

## **Zone Policies & Procedures**



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## I

### INTRODUCTION

#### **Section 1. USA Water Polo, Inc.**

USA Water Polo, Inc. (“USAWP”) is the national governing body for the sport of water polo in the United States. It oversees our Olympic program as well as 20 different championship events annually, such as Junior Olympics and Master’ Championships. With more than 40,000 members, USAWP is the sanctioning authority for more than 500 tournaments nationwide each year. The organization offers a variety of programs to encourage participation in the sport, including an Olympic Development Program, referee education, a coaches’ association and other educational opportunities.

At the elite level, USAWP is responsible for the selection and training of teams to represent the United States in international competition, including the Olympic Games, FINA World Championships and the Pan American Games. National team programs for younger age groups are also provided by USAWP, training tomorrow’s Olympians today.

USAWP is committed to the development of the sport nationwide. It fosters grass-roots expansion, providing a national system of affiliated clubs, certified coaches and officials. US Leagues is designed to encourage more participants at all age levels, with a special emphasis on community-sponsored activities. USAWP also recognizes excellence through its Hall of Fame, All-American and Academic All-American awards.

USAWP strives to set standards for excellence by developing internationally competitive teams, promoting a healthy lifestyle and encouraging participation and achievement for all age groups in a safe environment.

#### **Section 2. This Zone Policy & Procedure Manual**

Under USAWP’s Bylaws, the United States is divided into 11 Zones for administrative purposes. This division allows USAWP to delegate responsibility for certain of its functions and operations to local volunteers and permits local volunteers to have substantial input and control over USAWP’s activities in their locality. This Zone Policy & Procedure Manual is intended to provide all participants in USAWP Zone activities with information about the policies and procedures associated with their involvement with USAWP.

Please take the time to review this Zone Policy & Procedure Manual. It terminates and replaces any previous zone policies, memoranda and any inconsistent oral or written descriptions of the Zones’ role within USA Water Polo.

Although this Zone Policy & Procedure Manual is intended to be as comprehensive as possible, no policy and procedure can anticipate every circumstance. Thus, should any questions arise regarding the contents of this Manual or Zone policies or procedures in general, you should feel free to contact USAWP staff, who can either provide you with guidance regarding the meaning of



the provisions of this manual or cause USAWP's Chief Executive Officer or Board of Directors to consider any policy issues that are not addressed in this Manual.

## II

### MISSION & GOALS

#### **Section 3. USA Water Polo Mission Statement**

The mission of USAWP is to grow the sport of water polo throughout the United States and win medals in the Olympic Games, FINA World Championships and Pan American Games. In order to accomplish this mission, USAWP sponsors and organizes water polo competition and training programs from introductory youth Splashball programs through 60+ Masters competitions, as well as selecting and training the Men's and Women's National Teams. In addition, USAWP provides training to, and certifies, water polo coaches and referees.

#### **Section 4. Zone Mission Statement**

The eleven (11) Zones of USAWP represent the essential organizing mechanism for regional volunteerism within USAWP. Each USAWP Zone is expected to build the water polo community within its region by creating, sponsoring and overseeing leagues and qualifying tournaments, clinics, and other services. Zone activities should be self-supporting, except for certain national obligations, such as attendance at national assemblies, which will be funded by USAWP. As ambassadors for our sport, each Zone, in collaboration with the USAWP national office, should strive to enhance the growth the sport throughout the country and to promote the sport at all levels.

#### **Section 5. Goals and Expectations for Zones**

Each Zone is expected to organize, develop and promote the sport of water polo using guidelines and goals set forth by USAWP under the direction of USAWP's Director of Club and Membership Programs. The primary means of accomplishing this objective are:

- Encouraging increased water polo activity within the Zone by organizing competitions, assisting in the formation of new clubs within the Zone and facilitating training for athletes, coaches and referees;
- Informing USAWP members within the Zone regarding water polo competitions and developments within USAWP;
- Promoting USAWP member participation in the USAWP Olympic Development Program;
- Assisting in securing facilities for training and selection camps and regional training centers;



- Promoting USAWP member participation in national events by hosting national championships, national championship qualification tournaments, and regional leagues, events and camps;
- Providing oversight of local activities to ensure they are conducted in a manner consistent with USAWP's Statement of Ethics and Values, as well as the policies and procedures within this manual and USA Water Polo's Codes of Conduct for Athletes, Coaches and Referees; and
- Wisely using the resources available to the Zone to promote the sport of water polo and to increase the number of USAWP members in the Zone, and the quality of play, instruction and competition within the Zone.

### III

## USAWP GOVERNANCE OVERVIEW

### **Section 1. Board of Directors**

Except as otherwise provided in USAWP's Bylaws (Appendix A), all corporate powers of USAWP are exercised by or under the authority of its Board of Directors. USAWP's Board of Directors represents the interests of the water polo community by setting USAWP's policies and providing USAWP with its strategic direction. The day to day business and affairs of USAWP are conducted by USAWP's Chief Executive Officer, staff and volunteers, including the volunteers in each Zone.

Although the Board of Directors as a whole is responsible for USAWP's overall direction, the Board has established a number of standing committees that are charged with specific tasks. The current standing committees of the Board are:

- Audit Committee
- Compensation Committee
- Judicial Committee
- Ethics Committee
- Nominating and Governance Committee

In addition to the foregoing committees, from time to time, the Board or Chief Executive Officer may appoint such advisory task forces or committees as the Board or Chief Executive Officer believe appropriate to accomplish a particular task or to provide the Board or Chief Executive Officer with information.



## **Section 2. USAWP Company Directory**

A contact list for each of the members of USAWP's Board of Directors and USAWP's staff is attached as Appendix B.

## **Section 3. USAWP Referee Association**

USAWP has established a Referee Association (the "USAWPR") with the following duties:

- Continuing the development, education and training of referees in the United States;
- Ensuring that the USAWPR and its programs are consistent with the policies established by USAWP and the USAWPR Education and Evaluation Committee;
- Facilitating communication among all referee and coach/referee members of USAWP through the USAWPR website and direct communications from the USAWP Director of Referees;
- Simplifying and streamlining the interpretation of the FINA/USAWP Rules by writing guidelines for game principles that can be expressed on a single sheet of paper and widely circulated;
- Addressing the need to recruit more referees and provide more comprehensive training for referees;
- Creating a mechanism, possibly web-based, to allow for timely, constructive feedback for referees from athletes, coaches and other referees, as well as regular oversight from the USAWPR Education and Evaluation Committee; and
- Building a stronger, mutually respectful, partnership between coaches and referees.

## **Section 4. Masters Committee**

USAWP's masters water polo program is dedicated to the premise that the lives of participants will be enhanced through participation as an athlete in the sport of water polo. USAWP supports and encourages Masters' competitions among its members and those of other nations. The goals and objectives of USAWP's Masters' program are to:

- Encourage and promote improved physical fitness and health in adults;
- Offer adults the opportunity to participate in a lifelong fitness program through competitive water polo;



- Encourage organizations and communities to establish and sponsor Masters water polo clubs and events;
- Enhance fellowship & camaraderie among Masters water polo players;
- Promote good sportsmanship;
- Provide leadership and resources for the promotion and growth of Masters Water Polo;
- Achieve competitive excellence at all levels, in athlete performance & the conduct of events; and
- Develop broad-based participation in water polo activities.

### **Section 5. Hall of Fame Committee**

The USAWP Hall of Fame Committee is responsible for reporting to USAWP on a variety of topics including, but not limited to, the following:

- Establishing clear criteria for selection to the USAWP Hall of Fame;
- Deciding on appropriate mechanisms to fairly elect new members to the Hall of Fame;
- Working with the National Office of USAWP to maintain the "virtual" Hall of Fame on USAWP's website;
- Publicizing the criteria and efforts of the Hall of Fame and providing transparency for its process, while also ensuring confidentiality of private internal deliberation about candidates; and
- Working to establish a permanent archive so that USAWP's history is protected and available as a day-to-day resource for the organization, its members and the general public.

## **IV**

### **ZONES**

USAWP has divided the United States into eleven (11) geographical zones, each of which is comprised of one or more states and counties. Each Zone serves the interests of USAWP's members within that Zone. The eleven (11) zones of USAWP are as follows:



**Northeast Zone** - Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut, New York, New Jersey, Maryland, Pennsylvania, Delaware, West Virginia, Virginia, and the District of Columbia.

**Southeast Zone** - Tennessee, North Carolina, South Carolina, Georgia, Florida, Alabama, and Mississippi.

**Midwest Zone** – Indiana, Michigan, Wisconsin, Illinois, Minnesota, North Dakota, South Dakota, Missouri, Kansas, Nebraska, Iowa, Ohio, and Kentucky.

**Southwest Zone** – Texas, Oklahoma, Arkansas, and Louisiana.

**Pacific Northwest-Hawaii Zone** - Hawaii, Idaho, Oregon, Wyoming, Montana, Washington, and Alaska.

**Mountain Zone** - Colorado, New Mexico, Utah, Arizona and Nevada.

**Pacific Zone** - Alameda, Butte, Colusa, Contra Costa, Del Norte, Glenn, Humboldt, Lake, Lassen, Marin, Mendocino, Modoc, Monterey, Plumas, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Sonoma, Tehama, and Trinity Counties in California.

**Central California Zone** - Alpine, Amador, Calaveras, El Dorado, Fresno, Inyo, Kern, Kings, Madera, Mariposa, Merced, Mono, Napa, Nevada, Placer, Sacramento, San Joaquin, Solano, Stanislaus, Sutter, Tulare, Tuolumne, Yolo, and Yuba Counties in California.

**Coastal California Zone:** San Luis Obispo, Santa Barbara, Ventura, and Los Angeles Counties in California.

**Southern Pacific Zone** - San Bernardino, Orange, and Riverside Counties in California.

**Pacific Southwest Zone** - San Diego and Imperial Counties in California.

## V

### ZONE BOARD

#### **Section 1. General Powers**

Except as otherwise provided in these Policies and Procedures, the business of each Zone shall be conducted by the Zone Chair under the supervision of the Zone Board.

#### **Section 2. Qualifications**

Each member of a Zone Board shall: (a) be over the age of 18 years, (b) be a member of USAWP and (c) have his or her principal place of residence within the Zone.



At the option of the Zone Board, and with the prior written approval of USAWP's Chief Executive Officer, a Zone may elect to: (a) waive the residency requirement for Zone Board members and/or (b) divide the Zone in geographic regions and allocate one or more positions on the Zone Board to each of those geographic regions so as to ensure that all distinct geographic areas within a Zone are represented on the Zone Board.

### **Section 3. Number**

Each Zone shall have at least five and no more than 10 members on that Zone's Board of Directors, as determined by the Zone Board.

### **Section 4. Tenure**

The term of office of each member of the Zone Board shall be four years and shall commence on January 1 of the year immediately following the year in which the member is elected.

### **Section 5. Staggered Terms**

Each Zone shall have two groups of members on its Zone Board, Group A Members and Group B Members. Each Zone Board shall be as evenly divided between Group A Members and Group B Members as possible. The term of office for the Group A Members of each Zone Board shall commence on the second January 1 following the year in which the Summer Olympic Games are held. The term of office for the Group B Members of each Zone Board shall commence on the January 1 of the year in which the Summer Olympic Games are held.<sup>1</sup>

### **Section 6. Election of Zone Board Members**

The members of the Zone Board shall be elected by those eligible to vote as provided in Section V.7, below. Not less than sixty days prior to the last day for voting, USA Water Polo shall send an e-mail to all eligible voters: (a) notifying them that an election for their Zone Board will be held, (b) stating the deadline for voting and (c) stating the deadline for submitting nominations for the Zone Board positions that are to be filled by the election, which deadline shall be at least thirty (30) days prior to the voting deadline. Not less than twenty (20) days prior to the last day for voting, USA Water Polo shall send an e-mail to all eligible voters: (a) listing the names of all persons nominated for positions on the Zone Board, (b) if provided to USAWP prior to the deadline for submitting nominations by a nominated candidate, including a copy of a candidate statement for each nominated candidate, (c) providing instructions on how to vote and (c) stating the deadline for submitting votes. All elections for Zone Boards shall take place between November 1 and December 15 of the year prior to the January 1 on which the term of office for which the election is being held is to commence, with USAWP members eligible to vote casting their votes via their USAWP on-line

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<sup>1</sup> For example, Group A members' terms will commence on January 1, 2014 and January 1, 2018 and Group B members' terms will comence on January 1, 2016 and January 1, 2020.



membership account. Following the conclusion of balloting, USAWP shall promptly notify the then existing Zone Board and each of the nominated candidates as to the results of the election.

### **Section 7. Eligibility to Vote**

In order to be eligible to vote in an election for a Zone Board, an individual must: (a) be 18 years old, or older, on the date of the election, (b) be a current member of USA Water Polo sixty (60) days prior to the date of the election and on the date of the election and (c) be affiliated with a water polo club within the Zone in which the individual is voting or, if a member is not affiliated with any water polo club, have their principal place of residence within the Zone in which the election is being held. A member may vote in only one Zone in any election year.

### **Section 8. Diversity**

USAWP is committed to enhancing diversity at all levels. Accordingly, USAWP encourages each Zone to select diverse representatives on its Zone Board including, but not limited to, male and female Board Members, athlete, coach and referee Board Members, Board Members of different ethnic backgrounds and Board Members of different ages.

### **Section 9. Board Member Attendance**

Zone Board members are expected to attend all regularly scheduled Zone Board meetings, either in person or by telephone.

### **Section 10. Resignation, Removal and Vacancies**

A Board member's position on the Zone Board shall be declared vacant upon the Board member's resignation, removal, incapacity, disability or death. A Board member may resign at any time by giving written notice to the Zone Chair with a copy to USAWP's Chief Executive Officer. Such resignation shall take effect at the time specified in the notice of resignation and, if not specified, upon receipt of the notice by each of the Zone Chair and USAWP's Chief Executive Officer. Zone Board members may be removed at any time, with or without cause, by: (a) the affirmative vote of not less than 66% of the Zone Board members other than the Board member whose removal is being voted upon or (b) USAWP's Chief Executive Officer. Any vacancy on a Zone Board may be filled by a majority vote of the remaining members of the Zone Board. A Zone Board member selected to fill a vacancy shall serve the remaining unexpired term of the member's predecessor in office.

### **Section 11. Zone Board Meetings**

Each Zone Board shall meet not less than four (4) times per year, which meetings shall be spaced throughout the year. Zone Board meetings may be called by any one of:



(a) the Zone Chair, (b) a majority of the members of a Zone Board or (c) USAWP's Chief Executive Officer.

### **Section 12. Notice of Zone Board Meetings**

Written notice of each meeting of the Zone Board stating the date, time and place of the meeting shall be given to each of the members of the Zone Board. Notice may be delivered by U.S. mail, personal delivery, facsimile transmission or by electronic transmission (e-mail). Such notice shall be provided at least thirty (30) days prior to the date of all regularly scheduled meetings and at least two (2) days prior to the date of all special meetings. A Zone Board member may waive notice of any meeting, prior to, at, or after any meeting.

### **Section 13. Quorum**

The presence of a majority of the members of a Zone Board shall constitute a quorum for the transaction of business. The act of a majority of the Zone Board in attendance at a duly noticed meeting shall constitute the act of the Zone Board, except where these Zone Policies & Procedures specifically require a super-majority.

### **Section 14. Voting by Proxy**

No Zone Board member may vote by proxy.

### **Section 15. Action Without a Meeting**

Any action required or permitted to be taken at a Zone Board meeting may be taken without a meeting if each and every member of the Zone Board in writing: (a) votes for such action or (b) votes against such action.

### **Section 16. Transacting Business by Electronic Mail**

The Zone Board may conduct business by electronic mail if, in the judgment of the Zone Chair or the Board, the urgency of the case requires such action.

### **Section 17. Agenda**

The Zone Chair shall determine the agenda for Zone Board meetings and shall endeavor to circulate the Agenda to the members of the Zone Board in advance of each Zone Board meeting. Any member of the Zone Board may request that the Zone Chair add any item to the agenda of any Zone Board meeting.

### **Section 18. Conduct of Meetings**

The Zone Chair or, in his or her absence, the Zone Vice-Chair shall conduct all Zone Board meetings.

### **Section 19. Minutes**



The Zone Secretary shall prepare minutes of each meeting of the Zone Board. Zone Board meeting minutes shall be sent to USAWP's Director of Sports Development and shall be posted on the Zone's website, within 10 days of the Zone Board meeting to which they relate, except for minutes related to disciplinary actions, which shall be deleted from the version of the minutes posted on the Zone's website.

## **Section 20. Compensation**

Zone Board members shall serve without compensation for their services in that capacity. The Zone may elect to reimburse Zone Board members for their out of pocket expenses incurred in furtherance of the Zone's business.

## **VI**

### **ZONE OFFICERS**

#### **Section 1. Designation**

Each Zone shall have the following officers:

- (a) Zone Chair
- (b) Zone Vice-Chair
- (c) Zone Treasurer
- (d) Zone Secretary
- (e) Zone Representatives to USAWP Assembly
- (f) Zone Head Referee

#### **Section 2. Qualifications**

Each Zone Officer shall: (a) be over the age of 18 years, (b) be a member of USAWP and (c) have his or her principal place of residence within the Zone.

#### **Section 3. Selection of Zone Officers**

The Zone Board shall select each of the following Zone Officers:

- (a) Zone Chair
- (b) Zone Vice-Chair
- (c) Zone Treasurer
- (d) Zone Secretary



(e) Zone Representatives to USAWP Assembly

The Zone Board's selection of the Zone Chair shall be subject to the approval of USAWP's Chief Executive Officer. The Zone Chair, Zone Vice-Chair and Zone Secretary must be members of the Zone Board. The remaining Zone Officers may be members of the Zone Board, but need not be members of the Zone Board. USAWP's Director of Referees shall appoint the Zone Head Referee, subject to the approval of the Zone Board.

**Section 4. Tenure**

Each of the Zone Officers shall hold their office from the date upon which their appointment is made, or when required to be ratified, from the date upon which the appointment is ratified. The term of office of each of the Zone's Officers shall end on the earlier of: (a) December 31 of the year in which elections to the Zone Board are held and until their successor has been appointed and, where required, that appointment has been ratified, or (b) the Zone Officer's resignation, removal, incapacity, disability or death.

**Section 5. Resignation, Removal and Vacancies**

An officer's position with the Zone may be declared vacant upon the officer's resignation, removal, incapacity, disability or death. Any officer other than the Zone Chair may resign at any time by giving written notice to the Zone Chair and USAWP's Chief Executive Officer. A Zone Chair may resign by giving written notice to each of the members of the Zone Chair's Zone Board and to USAWP's Chief Executive Officer. A resignation shall take effect upon the date specified in the notice of resignation, or, if no date is specified in the resignation, when notice of the resignation has been delivered as provided in this Section.

Any Zone officer may be removed by USAWP's Chief Executive Officer, at any time, with or without cause by USAWP's Chief Executive Officer delivering a notice of such removal to the officer being removed and to that officer's Zone Board. Any Zone officer may be removed at any time, without or without cause, by the affirmative vote of at least 66% of the Zone Board. The Zone Head Referee may be removed at any time, with or without cause, by USAWP's Director of Referees.

Any vacancy in any Zone office shall be filled in the manner provided for the selection of the office for which a vacancy exists.

**Section 6. Authority and Duties**

The Zone Officers shall have the following authority and duties, in addition to those specified by the Zone Board:

- (a) Zone Chair –



- Coordinate USAWP activities within the Zone Chair's Zone with USAWP's Director of Sport Development;
- Work with the Olympic Development Program (the "ODP") regarding ODP Zone and Regional Teams;
- Manage Zone Championships, which will serve as National Championship Qualification Events within the guidelines set forth by USAWP;
- Communicate with USAWP members within the Zone;
- Support the Zone Head Referee and Zone ODP Referee in securing officials for Zone and National Championships;
- Develop the Zone budget;
- Work with USAWP to create advisory/volunteer committees for Zone leagues and Zone events;
- Act as the Chair of the Zone Board;
- Work with Regional Directors in the establishment and supervision of Sections and Section Chairs;
- Facilitate the development of existing USAWP clubs within the Zone and the creation of new USAWP clubs;
- Promote more USAWP playing opportunities for Zone Members;
- Assist USAWP in such other respects as USAWP may request.

(b) Zone Vice-Chair - In the absence of the Zone Chair, assumes the duties of the Zone Chair.

(c) Zone Treasurer – In consultation with the Zone Chair, develops the Zone annual budget and maintains the Zone's financial records.

(d) Zone Secretary – Maintains minutes of all Zone Board meetings and performs such other duties as may be specified by the Zone Chair.

(e) Zone Representatives to USAWP Assembly – Represents the Zone at the USAWP Assembly, including voting for members of the USAWP Board of Directors.



- (f) Zone Head Referee –
- Facilitates Zone referee recruitment, training and continuing education;
  - Oversees assignment of referees for all USAWP sanctioned events within the Zone;
  - Becomes familiar with current Referee Rating/Certification Program and the process for establishing & maintaining levels of Rating/Certification;
  - Abides by the policies and procedures of the USAWPR as set forth by USAWPR's Education and Evaluation Committee;
  - Becomes a conduit for communication among all Zone referees, the Zone Board, USAWP, the USAWPR and USAWPR's Education and Evaluation Committee;
  - Maintains records tracking all registered referees in the Zone, their contact information, referee certification levels and other pertinent data;
  - Provides periodic reports to the Zone Board regarding matters pertaining to referees within the Zone

### **Section 7. Compensation**

No officer of a Zone shall receive compensation for his or her services as such; provided that the expenses of any Zone officer incurred in connection with the Zone's business may be reimbursed.

## **VII**

### **COMMITTEES**

Each Zone may establish such committees as the Zone Board may determine to carry out the business of the Zone including, without limitation, committees charged with carrying out the business of the Zone within a specified geographical area of the Zone. All such committees shall have such authority and duties as the Zone Board may specify and shall be composed of individuals appointed by the Zone Board.

## **VIII**

### **ZONE MEETINGS**



## **Section 1. Purpose**

Each Zone shall hold a meeting open to all USAWP members resident within the Zone at least one time per year, during the fourth quarter of the year, and at such other times as may be determined by the Zone Chair, the Zone Board or the Chief Executive Officer of USAWP. The purposes of the Zone meetings shall be to: (a) provide a forum in which the Zone Officers can report to USAWP members within the Zone regarding the Zone's accomplishments and plans for the future and (b) discuss such other and further matters as may be determined by the Zone Board or USAWP's Chief Executive Officer, or requested by one or more USAWP members residing in the Zone.

## **Section 2. Place**

Each Zone meeting shall take place at a time and place to be set by the Zone Board. In considering the location of a Zone meeting, the Zone Board shall give due regard to selecting a location that is likely to promote attendance by the greatest number of USAWP members within the Zone and to alternating locations for the meeting within the Zone so as to equitably spread the burden of travel to Zone meetings among USAWP members within the Zone. Zone meetings may take place at multiple locations provided that: (a) the meetings are held at the same time and (b) the locations are connected to one another via telephone and/or video phone.

## **Section 3. Agenda**

The Zone Board shall publish an agenda for each Zone meeting on the Zone's website no later than thirty (30) days prior to the Zone Meeting.

## **Section 4. Notice**

Except in cases of exigent circumstances, notice of each Zone Meeting shall be provided to all USAWP members within the Zone via e-mail and by posting notice of the meeting on the Zone's website at least thirty (30) days prior to the meeting. All such notices shall include: (a) the date time and place(s) of the meeting, (b) a proposed agenda for the meeting, (c) information as required to allow persons receiving notice of the meeting to participate in the meeting via teleconference, (d) the telephone conference calling number and access code (if required) for persons desiring to attend the meeting via telephone conference call and (e) such other and further information as the person providing notice of the meeting deems appropriate. In cases of exigent circumstances, notice of the meeting shall be provided as soon as is reasonably practicable.

## **Section 5. Remote Participation in Zone Meetings**

The Zone Board shall provide a means for USAWP members to participate in each Zone meeting via telephone conference call including: (a) assuring that conference calling equipment capable of permitting remote participants to hear the discussion at the Zone meeting is available at the site of each Zone meeting, (b) assuring that conference calling equipment capable of permitting persons in attendance at each Zone meeting to



hear comments made by remote participants and (c) providing the telephone number and access code (if required) to all Zone members in the notice of the Zone meeting.

## IX

### DISCIPLINE

#### **Section 1. USAWP Codes of Conduct**

USAWP has adopted Codes of Conduct that prescribe the conduct expected of USAWP athlete members, coach members and referee members. Those Codes of Conduct are subject to periodic amendment by the USAWP Board of Directors. The Code of Conduct in effect at the time of an alleged violation of a Code of Conduct applies to the alleged violation, even if the Code of Conduct has been subsequently amended. Zone members are expected to abide by the USAWP Codes of Conduct. Zones shall not adopt their own Codes of Conduct.

#### **Section 2. Enforcement by Zone Chair**

Zone Chairs are authorized to enforce USAWP's Codes of Conduct within their Zone by suspending the USAWP membership of an athlete, coach or referee who the Zone Chair determines to have violated the applicable USAWP Code of Conduct, provided that such suspension shall not be for a period of greater than seven (7) days.

#### **Section 3. Enforcement by Zone Board.**

A Zone Board, by a majority of a quorum of the Zone Board, may enforce USAWP's Codes of Conduct within its Zone by suspending the USAWP membership of an athlete, coach or referee who the Zone Board determines to have violated the applicable USAWP Code of Conduct, provided that: (a) the person alleged to have violated a USAWP Code of Conduct is afforded a hearing before the Zone Board, which hearing may be by telephone conference call and (b) such suspension shall not be for a period of greater than thirty (30) days inclusive of any previous suspension imposed by the Zone Chair for the same alleged infraction.

#### **Section 4. USAWP Grievance Process**

In the event that a Zone Chair or a Zone Board determine that the suspension of a USAWP member's membership for a period of greater than thirty (30) days may be warranted for a violation of a USAWP Code of Conduct, the Zone Chair or the Zone Board may file a grievance against the person who is alleged to have violated USAWP's Code of Conduct in accordance with the grievance process specified in USAWP's Bylaws and Codes of Conduct; provided that no fee need be paid in connection with such grievance. Such grievances shall be heard and determined by a Hearing Panel appointed in accordance with USAWP's Bylaws and the determination of the Hearing Panel may be appealed as provided in USAWP's Bylaws.



## **Section 5. Appeal from Zone Chair and Zone Board Enforcement**

Any member of USAWP who is suspended in accordance with these Policies and Procedures may appeal such suspension by filing a grievance in accordance with USAWP's Codes of Conduct and Bylaws, provided that no fee need be paid in connection with such grievance. Such grievances shall be heard and determined by a Hearing Panel appointed in accordance with USAWP's Bylaws and the determination of the Hearing Panel may be appealed as provided in USAWP's Bylaws.

## **Section 6. Suspension**

Any suspension of a USAWP's membership in accordance with the provisions of these Policies and Procedures shall be effective worldwide, and not just within the Zone that imposes the suspension.

**X**

## **CONFIDENTIALITY**

During the course of their duties, the members of Zone Boards and Zone Officers may become privy to confidential information including, but not limited to, information pertaining to: (a) USAWP's members, such as their names, ages, gender and contact information (including e-mail addresses, post office addresses and telephone numbers) and (b) disciplinary proceedings. Zone Board members and Zone Officers shall maintain the confidentiality of all such information and shall not disclose any such information except as may be necessary in the performance of their official duties on behalf of the Zone in which they serve. Without limiting the generality of the foregoing, Zone Board members and Zone Officers shall not use any confidential information that they may obtain as a result of their position in a Zone for any commercial purpose including, but not limited to, selling mailing lists including USA Water Polo members or sending mass solicitations to USA Water Polo members for the purchase of any product or service.

**XI**

## **AMENDMENT**

These Zone Policies and Procedures have been adopted by USAWP's Board of Directors and may be amended by USAWP's Board of Directors at any time. Should any USAWP member believe that an amendment to these Zone Policies and Procedures would further USAWP's interests, they are encouraged to communicate their suggested amendment to USAWP's Chief Executive Officer.

**APPENDIX A**  
**USA Water Polo Bylaws**

## APPENDIX B

### USA Water Polo Board of Directors:

<b>Board Chair, Director – Independent</b> Michael Graff michael.graff@warburgpincus.com	<b>AAC Alternate Rep, Athlete Director</b> Ellen Estes Lee ellenesteslee@gmail.com
<b>AAC Representative, Athlete Director</b> Ryan Bailey Ryan.Bailey@fnf.com	<b>Director - Independent</b> Sheldon Pang spang@freepoint.com
<b>Director - Independent</b> Rudy Baldoni rudybaldoni@gmail.com	<b>Director - Independent</b> Victoria B. Rogers vbrogers@rosehillsfoundation.org
<b>Director - Independent</b> RoAnn Costin rcostin@wildernesspoint.com	<b>Director - Independent</b> Jeremy Laster jlaster@ranchomv.com
<b>Secretary, Director - At-Large</b> Richard Esterkin resterkin@morganlewis.com	<b>Athlete Director</b> Jessica Steffens jmsteffens@gmail.com
<b>Director - Independent</b> Ray Kennedy raykennedynb@gmail.com	<b>Director - Independent</b> Robert Sternfels robert_sternfels@mckinsey.com

## USA Water Polo Staff:

<b>Position</b>	<b>Name</b>	<b>Email</b>
High Performance Director	John Abdou	jabdou@usawaterpolo.org
Women's Senior National Team Manager	Jen Adams (Funakura)	jadams@usawaterpolo.org
Membership Events Manager	Layla Behzadian	laylab@usawaterpolo.org
Chief Financial Officer	Jim Callahan	jcallahan@usawaterpolo.org
National Director of Referees	Jim Cullingham	jcullingham@usawaterpolo.org
Director, Club & Member Programs	Claudia Dodson	cdodson@usawaterpolo.org
Director of Marketing	Jeff Dyrek	jdyrek@usawaterpolo.org
Travel Manager	Jo Fielder	jfielder@usawaterpolo.org
Sport Growth Specialist, Southeast Zone	Nick Gaffey	ngaffey@usawaterpolo.org
Finance Coordinator	Fay Hu	zhu@usawaterpolo.org
Chief International Delegate	Takeshi Inoue	waterpolo@me.com
Women's National Team Assistant Coach	Dan Klatt	dklatt@usawaterpolo.org
Men's National Team Assistant Coach	Jack Kocur	jkocur@usawaterpolo.org
Women's National Team Head Coach	Adam Krikorian	akrikorian@usawaterpolo.org
Chief Advancement Officer	Stephanie Krogius	skrogius@usawaterpolo.org
Executive Assistant to the CEO	Mai Lam	mlam@usawaterpolo.org
ODP Manager	Anne Laurence	alaurence@usawaterpolo.org
Receptionist/Administrative Assistant	Yiyon Lee	ylee@usawaterpolo.org
ODP Women's National Technical Director	Marcelo Leonardi	mleonardi@usawaterpolo.org
Membership Services Coordinator	Kat Manderino	kmanderino@usawaterpolo.org
Video Producer	Jake Mater	jmater@usawaterpolo.org
Men's Senior National Team Manager	Rick McKee	rmckee@usawaterpolo.org
Associate Director, Sport Development	Christy Medigovich	cmedigovich@usawaterpolo.org
Director of Communications	Greg Mescall	gmescall@usawaterpolo.org
Marketing Coordinator	Annalece Montgomery	amontgomery@usawaterpolo.org
Women's National Team Assistant Coach	Chris Oeding	coeding@usawaterpolo.org
Athletic Trainer WNT	Ashley Pierce	apierce@usawaterpolo.org
Chief Executive Officer	Chris Ramsey	cramsey@usawaterpolo.org
Chief Operating Officer	Marty Samuels	msamuels@usawaterpolo.org
Human Resources Manager	Gayle Shanks	gshanks@usawaterpolo.org
Men's National Team Head Coach	Dejan Udovicic	dudovicic@usawaterpolo.org
Development Coordinator	Phil Woledge	pwoledge@usawaterpolo.org