

POLICIES AND PROCEDURES OF THE MOUNTAIN ZONE OF USA WATER POLO, INC.

LAST REVISED JANUARY 10, 2007

EXECUTIVE BOARD

An Executive Board will conduct the business of the Mountain Zone. This board will be comprised of Zone Officers consisting of a Zone Chair and four At-Large positions. The Executive Board will be responsible for the approval and distribution of finances for the Mountain Zone. The Executive Board will appoint one of the five officers to act as Treasurer to manage the zone finances. The Executive Board shall have all power to conduct the necessary business of the zone, implement these Mountain Zone Policies and Procedures, and approve amendments to these policies. The Zone Officers shall be elected by members of the zone and be given a term of two years or until their successors are duly elected. Such elections shall take place at the Bi-Annual Zone Meeting in even numbered years. The Executive Board shall have the power to appoint sub-committees to address special issues of the Mountain Zone's business. All matters voted upon within the Executive Board will only be approved with a majority vote and a minimum of three Executive Board members must vote for any approval.

MEETINGS

The Executive Board shall conduct meetings as necessary to implement the policies of the Mountain Zone. These meetings may take place at a single location or by means of remote electronic communications (phone, email, conference call, etc.). The meeting schedule shall be set by the Executive Board and such meetings shall take place at a minimum of twice yearly. Bi-Annual Zone Meeting shall be scheduled by the Zone Chair with input from the Executive Board.

USA WATER POLO ASSEMBLY MEMBERS

As outlined in the USA Water Polo By-Laws, each zone within USA Water Polo is required to elect five representatives to serve on the USA Water Polo Assembly, one of which must be an athlete. These Assembly members will have the responsibility to represent the Mountain Zone at the USA Water Polo Annual Meetings that take place during their term. In addition, they will act as a link between the Assembly and the Mountain Zone Executive Board by informing the Executive Board of their actions. This informing may be accomplished in person or by means of mail, email or fax. All terms for Assembly members shall be two years or until their successors are duly elected. Terms commence immediately upon election at the Bi-Annual Zone Meetings. Those seeking election to the Assembly must notify the Zone Chair at least two months prior to the date of the Bi-Annual Zone Meeting.

FUNDING

Funds are available through the Mountain Zone as managed by the Treasurer. The Executive Board, unless noted otherwise in the Policies section of this document, shall approve all requests for fund disbursements. The Executive Board may also approve funding through adoption of an Annual Budget. Items reflected in the Annual Budget do not need further approval from the Executive Board, unless the amount exceeds the budgeted amount. Additional allocation of zone funds may be applied for by submitting a written request with receipt documentation to the Treasurer who shall gain approval/disapproval from the Executive Board and be responsible for fund distribution.

POLICIES

1. **SANCTION SUPPORT** – All tournaments and events held within the Mountain Zone whose host submits a USA Water Polo sanction form to the Zone Chair for approval shall have its sanction fee paid for by the Mountain Zone. The Zone Chair shall forward the sanction form along with sanction fee to the USA Water Polo national office for processing. The tournament/event host applying for sanction must submit the sanction forms to the Zone Chair within the timing guidelines stipulated by the USA Water Polo sanction rules. The tournament/event host will be responsible for the sanction fee if the above procedure is not followed (See Mountain Zone Event Sanction Policies).
2. **TOURNAMENT REFEREES** – All USA Water Polo sanctioned tournaments and events within the Mountain Zone shall have two referees assigned to all games, except under abnormal circumstances. All referees must be registered Referee Members of USA WATER POLO and must be certified by attending a valid USA Water

Polo certified referee certification clinic, including making a passing grade on the valid USA Water Polo rules test. The validity of such certification shall be as described in the Policies and Procedures of the National Referees Committee (See Mountain Zone Event Sanction Policies).

3. QUALIFICATION FOR NATIONAL CHAMPIONSHIPS – For purposes of USA Water Polo National Championship events, the Mountain Zone receives a minimum of one entry per event. Teams interested in participating in one of these events must notify the Zone Chair at least three months prior to the start of the event to determine whether or not a qualifying event must be set up if more than one Mountain Zone team desires attending the national tournament.
4. ZONE TEAM COACHES - The Mountain Zone shall name coaches for Zone Teams in conjunction with USA Water Polo National Team Programs. The coaches will be selected by a vote of the Mountain Zone Executive Board, although Board members must abstain from voting in a particular category if they are one of the candidates. The terms of these positions will be two years and will begin on Jan. 1 of even numbered years. Coaches shall have the responsibility to select and develop athletes for their teams to represent the Mountain Zone at USA Water Polo National Camps and Tournaments, as stipulated by the National Team Programs. Coaches may select their own assistants. Coaches interested in obtaining one of these coaching assignments must inform the Zone Chair or another member of the Executive Board at least two months prior to the specified Jan. 1 term commencement. Approved travel expenses will be reimbursed upon submission of receipts. Per Diem of \$35 per day (\$10 breakfast, \$10 lunch, \$15 dinner) will be paid during travel.
5. COACH CAMP EXPENSES - The Mountain Zone will provide reimbursement funding for zone coaches that travel to USA Water Polo National Camps (this does not include private camps). The camp fee will be paid in full and plane tickets will be paid up to \$350 per round trip. If driving, a mileage reimbursement of \$.25 per mile will be paid up to \$350. Receipts are required to the zone treasurer before a reimbursement payment will be made. Discretion should be used in travel planning to reduce costs for the zone. Any expenses above the given limits must be approved by the Executive Board before reimbursement. Those coaches that wish not to have their funding reimbursed may donate their expenses to the general zone fund by not requesting reimbursement.
6. USA WATER POLO ANNUAL MEETING FEES - The Mountain Zone will provide reimbursement funding for Zone Officers, Assembly members, and Zone Team Head Coaches that travel and participate fully in the USA Water Polo Annual Meetings. The USA Water Polo registration fee will be paid in full, hotels will be paid up to \$75 per night and plane tickets will be paid up to \$350 per round trip. Per diem is not paid for these meetings. Receipts are required to the zone treasurer before a reimbursement payment will be made. Discretion should be used in travel planning to reduce costs for the zone. Any expenses above the given limits must be approved by the Executive Board before reimbursement. Those individuals that wish not to have their funding reimbursed may donate their expenses to the general zone fund by not requesting reimbursement.
7. REPLACEMENT OF OFFICERS - Any member of the Mountain Zone Executive Board that resigns or permanently moves outside of the zone will be replaced by a new officer appointed by the remaining members of the Executive Board as long as the new officer accepts the assignment. This process will continue until a new officer is properly selected.
8. USA WATER POLO MOUNTAIN ZONE EVENT SANCTION POLICIES - See separate USA Water Polo Mountain Zone Event Sanction Policies document.
9. FINANCIAL ASSISTANCE FOR NEW CLUBS – Clubs that are registering with USA Water Polo for the first time may request reimbursement for half of the cost of either the USA Water Polo Club Registration Fee or the USA Water Polo New Club Starter Kit. The request must be made to the Zone Chair.
10. NATIONAL TEAM TRAVEL FUNDING – Athletes from the Mountain Zone that are selected represent the USA may request of \$150 for domestic trips and \$250 for foreign trips for competition travel expenses not covered by USA Water Polo.