonies, International Hall of Fame ceremony, hand-over ceremony and the final banquet.

RECOMMENDATION: Inductees to the International Hall of Fame (if held) and their immediate family members, limited to four (4) family members, will be invited to all the appropriate social functions at cost price.



- (2) The Organiser undertakes that it will co-operate with the IWWF in relation to the attendance of members of the Executive Board at any presentation ceremony and particularly in relation to their being entitled to participate at such a ceremony, including being acknowledged and being placed in a prominent position (approved by the President) at any such ceremony.
- (3) The Organiser undertakes that it will use its best endeavours to comply with the Guidelines for Protocol, Ceremonies, Clothing and Publicity set out in Schedule 1 of this Agreement.

All approval to be received at least 2 months prior to the start of competition with such approvals not to be unreasonably withheld.

ART. 11 INSURANCE

- (1) The Organiser accepts the IWWF is in no way responsible for any liability which might arise to competitors, officials or spectators or any other person or thing at or during the Competition or Events, or whilst training or practising for them. The Organiser hereby indemnifies and shall keep the IWWF indemnified against all losses, damages, costs, actions, proceedings, claims, demands, expenses and any share of responsibility the IWWF may have, may incur or which may arise in respect of any competitor, official, spectator or any other person or thing at or during the Competition or the Events or whilst training or practising for them within jurisdiction.
- (2)
 - a) The Organiser shall carry adequate insurance, in an amount of minimum US\$ 2 million for all liability and any property damage. The Organiser undertakes that the “IWWF Limited” will be named as an additional insured party in any such policy. The Organiser shall send a copy of the insurance certificate in English to the IWWF for review by the President and the Chairman of the Barefoot Council no later than 1 month before the Official Start.
 - b) The Organiser undertakes that it shall also display that insurance certificate on site for each of the Events for all competitors and officials to inspect, commencing from the first day of registration for the Competition or for the Events until the day after the Competition has finished.
- (3) The Organiser shall procure that whatever the natural language of the insurance certificate, a certified translation of the insurance certificate in English shall be displayed at the administration office throughout the competition.
- (4) The Organiser undertakes that it will procure that every competitor at the Competition signs an entry form, the terms of which include a waiver releasing the Organiser and the IWWF from any liability with respect to themselves or their equipment in accordance with the waiver set out in Schedule 2 of this Agreement.
- (5) For competitors who have not achieved legal age of majority in the country of their Federation, the Organiser undertakes it will procure that the entry form and waiver for each such competitor is signed by the competitor’s National Federation and will show that the consent of the parent or legal guardian of the competitor has been obtained to their competing and acceptance of any risks involved and the waiver by the Organiser and the IWWF of any liability to a competitor.

ART. 12 MEDIA AND PUBLICITY

- (1) The Organiser undertakes that it will procure that:
 - a) the Competition will be advertised to the public as mentioned in Art. 2;

- b) an English-speaking media manager shall be appointed at least three months prior to the start date of the Competition to be responsible for the accreditation of the working press, the issue of news releases and also for providing these details to the IWWF Media and Marketing Chairman for international distribution.
- c) An English-speaking social media manager shall be appointed at least three months prior to the start date of the Competition to be responsible for promoting the event using social media and assembling a local social media team to promote the event before, during and after the Competition as necessary.
- d) an official photographer shall be appointed to provide images to the IWWF Media Chairman, local media and local social media team as required.
- e) The Organiser will, where practical and reasonable, provide the minimum standards for a Media and Press Centre as set out in Schedule 3;
- f) each member Federation of the IWWF is entitled to full media credentials for one experienced media person.

(2) The Organiser accepts that:

- a) it is the goal of the IWWF to obtain maximum publicity of the Competition throughout the world and therefore the Organiser shall not unreasonably deny accreditation to members of the working media;
- b) the Chief Judge or the President, in consultation with the organiser and IWWF Media Chairman, shall have the authority to order the removal of any TV, movie camera equipment, drones or any on-site advertising which they consider constitutes a hazard to skiers or interferes with judging.

ART. 13 EVENT RESULTS

- (1) The Organiser shall ensure that complete results of all the Events are available online immediately after the event and before the awards banquet and shall procure that the names/logos of such of the IWWF Contracting Parties as the IWWF directs are included in those results. By using the IWWF Scoring programme the event results will appear live at the following URL: <http://www.iwwfed-ea.org/barefoot/competitions/new>
- (2) The Organiser shall, before or at the awards banquet, give one copy of the results to the IWWF President, IWWF Barefoot Council Chairman and Announcer.
- (3) The Organiser shall, the soonest possible and in no case later than 24 hours after termination of the competition, provide the complete results for publication on the Competition Website of the event.

ART. 14 TECHNICAL REQUIREMENTS OF THE ORGANISER

- (1) The Organiser undertakes that it will recommend a suitable Site(s) for the Competition. "Site(s)" means the location of the Competition and shall include the stadium, the courses, their airspace, press centres, broadcast centres, contiguous areas and any other areas under the control of the IWWF or the Organiser where the Competition and the Events take place.

The Chairman of the Barefoots Council concerned shall decide if inspections of a site are required. If inspections are deemed necessary the Chairman will appoint a qualified competent person to carry out such inspections. The travel and accommodation costs of the inspecting person shall be the responsibility of the World event organiser. In appointing the inspecting person the Barefoot Council Chairman shall try to keep the travel cost to a minimum.

- (2) The Organiser undertakes that:
- a) all technical aspects of the Competition and the Events will comply with IWWF World rules and standards as determined by the Barefoot Council. (See each Division's Technical Rules for details);
 - b) it shall ensure, where practicable, all Events shall be held in their entirety as scheduled therein and the Organiser will use its best efforts to ensure that the Competition events take place on dates and times as agreed to between the Organiser and the IWWF
 - c) it shall prepare media facilities and communications commensurate with the level of the Competition and the Events as agreed with the IWWF;
 - d) it shall grant to the IWWF such accreditation as the IWWF requires (see Schedule 4);
 - e) it shall use its best efforts to ensure a VIP and tribune seating arrangement is on the Site(s) as close as possible to the main Competition area;
 - f) **RECOMMENDATION:** The Organiser should set aside a Grandstand section for the use of competitors and team officials.
 - g) it shall make available to the IWWF and to each of the IWWF Contracting Parties free of charge four (4) parking passes for parking places of which half shall be located in the parking area designated for IWWF officials and VIPs (where such facilities are available);
 - h) it shall make available to the IWWF such number as the IWWF shall decide not exceeding twenty-five (25) VIP tickets at face value for the Competition and each of the Events;
 - i) it shall provide the IWWF with event schedules, course maps and all relevant information pertaining to the Competition and each of the Events at least thirty six (36) days prior to the event or competitions and, subject to Article 14, will provide the IWWF with the results of each of the Events within twelve (12) hours of the end of the relevant Events;
 - j) the flags of all participating countries and the IWWF shall be displayed at all times during the competition and with no more than one (1) flag per pole;
 - k) it shall ensure that the field of vision of the public and the television cameras on all advertising material will not in whole or in part be obscured at the Site(s) in any manner during the Competition or any of the Events, particularly not by any athletes, competitors or any security or other official personnel or by any photographers or broadcast staff;
 - l) it will adhere to all mutually agreed deadlines based on organisational necessities;
 - m) in carrying out its duties and obligations under this Agreement, the Organiser will co-operate closely with the IWWF;
 - n) the IWWF agrees not to contract with any additional sponsors, supporters, or contracting parties without the prior written approval of the organiser.
 - o) it will appoint a dedicated Safety Officer at least two months before the event and provide minimum two (2) sufficient certified trained paramedics (male and female) on standby at all times during the event including practice.

ART. 15 BAREFOOT ANNOUNCERS

The Organiser shall procure that:

- (1) an experienced English-speaking announcer must be appointed at least two months before the event. A local language announcer may be added where the Organiser deems it necessary. If any costs are involved, they must be covered by the organiser.
- (2) announcer/s must be located in a secure position, sheltered from the elements, where they can communicate easily with the judges. The entire Field of Play (slalom, trick and jump course) must be visible from the announcers' area at all times. There must be a regular supply of chilled drinking water.
- (3) Announcer/s are provided with suitable good quality equipment, including at least two wireless microphones, plus wireless microphones for live interviews and a suitable system for the receipt of confirmed scores on a timely basis.
- (4) the sound system is designed to and will cover all the VIP, spectator and starting dock area
- (5) broadband internet connection in the announcers' area
- (6) all athlete bios will be made available to the announcer/s at least the day before the first day of competition
- (7) the announcers must be able to communicate with the Chief Judge and Calculator and be provided with results immediately when they are available, including readouts (if reasonably practicable);
- (8) The announcers must be provided with a list of Organisers' sponsors and all IWWF Contracting Parties when required by IWWF at regular intervals throughout the Competition plus details of safety procedures in the event of accidents. Only approved sponsors messages are to be announced.
- (9) all information announcements shall be given in English, but may also be in a second language when required;
- (10) the entire sound system is in operation at least 60 minutes before the start of each day's programme so that the announcers have access and can operate on arrival at the site each day;
- (11) where podium presentations are to be made on site, the announcer/s must be briefed on the schedule of presentations, presenter names and titles, and final results sheets provided for them immediately before the athletes are assembled for the awards ceremony
- (12) a sound equipment technician must be available throughout to help ensure that equipment/power failures are addressed without undue delay

ART. 16 INVITED DIGNITARIES AND OFFICIALS

- (1) The Organiser shall procure that the following persons are invited to the Competition:
 - President and Secretary General of the IWWF or their designated substitute;
 - President of the hosting Confederation of the IWWF;
 - Executive Director of the IWWF;
 - Chairman of the IWWF Barefoot Council or their designated substitute;
 - Members of the IWWF Barefoot Council, if a meeting of the Council is to be held;
 - Chief Judge and all other officials appointed by the IWWF (not including reserves);

and that each such persons will be provided at the official hotel with the following:

- a) free hotel room (single occupancy)
- b) full board (i.e. three meals per day, which shall include a scheduled breakfast, lunch at the site or the hotel—depending on meetings—and dinner at the hotel or a per diem allowance for dinner for all nights not covered by banquets or other hospitality events. The per diem allowance amount must be determined 2 months before the event and based on providing a reasonable dinner from the then current menu of the official hotel); religious considerations should be catered for.

RECOMMENDATION: The Organiser should not charge accommodation for the spouses/companions of invited dignitaries and officials, unless there is a supplement charged by the hotel.

- (2) The Organiser shall procure that each of the above persons and their spouse/companion shall be provided with the following free of charge:
 - transportation from airport to each person's respective hotel and back to airport;
 - transportation throughout the Competition to and from the Site;
 - free admission to the Site and grandstands;
 - free admission to all receptions and banquets;
- (3) Tickets to banquets and receptions for immediate family at publicized price.

ART. 17 COMPETITORS

The Organiser shall procure that the following are invited to the Competition:

- team skiers as per IWWF rules;
- individually qualified skiers as per IWWF rules;
- one (1) Official per team;
- one (1) additional Official for teams of four or more;

and that each such person or group of persons, upon payment of entry fee/s, will be provided with the following free of charge:

- transportation to and from the hotel(s) designated by the Organiser as "Official hotel" and the Site throughout the Competition on a regular schedule basis to be agreed upon by the IWWF;
- admission to the Site for each such person and their immediate family (maximum 4);
- admission to all applicable receptions and banquets;
- lunch at the Site on official practice days and throughout the Competition. Religious considerations should be catered for;

Tickets to all applicable banquets and receptions for immediate family shall be at cost price as defined in Article 17.3.

On prior request of a participating member Federation the Organiser shall make transport arrangements for competitors in both directions between the airport/railway station and hotel. The cost of such transport shall be covered by those who request it at cost.



ART. 18 PROTOCOL FOR ANNOUNCERS

Because there is often confusion concerning various functions of IWWF Officials the following 'title' protocol for announcements is suggested:

- (1) President of the IWWF
- (2) Secretary General of the IWWF
- (3) President of the hosting Confederation of the IWWF
- (4) President of Host Federation
- (5) Chairman of the Organising Committee
- (6) IWWF Executive Director
- (7) Chairman of the IWWF World Barefoot Council
- (8) Members of the IWWF World Barefoot Council

When introductions are made the Official's nationality/country might be mentioned, but not the Confederation (except in 3 and 4 above).

The order of precedence shall be:

1. The IWWF President
2. The IWWF Secretary General
3. The IWWF Treasurer
4. The Chairman of the Barefoot Council
5. The President of the Host Confederation
6. The Executive Director of the IWWF
7. Members of the IWWF World Barefoot Council

ART. 19 BULLETINS AND COMPETITION WEBSITE

Bulletins shall be published on the official IWWF website and sent by email from the IWWF Administration office to all Member Federations, the appointed Jury members and members of the EB and the Barefoot Council. All bulletins shall be in English.

The organiser shall send a draft of the bulletins for approval to the IWWF Administration office at least two weeks before the deadlines mentioned below. On all bulletins the IWWF logo and IWWF contracting parties' logos must be included.

(1) BULLETIN NUMBER ONE

This shall be sent no later than 7 months prior to the Competition together with the "Intention to Enter" form and shall set out:

- a. entry fee;
- b. official tow-boat for of the Championships;
- c. accommodation facilities, rates and details of credit cards acceptable, distance from the Site(s) and parking facilities (including campers and towing vehicles);
- d. car and minibus rental rates;
- e. map of the area and the Site(s);
- f. health certificate requirements, (if any);

- g. visa or other entry to country requirements, (if any);
- h. details of available training sites;
- i. official airline (if any).

(2) BULLETIN NUMBER TWO

This shall be sent no later than 5 months prior to the Competition together with the “Official Entry” form(s) and shall set out:

- a. schedule of the event;
- b. jury;
- c. currency exchange advice;
- d. departure tax details (if any).

(3) ADDITIONAL BULLETINS

Additional bulletins can be prepared at the discretion of the Organisers and once approved by the IWWF will be distributed from the IWWF Office.

(4) COMPETITION WEBSITE

The Competition Website must be active 7 months before the start of competition.

The Organiser shall ensure that the Webmaster of the Competition Website publishes all bulletins, competition schedules, webcast schedules, information, anti-doping messages, sponsors’ logos, IWWF contracting parties’ logos, photographs, articles and commentaries regarding the competition, before, during and after its conclusion. Further, the Webmaster of the Competition Website will promptly post the results of the events during the competition and daily provide the results, including podium pictures of the Medals presentation, to the Webmaster of the IWWF homepage. Final results must be posted immediately after the event has been completed without delay.

ART. 20 TRANSPORTATION

- a) The Organiser shall arrange for the persons or groups of persons set out only in Article 17 to be met by duly appointed representatives, displaying clear signage to identify themselves, at the airport and transported from there to their officially designated hotel(s). The Organiser may direct that taxis be used and shall reimburse the costs.
- b) At the end of the Competition the Organiser shall also provide transport for those persons from their officially designated hotel(s) back to the airport at such times as those persons require but provided that each such person or group of persons give the Organiser at least 12 hours’ notice of their respective requirements. The Organiser may direct that taxis be used and shall reimburse the costs.
- c) The Organiser shall also provide transportation for those persons to and from their officially designated hotel(s) and the Site throughout the Competition, on a regular schedule basis to be agreed upon by the IWWF, and to and from their respective hotels and the social functions
- d) The Organiser shall provide dedicated transportation for the Jury / technical officials from their officially designated hotel(s) to the site.
- e) The Organiser’s transportation responsibilities commence 48 hours prior to the Official Start and extend until 24 hours following the closing ceremony of the Competition.



- f) The Organiser shall procure that its transportation arrangements will be such that there is sufficient space for the competitors' equipment to be transported as and when required by the competitors.
 - g) All the above transportation arrangements shall be made free of charge by the Organiser
 - h) A transportation schedule should be posted up prominently on a notice board at the site and all designated hotels
- RECOMMENDATION: The Organiser should provide a mini-bus with driver for the use of the President.

ART. 21 HOTEL

- a) The Organiser shall designate an Official Hotel with an international standard (with air-conditioning) within close proximity, and no further than an hour's drive of the Site as the official hotel. If practicable that the Official Hotel shall have sufficient rooms available to accommodate all those persons set out in Article 17. All such persons shall be accommodated free of charge. However, the Organiser shall not be responsible for the cost of special services such as laundry, telephone, room service, broadband internet access and other such expenses.
- b) The Organiser shall use its best endeavours to negotiate the best possible group rate for all those attending the Competition and paying for their own accommodation so that the hotel rooms in the Official Hotel are provided for such persons at the best possible rate.
- c) The Organiser shall procure that payment at the Official Hotel can be made by internationally recognised major credit cards and wire transfer
- d) The Organiser shall arrange for a welcoming committee to be on duty during the arrival period at the official and other hotels to ensure that invited persons and teams are assigned to rooms and presented with details of the Competition and their appropriate accreditation.
- e) A member of the Organising Committee must be available at the official hotel 48 hour prior to the commencement of and the first day of the competition.
- f) The Organisers shall provide notice boards at the Official Hotel with the event schedule, transportation schedules, important notices and results.

RECOMMENDATION 1: Host all persons mentioned in Art. 17 and 18 in the same hotel and/or hotels in walking distance where possible.

ART. 22 HOSPITALITY AND SOCIAL EVENTS

- (1) The Organiser shall arrange social events appropriate to a World Competition. These shall, at minimum, include an opening ceremony and reception, an IWWF Hall of Fame ceremony (if the IWWF so directs), a closing ceremony to include a hand-over ceremony and a final awards banquet.
- (2) The Organiser shall procure that the members of the Executive Board, the Barefoot Council and appointed officials together with their respective spouses/companions will have seats reserved at the final awards banquet. The number of seats required shall be determined by the Secretary General of the IWWF and the Organisers informed at least 48 hours prior to the banquet.

ART. 23 IWWF MEETINGS

The Organiser will arrange facilities for the Jury or Barefoot Council Meetings at the tournament site and/or the hotel as per the instructions of the Chief Judge or Barefoot Council Chairman.

ART. 24 ORGANISATION

The Organiser is responsible for selecting an Organising Committee Chairman.

ART. 25 FLAGS AND PLACARDS

The cost of flags and placards required for ceremonies will be the responsibility of the Organiser. Organisers will provide one flag per country. It is recommended that country teams bring two flags for medal ceremonies.

ART. 26 EXCEPTIONS AND AMENDMENTS

Any changes to the signed Agreement must be mutually agreed in writing by both parties

ART. 27 TERMINATION

- (1) This Agreement may be terminated by either party by written notice to the other if the other is in material breach of any term or condition of this Agreement and has failed (in the case of a breach capable of being remedied) to remedy the breach within 14 days of a written request to remedy the same.
- (2) This Agreement may be terminated by one party forthwith if in respect of the other (“the Insolvent Party”):
 - a. a meeting is convened of its creditors or a proposal is made for a voluntary arrangement or a proposal for any other composition, scheme or arrangement with its creditors is made; or
 - b. the Insolvent Party is unable to pay its debts within the meaning of Section 123 of the Insolvency Act 1986; or
 - c. a trustee, receiver, administrative receiver or similar officer is appointed in respect of all or any part of the Insolvent Party’s business or assets; or
 - d. a petition is presented for the Insolvent Party’s winding-up or a meeting is convened to pass a resolution for winding-up or for the making of an administration order (otherwise than for the purposes of amalgamation or reconstruction); or
 - e. the Insolvent Party ceases, or threatens to cease, to carry out its business.
- (3) The Insolvent Party shall notify the other forthwith if any of the events in Art. 28 (2) occurs or if it anticipates that one is likely to occur.
- (4) Termination by the Organiser shall result in the forfeiture by the Organiser of the Performance Guarantee. In such case the Executive Board shall impose a fine on the Organiser to recover contractual losses or additional expenditure incurred by the IWWF arising from termination.
- (5) Termination, howsoever or whenever occasioned, shall be without prejudice to any rights and remedies a party may have under this Agreement or a law and shall not affect any accrued rights or liabilities of either party.



ART. 28 GENERAL

- (1) Neither party may assign or otherwise transfer this Agreement or any of its rights or obligations hereunder without the prior written consent of the other.
- (2) It is hereby agreed that nothing herein contained is intended to or shall constitute any partnership or agency between the parties hereto or any of them and no party shall have authority to bind the other in any way.
- (3) Failure or neglect by either party to enforce at any time any of the provisions hereof shall not be construed nor shall be deemed to be a waiver of that party’s rights hereunder nor in any way affect the validity of the whole or any part of this Agreement nor prejudice that party’s rights to take subsequent action.
- (4) IWWF shall not be liable for the death of or injury to or for any loss or damage suffered by any person from time to time in any place on the Site pursuant to this Agreement in whatever capacity.

ART. 29 GOVERNING LAW

This Agreement shall be governed and construed in accordance with the Laws of England.

AS WITNESS the hands of the duly authorised officers of the parties on the date first before written

SIGNED by _____

Function: _____

for and on behalf of the Organiser

Date _____

SIGNED by Jose Antonio Perez Priego, President for and on behalf of the IWWF

Date _____

SIGNED by Geoff Blaauw
IWWF World Barefoot Council Chairman

Date: _____



SCHEDULE 1

GUIDELINES FOR PROTOCOL, CEREMONIES, CLOTHING AND PUBLICITY

1. PROTOCOL

The Organiser accepts that the date, time, place and format of all ceremonies must be approved by the President or his duly appointed representative and that the Organiser will consult with the IWWF in good time before any ceremony about its date, time, place and format.

2. OPENING CEREMONY

2.1 The Organiser undertakes that it will provide rostrum or reviewing property for the President or his duly appointed representative (as the case may be), the Secretary General of the IWWF, the Chairman of the Barefoot Council, the President and Secretary General of the host Confederation, the President of the host Federation, the Chairman of the Organising Committee and for those dignitaries invited by mutual agreement between the IWWF and the Organiser and including such persons as IOC members, politicians, government officials, sponsors, former medal winners from the host delegation etc. The Organiser undertakes that if reasonably practical the other members of the Executive Board (with preference to the members from the host Confederation) shall also have priority.

2.2 The Organiser undertakes that:

- 2.2.1 if a parade of athletes is held then the teams will march in alphabetical order (in the language of the host Federation) led by the IWWF flag, except that the team from the host Federation will be last;
- 2.2.2 if a parade of athletes on the water is held then the flags will be in order as above with the ranking going from left to right behind each boat;
- 2.2.3 if reasonably practicable the final boat shall pull a single flag which shall be that of the host delegation;
- 2.2.4 each team shall wear their official uniforms (either formal or athletic as determined by the format and location) and will follow and/or assemble behind their delegations flag and identifying placard (both of which shall be supplied by the Organiser).

2.3 At the completion of the parade the Chairman of the Organising Committee will say: "Honoured guests, athletes, ladies and gentlemen (or suitable substitute) I have the great pleasure to welcome the President (or the title of his duly appointed representative as the case may be) of the IWWF.

The President of the IWWF (or his duly appointed representative as the case may be) will deliver a short speech of welcome ending with : "I now have the honour to invite (_____) to officially open the Championship".

No more than 2 dignitaries will speak for a maximum of 3 minutes each. The selected dignitaries will make some brief remarks, after which he or she will be requested to say: "I now declare the (Year) IWWF World Barefoot Waterski Championships open. Let the competition begin."

At that moment the anthem of the host nation will be played, while the host nation and IWWF flags are raised.

Then a skier of the host nation will take the athlete's oath by raising his or her right hand and saying: "On behalf of the athletes I promise we will participate in this (Year) IWWF Junior Waterski Championships with respect for the Rules and our fellow competitors in order to exalt the glory of sport and the honour of our teams and in accordance with the Olympic Spirit."

In the same way a Judge of the host nation will say: "On behalf of the Judges and Officials, I promise we will perform our duties at this (Year) IWWF World Barefoot Waterski Championships) by respecting the Rules and being impartial and honest in our decisions in order to exalt the glory of sport and in accordance with the Olympic Spirit."

The Chairman of the Organising Committee may make a few brief remarks and announce that the opening ceremony has been completed.

3. MEDAL CEREMONY

- 3.1 The Medal ceremonies for each of the Events will take place as quickly as possible at a central location on site and no other activities and performances shall take place at or near the site during the entire duration of the ceremonies. The medals for overall and teams, if applicable, will be presented at the final banquet. The President (or his duly appointed representative) will decide who shall present the medals.
- 3.2 The Organiser undertakes to support the IWWF clothing guidelines for medal ceremonies as extracted from the Bye laws of the IOC and included in this Schedule in article 6.
- 3.3 The Organiser shall ensure that:
 - 3.3.1 The approach to the podium order is: The assistants(s) carrying the medals, the three medal winners (in correct podium order), the VIP medal presenters. The athletes stand behind their correct podium place till called forward.
 - 3.3.2 The winners names and countries are announced in the following order: the third place finisher is announced first, followed by the second place holder, leading up to the announcement of the first-place athlete, the Gold medallist and World Champion.
 - 3.3.3 As their names are announced, the competitors who are first, second and third, wearing their official or sport dress (as per the Guidelines in art. 6 below), step up when called to take their places on the podium. The winner will be in the centre of the podium with second on the left and third on the right (when facing the podium).
 - 3.3.4 The medals shall then be presented by the IWWF President (or another person selected by him), accompanied by the President of the National Federation (or a representative selected by him). The presenters are announced with their name and title.
 - 3.3.5 The IWWF President or his designated person shall hang the medal around the winner's neck in order third, second, first. Then the National President or his representative shall present a bouquet of flowers or any other gift in the same order.
 - 3.3.6 After the three medals have been awarded a short version of the anthem of the winner's country (30-45 seconds) will be played.

- 3.3.7 During the playing of the gold medal winners anthem the flags of the three medal winners countries will be raised.
- 2.2.8 Time should then be allocated for photographs as the winners are in their podium positions.
- 2.2.9 If champagne is presented and bottles opened, this should be done after the photographers have completed their task.
- 3.3.10 If TV interviews are requested, the winners should be advised to stay in the podium area as necessary.

4. CLOSING CEREMONY

- 4.1 The closing ceremony will take place at the final night banquet. The awards and trophies should be presented immediately after dinner.

RECOMMENDATION: The cost of tickets for the final night banquet shall be kept as low as possible.

- 4.2 If there is /are a head table/tables it/they will include along with their spouses/companions:

- The President (or his duly appointed representative as the case may be)
- The Secretary General of the IWWF
- The Executive Director of the IWWF
- The President of the host Confederation
- The Secretary General of the host Confederation
- The Chairman of the Barefoot Council
- The President of the host Federation
- The Chairman of the Organising Committee
- The Chief Judge
- Important guest(s)
- One male and one female athlete representative from the host Federation

Reserved seating for the remaining members of the Executive Board and their spouses/companions should be at a table/tables next to or near the head table/tables.

- 4.3 During the distribution of the awards, short speeches may be made by the President (or his duly appointed representative as the case may be), the Chairman of the Organising Committee (or President of the host Federation) and the most important or highest ranking dignitary present.

No awards or presentations to skiers or officials shall be made other than trophies or medals unless approved by the IWWF.

- 4.4 At the end of the ceremony the President (or his duly appointed representative as the case may be) should announce the location of and invitation to attend the next applicable Competition. A representative of the host Federation or Committee might be asked by the President to participate in a short hand-over ceremony.
- 4.5 Every attempt should be made to keep the activities moving along in an efficient manner.

5. DRESS AT AWARD CEREMONIES

It is the responsibility of each representative Federation to ensure its medal winners wear the appropriate team uniform.

6. GUIDELINE ON CLOTHING AND PUBLICITY (extract from the IOC rules)

- 6.1 The Organiser shall make its best efforts to implement the IWWF clothing regulations herein. It shall be the responsibility of the IWWF to communicate and enforce that no form of publicity or propaganda, commercial or otherwise may appear on sportswear, accessories or on any article of clothing or equipment whatsoever worn or used by the athletes or other participants in the Events or the Competition except for the identification (as defined in paragraph 2 below) of the manufacturer of the article or equipment concerned, provided that such identification shall not be marked conspicuously for advertising purposes. For the avoidance of doubt, the following are examples of identification which is conspicuous for advertising purposes:
- 6.1.1 The identification of the manufacturer appearing more than once per item of clothing and equipment.
 - 6.1.2 Equipment: any manufacturer's identification that is greater than 10% of the surface area of the equipment that is exposed during competition shall be deemed to be marked conspicuously. However, there shall be no manufacturer's identification greater than 60 cm² except on skis which are identical to markings on skis usually sold to the public.
 - 6.1.3 Headgear (e.g. hats, helmets, sunglasses, goggles) and gloves: any identification of manufacturer which is greater than 6cm² shall be deemed to be conspicuous.
 - 6.1.4 Clothing (e.g. shirts, shorts, sweat tops and sweat pants): any manufacturer's identification which is greater than 12cm² shall be deemed to be conspicuous.
 - 6.1.5 Footwear: it is acceptable that there appear the normal distinctive design pattern of the manufacturer. The manufacturer's name and/or logo may also appear, up to a maximum of 6cm², either as part of the normal distinctive design pattern or independent of the normal distinctive design pattern.
- 6.2 The word "identification" means the normal display of the name, designation, trademark, logo or any other distinctive sign of the manufacturer of the item, appearing not more than once per item.



SCHEDULE 2 2020 IWWF WORLD BAREFOOT WATERSKI CHAMPIONSHIPS

Declaration, Waiver and Release Form

For, and in consideration of, the International Waterski & Wakeboard Federation Limited (the “**IWWF**”) and _____ (the **Organiser**) accepting my application, and permitting me, to participate and compete in the _____ (Year) IWWF World Barefoot Waterski Championships (the **Championships**), I, the undersigned, for and on behalf of myself, my heirs, executors and administrators, do hereby irrevocably and unconditionally warrant, represent and undertake to the IWWF and the Organiser as follows:

Any and all information provided and/or disclosed by, or on behalf of, myself to the IWWF and the Organiser (including any directors, officers, employees, volunteer and other representatives thereof) for the purpose of considering and evaluating my application for participation and competition in the Championships is true, correct and accurate;

I have fully read and understood the rules and regulations of participation and competition in the Championships (a copy of which has been made available to me) and I do hereby covenant with, and undertake to, the IWWF and the Organiser to at all times fully comply with, and abide by, the same;

I am in good physical and mental health and I am physically capable of competing and participating, and fully competent to participate and compete, as a competitor in the Championships and that I have not been certified and/or advised otherwise by any qualified medical practitioner;

I do hereby authorise any and all physicians, paramedics and other medical personnel and practitioners procured by, or on behalf of, the IWWF and the Organiser to administer first aid treatment or any medical treatment, surgery or transportation in the event of any illness, accident or injury suffered and/or sustained by me at any time during my participation and competition in the Championships (or any part thereof) and hereby indemnify, and shall keep fully and effectively indemnified, the IWWF and the Organiser (including all directors, officers, employees, volunteer and other representatives thereof) upon demand from and against any and all claims, liabilities, demands, costs and expenses of whatsoever nature incurred and/or suffered by the same (or any of them) and arising from, and/or in connection with, the procurement and administration of such medical treatment and transportation in relation to any such illness accident or injury suffered and/or sustained by me;

I acknowledge, agree and confirm that participating and/or competing as a competitor in the Championships (or any part thereof) involves inherent risks and dangers of accidents, personal and bodily injury and property loss or damage and that by signing and completing this Declaration, Waiver and Release Form, I fully understand and have considered and evaluated the nature, scope and extent of the risks involved, and voluntarily and freely choose to assume these risks;

I hereby grant to the IWWF and the Organiser (including its lawful successors and assigns) the sole and exclusive right and licence, in perpetuity and throughout the world and without any compensation whatsoever to me, to use, reproduce, publish and/or exploit, my name, nickname, likeness, image, logos, get-ups, initials, voice, slogan and signatures developed from time to time, reputation, graphical representation, electronic, animated or computer generated representation and any other representation (in any medium whatsoever), right of association, biographical information and other indicia, and any other right or property in my performances, in any media whatsoever, for any purposes whatsoever relating to, and/or in connection with, the IWWF and/or the Championships (or any part thereof) and I shall do all such things (including, without limitation, the execution of appropriate legal



documentation) as the IWWF and the Organiser may, from time to time, require to give legal and binding effect to the aforementioned grant of rights;

I irrevocably acknowledge, agree and confirm that the IWWF and the Organiser reserves the right, at its sole and absolute discretion, to disqualify me from participation and/or competition in the Championships (or any part thereof) if I am in breach of any of the warranties, representations and/or undertakings set out in this Declaration, Waiver and Release Form and/or for any reason whatsoever the IWWF and the Organiser considers just and proper, and in the event of any such disqualification, I shall not be entitled to any compensation of any nature whatsoever from the IWWF and the Organiser.

I hereby release, hold harmless, protect, indemnify and forever discharge the IWWF and the Organiser (including its officers, employees, volunteer and other representatives), the Championships and all commercial partners thereof, from and against any and all claims, demands, liabilities, losses, damages, costs and expenses of any nature whatsoever, whether direct or consequential, suffered and/or incurred by me, the IWWF and the Organiser (including its officers, employees, volunteer and other representatives), the Championships and/or all commercial partners thereof and arising from, and/or in connection with any breach of any of the warranties, representations and/or undertakings given by me as set out hereunder; and/or my participation and/or competition in the Championships (or any part thereof), including, without limitation any and all claims, demands, liabilities, losses, damages, costs and expenses arising from the negligence of the IWWF, the Organiser and/or any commercial partner thereof and/or their any of their respective directors, officers, employees and volunteer and other representatives.

If any provision of this Declaration, Waiver and Release Form should be invalid, illegal or unenforceable in any respect, the validity, legality or enforceability of the remaining provisions contained herein shall not in any way be affected or impaired thereby.

Declaration

I, _____ (the **Competitor**), do hereby declare that I have read and fully understood the terms and conditions of this Declaration, Waiver and Release Form *and that I have had the opportunity to discuss the same with my parent / guardian** and that I agree to be bound by the said terms and conditions of the above agreement with the IWWF and the Organiser.

Signature

Date

* Delete if the Competitor is, on the date of signing the Declaration, Waiver and Release Form, not under the age of 18 years



SCHEDULE 3 MEDIA AND PRESS

The minimum standards for a Media and Press Centre shall include:

1. Sound-protected telephone area
2. Connection for lap top computers, spare power plug adapters and battery charging points
3. Photocopy Machine and adequate supply of paper
4. Broadband Internet connection
5. Daily Event Schedule
6. Details of Award Ceremonies
7. Clear competition results made available after each round, in hard copy and posted online at the following URL: <http://www.iwwfed-ea.org/barefoot/competitions/new>
8. Biographic information on all athletes, with photos if possible
9. Separate areas for interviews with sponsors' backdrop as agreed with IWWF and the Organiser
10. Suitable vehicles to transport film and TV crews around the site where required.
11. Dedicated viewing areas on site for media personnel and photographers, including media boats.

SCHEDULE 4 ACCREDITATION

Colours of Accreditation are a guideline, but benefits for the different levels have to be strictly followed and honoured.

Unless otherwise agreed by the IWWF, the Organiser shall provide the following types of accreditation for each of the persons set out below and the Organiser shall also provide each such person with the benefits to which their appropriate accreditation entitles them.

The logos of the IWWF, the IWWF contracting parties and, at the organiser's discretion, the event sponsors shall appear on all cards.

Accreditation Type	Designation	Venue Access/Benefits
A. Gold	<ul style="list-style-type: none"> • President • Secretary General • Executive Director • Current Members of the Executive Board • Chairman of the World Barefoot Council • Members of the World Barefoot Council 	<p>All Areas Except Judges' and Scoring Areas</p> <p><i>* right to be accompanied, on the Site, by one additional person (other than spouse/companion)</i></p> <p><i>** ONLY President, Secretary General, Executive Director & Chairman of the World Barefoot Council are permitted access to Judges' & Scoring Areas</i></p>
B. Red	<ul style="list-style-type: none"> • Jury/ Technical Officials 	<ul style="list-style-type: none"> • Site • Judges' and Scoring Areas • Car Park • Grandstands
C. Green	<ul style="list-style-type: none"> • Presidents of Member Federations and Delegates (subject to a maximum 2 per Federation); • Executive Directors and Technical Directors employed by members; 	<ul style="list-style-type: none"> • Site • Car Park • Grandstands <p><i>**** Tickets to all applicable banquets and receptions at cost price.</i></p>
D. Pale Blue	<ul style="list-style-type: none"> • Athletes • Managers • Coaches • Team Medical Personnel • Immediate Family 	<ul style="list-style-type: none"> • Site • Athletes' Area • Grandstands • Car Park • Admission to Judges' towers, Judges' and scoring areas (only if she/he is a competitor accompanied by a Team Manager or Coach with an E (Dark Blue) Accreditation Holder when appropriate.

Accreditation Type	Designation	Venue Access/Benefits
E. White	<ul style="list-style-type: none"> • Press & Media 	<ul style="list-style-type: none"> • Site • Grandstands • Car Park • Admission to other areas except Judges' towers, Judges' and scoring areas, starting dock and Athletes' areas (however, press and media persons can be admitted to some restricted areas if accompanied by a designated Press Officer approved by the IWWF).
F . Grey	<ul style="list-style-type: none"> • Volunteer Workers • Staff • Tournament Sponsors 	Admission to areas determined by the Organiser after consultation with and approval of the President or his duly appointed representative (if applicable)



SCHEDULE 6
EXCEPTIONS (if applicable)

Event: _____

Venue: _____

Date: _____

Organiser: _____

We accept the Exceptions set out above will apply to this Agreement.

_____ Signature	_____ Function	_____ Date
for and on behalf of the Organiser	_____	

_____ Jose Antonio Perez Priego	_____ President	_____ Date
for and on behalf of the IWWF	_____	

_____ Geoff Blaauw	_____ IWWF World Barefoot Council Chairman	_____ Date
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IWWF WORLD BAREFOOT CHAMPIONSHIPS

Deadlines & Checklist

“Official Start” First Day of Competition: _____ <date>

3 days before the commencement of the competition: _____ <date>

Description	Deadlines (from Start of Event)	Actual Date	Checklist ✓
Payment of Performance Guarantee	Upon Submission of Bid	Immediate	✓
Submission of Competition Logo	8 months before		
* Bulletin No. 1 Circulation	7 months before		
Competition Web Site	6 months before		
Payment of Sanctioning fee (25%)	6 months before		
* Bulletin No. 2 Circulation	5 months before		
Appointment of Media Manager	3 months before		
Appointment of Social Media Manager	3 months before		
Confirmation that Drug Testing has been arranged with GAISF's DFSU	2 months before		
Appointment of Announcer	2 months before		
Appointment of Safety Officer	2 months before		
Determine Per Diem Allowance for Invited Dignitaries & Officials If Meals Not Provided	2 months before		
Protocol for Ceremonies	2 months before		
Balance of Sanctioning fee (25%)	1 month before		
*Submission of Artwork for Bibs	1 month before		
*Submission of Artwork for Backdrops	1 month before		
Submission of Insurance Policy	1 month before		
Transportation Obligation	48 hours before		
Hospitality Desk at Hotel	48 hours before		

*Draft copy to be submitted to IWWF for approval 2 weeks before the deadline * to include IWWF Logo*

APPENDIX D—CHAMPIONSHIPS TASK TRACKING SHEET

EVENT CHAMPIONSHIPS TASK TRACKING SHEET					
Item	Task	Person Responsible	Target Completion Date	Comment	Task Status/ Outstanding/ Completed/
1.0	COURSE SET-UP				
1.1	Slalom/tricks course(s). As described in Technical Rule 1602.				
1.2	Jump course. As described in Technical Rule 1601.				
1.3	Jump ramp. As described in Technical Rule 1603.				
1.4	A primary video jump measuring installation set up to cover the jump area.				
1.5	A spare ramp, either on site or able to be fetched at short notice.				
1.6	Starting Dock, buoyant and stable enough to sustain a skier during his start, located on or near the course line as depicted in 1602 of the Technical Rules. An additional starting tower securely anchored and located on or near the course line is to be provided where possible.				
1.7	A boarding and servicing dock for the boarding of officials and servicing of boats.				
2.0	SITE FACILITIES				
2.1	Chief Judge's observation deck/tower commanding a full view of all courses.				
2.2	Commentator station commanding a full view of all courses and segregated/partitioned from the Jury Tower or in a separate facility				
2.3	Jury/video room with restricted access and in a quiet area, complete with tables/benches and chairs.				

EVENT CHAMPIONSHIPS TASK TRACKING SHEET					
Item	Task	Person Responsible	Target Completion Date	Comment	Task Status/Completed/Outstanding
2.4	Scorer's room with restricted access and in a quiet area, complete with tables/benches and chairs.				
2.5	Secretariat, with adequate desk space and a mail rack for official mail for teams and officials.				
2.6	A medical station on site, which may be mobile and complete with camp type stretcher/bed and First Aid supplies.				
2.7	Shaded rest area for Officials with table and chairs				
2.8	Room for undertaking Drug Testing.				
2.9	An adequate, dependable electrical power supply for the scoring and secretariat computers, the jury video and the video jump camera and computer. An Uninterruptable Power Supply (UPS) should be provided on the Scoring and Video Jump Computers.				
2.10	A re-fuelling station.				
2.11	Press room if possible, with Computer Internet access, Faxes and Telephones.				
2.12	Changing rooms.				
2.13	Gear Storage Shed or Container.				
2.14	Toilets.				
2.15	On-site flags poles for flying the IWSF and each Federation flag.				
2.16	Trash receptacles and collection service provider/contractor.				
2.17	Car Parking				

EVENT CHAMPIONSHIPS TASK TRACKING SHEET					
Item	Task	Person Responsible	Target Completion Date	Comment	Task Status/Completed/Outstanding
3.0	EQUIPMENT				
3.1	Boats as specified in Technical Rule C1501. A minimum of two, which must be identical.				
3.2	Minimum six (6) - 21.5m towlines. Refer Technical Rules - 1403.				
3.3	Minimum six (6) - 30cm Jump Handles complete and four (4) 38cm Slalom Handles complete. Refer Technical Rules - 1402.				
3.4	Timers (2) as specified in Technical Rule 1405.				
3.5	Public address system				
3.6	Minimum 2 computer systems with approved WBC Scoring and Video Jump software, to compute and print results and calculate the jump. A separate computer and printer with Microsoft Office software.				
3.7	Minimum 6 - Video cameras - 4 for filming the Trick and Slalom passes, 2 for the jump video measuring system, plus spare camera batteries.				
3.8	Two (2) flat screen TV's and two (2) video re-play units/computers for use by the Chief Video Officer. One of the video re-play units is to be available for use by the Judges to undertake video review.				
3.9	Twelve (12) hand held portable radios, with 2 channels installed, plus backup batteries				
3.10	Boat to Shore video replay equipment and TV monitors strategically located around the site. A TV monitor is to be provided in each of the following locations - Scorers Room, PA Tower and Video Managers Room.				
3.11	A radio/video battery multi-recharging facility.				

EVENT CHAMPIONSHIPS TASK TRACKING SHEET					
Item	Task	Person Responsible	Target Completion Date	Comment	Task Status/Completed/Outstanding
3.12	Safety Boat with floating/buoyant stretcher or backboard and personal flotation jacket for safety personnel.				
3.13	Photo copying machine.				
3.14	A prize giving podium in the 3-height Olympic format and numbered 1, 2 & 3.				
3.15	Three flag poles adjacent the podium for raising the flags for the 1st, 2nd & 3rd placed, event champions.				
3.16	Federation Placards for Presentation of Teams				
3.17	Officials/Competitor Identification Cards				
3.18	Fire Extinguisher and/or Equipment				
3.19	Megaphone for Emergency Communications				
4.0	CONSUMABLES				
4.1	Fuel, oil and other lubricants.				
4.2	Office Supplies				
4.3	Judges Sheets				
4.4	Video Cassettes				
5.0	INFORMATION & BULLETINS				
5.1	Bulletin No1 (Includes Issue of Intention to Enter Forms)				
5.2	Bulletin No2 (Includes Issue of Team and Independent Enter Forms)				

EVENT CHAMPIONSHIPS TASK TRACKING SHEET					
Item	Task	Person Responsible	Target Completion Date	Comment	Task Status/Completed/Outstanding
5.3	Bulletin No3 (Includes Issue of Definitive Team Entry Form)				
5.4	Two (2) Notice Boards - One (1) On-site and one (1) at the Official Hotel				
5.5	Official Program				
6.0	INVITATIONS				
6.1	Federations - Intent to Compete & Definitive Entry Forms				
6.2	Officials				
6.3	World Barefoot Council				
6.4	IWWF President and Confederation IWWF President				
6.5	Government and VIP Guests				
7.0	ACCOMMODATION				
7.1	Board and lodging for appointed Officials, IWWF guests and WBC.				
7.2	Reservations for skiers and supporters.				
7.3	Meeting Room/s for the Council, with video replay equipment and white board.				
7.4	Meeting Room/s for the Chief Judge, with video replay equipment and white board.				

EVENT CHAMPIONSHIPS TASK TRACKING SHEET					
Item	Task	Person Responsible	Target Completion Date	Comment	Task Status/Completed/Outstanding
8.0	TRANSPORTATION				
8.1	To and from the main airport and hotel(s).				
8.2	To and from the site and hotel(s). A daily schedule should be posted in each hotel.				
8.3	Special transport arrangements for officials on early or late duty assignments.				
9.0	TEAM TRAINING FACILITIES				
9.1	Competition Site				
9.2	General Training Sites				
10.0	FUNCTIONS & CATERING				
10.1	Welcoming Function				
10.2	Presentation Function				
10.3	Officials/VIP Function (If provided)				
10.4	On-Site Meals				
11.0	MENTOS				
11.1	Officials				
11.2	Competitors				

EVENT CHAMPIONSHIPS TASK TRACKING SHEET					
Item	Task	Person Responsible	Target Completion Date	Comment	Task Status/Completed/Outstanding
12.0	RESOURCES				
12.1	Event Chairman				
12.2	Event Secretary				
12.3	Technical/Tournament Director				
12.4	Safety Officer.				
12.5	Medical Officer				
12.6	Video Manager				
12.7	Video Operators (minimum of two)				
12.8	Course Crew & Pick-up Drivers				
12.9	Dock Marshall's				
12.10	Commentators				
12.11	Rescue swimmer				
12.12	Computer Technician				
12.13	Welcoming Host				
12.14	Press and Publicity Officer				
12.15	Secretary to the Chief Judge				
12.16	Radio Custodian				
12.17	Boat Mechanic/Engineer				
12.18	Functions Manager				
12.19	Sponsorship Manager				
12.20	Web Site Manager				

EVENT CHAMPIONSHIPS TASK TRACKING SHEET					
Item	Task	Person Responsible	Target Completion Date	Comment	Task Status Completed/ Outstanding
13.0	ADMINISTRATION				
13.1	Schedule of Events				
13.2	Contact numbers for local Hospital & Ambulance Service				
13.3	Contact phone numbers/room numbers for Chief Judge/Chief Scorer/Homologator				
13.4	Contact numbers for Electrician, Computer Technician and Boat Mechanic				

APPENDIX E— INTENTION TO COMPETE



World Barefoot Water Ski Championships presented by

_____ (insert Sponsor and/or Host Federation)

_____ (insert event date and location)

We intend to enter the following team and/or individual skiers to the above World Barefoot Championships:

Federation: _____						
	Open Division		Junior Division		Senior Division	
Team Skiers	Male	Female	Male	Female	Male	Female
Slalom						
Tricks						
Jump						
Independent Skiers	Male	Female	Male	Female	Male	Female
Slalom						
Tricks						
Jump						

Federation Contact Person: _____

Federation Contact Person Email: _____

(continued on next page)

Please return this form as soon as possible or prior to the deadline of _____ (insert date) to the following people:

LOC Contact: _____

LOC Registrar Email: _____

Chairman WBC: _____

Chairman WBC Email: _____

Any Federation not meeting this requirement shall not be allowed to compete until they pay a fine of \$200 (USD) to the World Barefoot Council.

DOPING CONTROL

In accordance with the IWWF anti-Doping Rules, Doping controls will be conducted during the competition. By entering this competition, all athletes agree to be subject to doping control.

Information about the IWWF Anti-Doping program, the current IWWF AD Rules and links to the list of banned substances can be found on <http://www.iwwfed.com/> by clicking the Anti-Doping Information link at the top of the menu on the left sidebar of the homepage.

APPENDIX F—DEFINITIVE ENTRY FORM



World Barefoot Water Ski Championships presented by

(insert Sponsor and/or Host Federation)

(insert event date and location)

TO BE COMPLETED FOR EACH SKIER ENTERED. PLEASE USE BLOCK CAPITALS TO COMPLETE FORM

Return the forms to the Local Organizing Committee (LOC) Registrar, Confederation Barefoot Council Chairman, and the WBC Chairman at least 4 weeks prior to the start of competition.

Deadline: _____

LOC Registrar: _____

LOC Registrar Email: _____

Chairman WBC: _____

Chairman WBC Email: _____

Any Federation not meeting these requirements will not be allowed to compete until the Federation pays to the WBC a fine of \$10 (USD) per skier per day after the four week deadline, for each skier not officially entered.

DOPING CONTROL

In accordance with the IWWF anti-Doping Rules, Doping controls will be conducted during the competition. By entering this competition, all athletes agree to be subject to doping control.

Information about the IWWF Anti-Doping program, the current IWWF AD Rules and links to the list of banned substances can be found on <http://www.iwwfed.com> by clicking the Anti-Doping Information link at the top of the menu on the left sidebar of the homepage.

(continued on next page)

SKIER'S FEDERATION

Federation: <input style="background-color: #ffffcc;" type="text"/>			
	SLALOM	TRICKS	JUMP
Entering As	Junior/Senior/Open	Junior/Senior/Open	Junior/Senior/Open
Team Member In:			
Reserve Team Member In:			
Individually Qualified Skier In:			
Personal Information			
Family Name		First Name	
Sex		Date of Birth	

A separate sheet is to be provided for each skier entered.