



Standard Operating Procedures

2024

SKIONEE BOARD TEAM

STANDARD OPERATING PROCEDURES

SKIONEE RED TAPE

2024

The purpose of this document is to ensure the success of the Skionee Board Team through an understanding of actions taken by the board of directors and committee and officer responsibility. This document should be used in conjunction with the bylaws of Skionee Board Team.

WHAT DOES IT MEAN?

The Skionee Board Team Board of Directors cares about you, wants you, and needs you to have a fun filled kneeboard experience. We ask that each of you join us in achieving our onward and upward growth goals that ensure the longevity of competitive kneeboarding. The Skionee Board Team has surpassed the efforts of over 700 clubs nationwide, earning the title of "USA-WS's National Club of the Year," every year since 2001. It is imperative that as we grow, we keep organized, communicate our club policy and procedures to our members, and seek cooperation and involvement from our members. Below are items to help you understand our club policy and assist those that give 100% + volunteer hours in planning club events. Your cooperation is greatly appreciated.

ROLE MODELS

Please note that the American Kneeboard Association governs alcohol policy. There will be NO alcohol consumed by competitors or officials during event hours, AKA rule 2.1, Administrative Rules. There will be NO exception to this rule. Smoking is not allowed in tournament supplied towboats or safety boats, or in competitor or officials areas, AKA rule, 7.7, Administrative Rules.

Smokers are respectfully asked to keep smoking at a minimum and in areas secluded from the younger members. It is important that we work as a Team to set a good example as role models for our younger members and all that know Skionee as the #1 club in the United States. We ask that non-event participating family members and spectators also adhere to our NO alcohol and smoking policy during event hours.

DEADLINES

The statement "postmarked by," means the postmark date stamped by the US Postal Service if you are sending by snail mail. All registration forms with fees must be included. You may hand deliver your registrations to our registrar with a day or two cushion due to snail mail delivery, however this will not guarantee your registration will be accepted. Registrations will be closed when the posted number of allowed entries is filled.

RETURNED FUNDS

If a check is returned unpaid a \$20.00 handling fee will be charged by Skionee. Only cash, cashiers' check, or a money order will be accepted for registrations after a second returned check is received.

CLOSED REGISTRATION

If this notice is posted on the website, we have filled our allotment of competitors per event. However, you may contact the registrar and let him or her know you would like to attend. The registrar will assist you with registration if there are cancellations.

NUMBER OF ENTRIES ALLOWED

The Skionee Board aggressively works to provide all competitors, officials, and their families a fun filled event with plenty of on and off water time. To do this we may limit the number of participants at the Skionee events. As we grow and acquire more officials, volunteers, sites, boats, and equipment we will increase our numbers. Class T (Record Capable Tournaments) do not have a cap on attendance.

WALK-INS

Unforeseen circumstances occasionally occur that cause cancellations, which result in last minute vacancies. We will allow walk-in registrations if we can accommodate the numbers. Late fees may apply and will be posted on event flyers if applicable.

CANCELLATIONS

If you must cancel your registration for an event, you must notify the registrar no later than 48 hours before the start of an event at which time you may ask for a refund or may designate your registration fee to be assigned to a future event. Registration fees will be forfeited with less than 48 hrs. notice.

MANDATORY

It means you **MUST** be in attendance. There will be a roll call and if you do not respond you will be disqualified from tournament participation, AKA Rule 7.0, Administrative Rules. If for any reason you cannot be on time for the MANDATORY meeting you may notify the Chief Judge via email or phone in advance of the meeting and designate a proxy stand in for you. You are responsible for knowing the content of the meeting through communication with your proxy stand-in. PLEASE NOTE. The National Championships require WRITTEN notice to the Chief Judge in advance of roll call.

PROOF OF MEMBERSHIP

Anyone participating in a Skionee tournament or sanctioned event must be an active member of USA-Water Ski & Wake Sports. Grassroot and guest memberships are allowed according to USA Water Ski & Wake Sports event policy. Please submit proof of membership with your event registration. Membership in Skionee Board Team requires USA Water Ski & Wake Sports active membership. A copy of your card must be on file with our registrar. For further information please contact our Tournament Organizer or skioneeboardteam@aol.com or 954-792-7500.

DUES

Dues to join the Skionee Board Team are set by the Board of Directors annually. Membership categories include individual and family memberships, as well as special categories set from time to time. Membership includes but not limited to, discounts for attending and participating in club events, club T-shirts, social and competitive activities and support for those giving countless volunteer hours to ensure the future of competitive kneeboarding.

POLICY FOR USE, MAINTENANCE, AND STORAGE OF CLUB EQUIPMENT

- Red Water Lake, Lake Placid, FL, is the home site for the Skionee Board Team.

Club owned equipment would be stored at one or more member residences on Red Water Lake, Little Red Water Lake or Lake Francis, and/or as approved by the Board of Directors.

- Club owned equipment must remain at the approved home site storage areas unless used for club activities. Individual members may borrow equipment by special request to, and approval of, the Board of Directors. Any borrowed equipment must be returned in the same condition as when it was checked out. Repairs or replacement on borrowed equipment will be the responsibility of the borrower. The loss of club equipment by a club member shall result in the replacement of the specific item lost at his/her own expense.

- Damage to club equipment, and/or club boat if any, at a Skionee Board Team practice or at a club event where a member is using the equipment in a proper manner, is not the fault of the individual who damaged the specific piece of equipment. The Skionee Board Team shall repair and/or replace it at the club's expense.

- Damage to club equipment, including club boat, if any, due to improper use is the fault of the individual. Said individual is then responsible for repair or replacement of damaged equipment.

- The Insta-Slalom course is considered club owned equipment but has the following additional criteria for usage.

- The slalom course when not in use will be stored at a member residence and/or as approved by the Board.

- The Board of Directors may authorize the slalom course to remain in the water for extended periods as long as no complaints are received by the Twin Lakes FLPOA, Inc. The course must be removed periodically for maintenance under the direction of the clubs equipment chair. After April 1 the course cannot be left in for extended periods of time unless approved by the Board of Director. It is the responsibility of each member to monitor the condition of the course and repair or report problems to the equipment chair. Receipts for repairs are to be submitted for reimbursement to the treasurer. Spare parts may be found in the deck box, on the dock, at the club Home Site. Members will be provided access codes to the deck box. Codes may change periodically.

- Individual members may check out the course for use on Red Water Lake. During the time that the course is checked out it must be maintained in the same condition as when it was checked out and returned in the same condition. The member that has checked it out will be responsible for the maintenance. Missing buoys must be replaced immediately. Spare parts are kept on the dock, in the dock box, stored at 156 Red Water Pt., Lake Placid, Fl. 33852. Members have access codes to the dock box. Receipts for repairs, if any, are to be submitted for reimbursement to the treasurer.
- Club members may check out the course for use on individual lakes with Board approval. During the time the course is checked out it must be maintained in the same condition as when it was checked out and returned in the same condition. The member that has checked it out will be responsible for the maintenance of the course at his/her expense.

SKIONEE BOARD TEAM, INC.

OPERATIONAL POLICY FOR “SPECIAL CATEGORY” MEMBERSHIP

BOAT OWNERS AGREEMENT

This Boat Owners Agreement outlines the requirements for use of the Skionee Board Team, Inc. club boat. The club is open to all current members of USA Water Ski and Wake Sports. Those members joining in the “Special Category,” membership should read this agreement and be willing to sign and adhere to the rules set forward.

The board of directors has the authority to set dues fees on an annual basis, limit the number of new memberships, and to enforce all rules and policies enclosed, but not limited to, as deemed necessary.

SKIING:

Practice skiing in the Skionee Board Team shall be conducted whenever a sanctioned practice is scheduled. In order to ski all requested practice times must be reserved on the official signup calendar per direction of the Board of Directors. If a club member should arrive at the practice location without prior signup they will be asked to wait until everyone else has skied. A skier is allowed one set at a time and then may ski another set after all other present club members have skied. A set is defined as six (6) passes through the slalom course; or eight (8) to ten (10) minutes of trick skiing, freestyle boarding, or some other form of skiing.

PRACTICE SITE:

The official club practice site of the Skionee Board Team is Red Water Lake. All other skiing not done at Red Water Lake will be considered "skiing on your own time" unless it is deemed an official sanctioned practice or event .

BOAT:

The boat used as the Skionee Board Team “Team Boat” will be determined by the board of directors. This boat may be owned by the Skionee Board Team or privately owned and used by Skionee Board Team members and/or members of the “Special Category,” Boat Owners. All official club practices will be sanctioned by USA Water Ski & Wake Sports and will be pulled behind this boat or a boat approved by the Board of Directors. A safety coordinator or above rated safety personal must be present for all official practices. A Skionee Board Team club driver may drive at a sanctioned club practice. Club drivers are defined as USA Water Ski & Wake Sports Trained Driver, or a sports discipline driver rated assistant or above and have paid their annual dues to USA Water Ski & Wake Sports and Skionee Board Team.

The only individuals who are allowed to take the boat out onto the lake for personal use, or to tow the boat are those club members who have the status of “Special Category, Boat Owner” in the club and have paid the membership dues in the “Special Category, Boat Owners.” The Skionee Board Team Sports WaterCraft Towing Form must also be filled out in order to tow the boat away from the practice site. The designated club “Boat Owner” on any given day or portion of a day is responsible for the well-being of the club boat on that day in accordance with Skionee Board Team policy and guidelines, USA Water Ski & Wake Sports guidelines, other binding requirements, and as a matter of good practice, insurance shall be maintained on the Skionee Board Team club boat.

BOAT RULES

- Boat is to be kept clean and free of sand, soap or other substances at all times.
- If boat is dirty, clean it.
- Boat must be thoroughly wiped down and dried after each use.
- Each “Special Category, Boat Owner” member is responsible for fuel. The assumption is each member will bring a minimum of 5 gallons each time the boat is used. Gas expenditures will be reimbursed monthly.
- All gas containers will be clean and free of debris prior to dispensing fuel into boat.
- All repairs and maintenance must be communicated with other members and receipts turned in for reimbursement.
- Boat will be safely docked using bumpers whenever possible, stored in the boat lift at the club Home Site, or on the trailer at the Home Site.
- If “beaching” of boat is required, inspect area prior to beaching boat that it is free of rocks, sticks or other debris that may damage hull.

- Guests are welcome, when a Skionee Board Team “Special Category” member checks out the boat. Special Category members must be on the boat or practice skiing.
- All guests have the same responsibilities as members to keep the boat in pristine condition. It is the responsibility of the member to communicate rules to guest(s) and member will be held responsible for damages caused by their guest(s)
- Guests are welcome, when a Skionee Board Team “Special Category” member checks out the boat. Special Category members must be on the boat or practice skiing.
- All guests have the same responsibilities as members to keep the boat in pristine condition. It is the responsibility of the member to communicate rules to guest(s) and member will be held responsible for damages caused by their guest(s)
- All non-member drivers of the boat must have a USA Water Ski & Wake Sports trained drivers rating, or sport discipline rating of assistant or higher, as well as given a thorough acclimation of lake rules, patterns, etc. If a guest damages the boat, the sponsoring member is fully and solely responsible. The “Special Category” member must be in the boat with guest drivers or boarders.
- Boat is to be used and to remain at Red Water, Little Red Water and Lake Francis unless agreed upon by ALL other “Special Category” members. No exceptions.
- At sanctioned practice guest members must complete a USA WSWS guest membership form and pay a \$7.00 per day guest fee. Skionee Board Team members take precedence over guests for practice.
- Shut off engine when not in use to keep the hours down. Turn off boat main power when done.

LOGBOOK

- A logbook will be left in the boat at all times.
- Each member must log their sets as well as every set of their guests.
- The driver will not be required to log a set unless he or she is practice skiing.
- Each member will be assessed \$10 per set which will go into an account for next year’s boat and/or maintenance. Members are responsible for guest sets as well as their own.
- If sets are not properly logged, another member has the right to log the sets.
- Monthly or quarterly bills will be sent via email for each party’s responsible sets.
- If a “Special Category” member checks out the club boat for personal use he or she must log the start and end engine hours. The hours logged will be billed monthly at the rate determined by the Skionee Board of Directors.
- In order for this to work, everyone must be fair and honest. If it is determined a member is being dishonest and not logging their sets or hours used properly, they may be cited for infraction of the rules.

CLUB BOAT DRIVERS:

Club boat drivers are those drivers that have paid their annual membership dues and hold a USA Water Ski & Wake Sports Trained Drivers rating or sport discipline drivers rating. These drivers may drive at sanctioned club practices and events according to event sanctioning requirements. These club drivers may not check the boat out for personal use.

Drivers may be “Special Category, Boat Owner” club members who are allowed to take the boat out onto the lake or tow the boat during non-sanctioned day light and evening hours. These drivers must request time frames and days desired per the current sign-up policy of Skionee Board Team. All drivers must be a minimum of USA Water Ski & Wake Sports Trained Driver or hold sports discipline ratings of assistant or higher, have paid membership dues in the “Special Membership” category, Boat Owners, and have knowledge of the following.

1. The operation and maintenance of the current club boat.
2. Water skiing driving patterns and proper driving techniques without Perfect Pass.
3. The operation of the Perfect Pass cruise control system.
4. Proper driving techniques of using Perfect Pass.
5. Knowledge of the club practice site and where all hazards might be.
6. How to trailer the boat and also back the trailer into the water.

GAS:

The Skionee Board Team does not provide gas for club members to practice ski during sanctioned practices. Club members are responsible, not the driver, to log in the official logbook the number of practice sets taken, including those of their guests. They will be billed monthly for the number of sets used at \$10 per set. Bills must be paid prior to receiving further months authorization to practice ski. The price per practice set is determined by the Skionee Board of Directors. Be sure to read and understand what is considered a practice set.

SPECIAL CATEGORY MEMBERSHIP

Skionee Board Team members that join under the “Special Category,” Boat Owners, may check out the club boat for personal use. They must reserve the day and time they plan to use the boat according to the current sign-up policy of Skionee Board Team. The beginning and ending hours on the boat must be logged in the official club logbook. The “Special Category, Boat Owner” member will be billed at per hour or portion off at the end of each month according to the rate set by the Board of Directors. Monthly bills must be paid prior to receiving authorization to use the club boat the following month. Special Category members may reserve the boat per day or any portion thereof by completing the online reservation form on the club website at www.skionee.us. The Skionee Board of Directors may limit the number of “Special Category” memberships.

ASSUMPTIONS RELATED TO “SPECIAL CATEGORY MEMBERS

- Checks payable to Skionee Board Team are due along with this signed agreement for the number of dues applicable.
- All expenses associated with the boat will be responsibility of all members. All members will be notified prior to financial decisions on the boat, i.e. repairs, maintenance, etc.
- All members will maintain boat to the extent that it is an INVESTMENT and boat will always be ready for re-sale. See use and boating rules for details.
- “Special Category,” Boat Owners are to bring a minimum of 5 gallons of gas to the boat each time they use the boat. They must log in the official logbook the gallons brought and turn in receipts for reimbursement.
- In the event a member chooses to leave the Skionee Board Team “Special Category” of membership or in the event a member is voted out, the buyout is the NADA trade-in value divided by the number of “Special Category” members.
- It is the intention of the Skionee Board Team to keep a boat no more than 2 or 3 years. All decisions on the replacement boat will be brought to the group and will be made as a group. Majority vote rules.
- Any alterations/modifications to the boat must be approved by a majority of the members.
- A member of Skionee Board Team will be elected to manage ownership and insurance requirements.
- Any person wishing to buy-in must be approved by a majority of the members. The buy-in price will be the NADA retail price divided by the number of members including the new member.
- In the event that damages are caused by any member (run aground, hit another vessel, etc.) the member involved will be solely responsible for needed repairs by a certified boat repair company as quickly as possible. Propeller damages will be assessed on a case-by-case basis.
- If it is deemed that a member has repeatedly damaged the boat, is a liability to the group, or in any way habitually violates these rules, that member can be removed from Skionee Board Team by a majority vote. See Infraction of Rules for more detail.
- It is the intention that the boat will be located at Red Water, Little Red Water, and Lake Francis at all times. The exception to this rule would be for repairs or for all members to be made aware of when and where the boat will be brought, ONLY with total agreement from the group, and the Skionee Towing Form is completed.

STANDING AND SPECIAL APPOINTEE COMMITTEES

Refer to the Bylaws and/or Standing and Special Appointee Standard Operating Procedures (SOP)

INFRACTIONS OF THE RULES

ALL members shall agree to abide by all rules as set forth in this document. Failure to abide by the rules will result in, but not limited to, the following: A 30-day suspension of member’s boat and club privileges on the first violation and a revocation of membership on the second violation. All members are given the right to be heard and appeal.

AGREEMENT

I agree to the above terms and conditions and will abide by them.

(Please sign and date)

_____ Date _____

Club Member Signature

_____ Date _____

Club Member Signature

Together **E**veryone **A**chieves **M**ore