The Midwest Zone is happy to host and provide high quality events that promote the sport of water polo through tournaments, camps, and clinics. This document will outline the basic expectations for host clubs for an event. The Midwest Zone will also assist with funding, and organization:

Zone Board Responsibilities

- Secure Venues
    - Fill out USAWP paperwork
        - Insurance, set up online registration, pay rental fees, collect registration fees
- Apparel
    - The zone board can assist in providing event t-shirts and awards
- USAWP Banners

Host Club Responsibilities

- Secure Venues
    - Investigate and make sure Venue is appropriate for the event, inform JO committee they are willing & able to host (final hosting site decision goes to the JO Committee/Zone Board) - submit request to host by March 1st.
    - Venues should meet JO tournament specifications and be all-deep where possible
- Event Management
    - Provide Security
    - Table Workers/Tournament Volunteers (Admissions, Apparel sale)
    - Hospitality

        - Food Should be provided for officials
    - Provide an Emergency Action Plan
        - This is mandatory
        - Location of the ER
        - Ice for minor injuries
        - Trainer, if possible
    - Admission
        - Recommended host site charges admissions
        - May be shared with Zone Board
        - Suggested $10 for weekend
    - Concessions - optional, 100% on host site

Tournament Handbook

1. Hosting requirements
2. Hosting responsibilities
3. Referee
4. Tournament Management

Pool Manager

- sets up the pool
- Staffs the table
- Monitors locker rooms
- Hospitality for officials
- Handles the facility end of the sport

Head Referee

- Sources and assigns qualified officials
- Is on site for every game to evaluate every game and provide direct feedback afterwards
- Facilitates paying the officials after the tournament
- Handles the legislative end of the sport

Tournament Director

- Midwest zone board member on site for the tournament
- Oversees admissions, t shirts and zone income driving activists
- On deck to make sure the product is up to standard - dress code, teams wearing same uniform etc.
- Responsible for ordering tshirts and other event specific memorabilia (bag tags)
- Handles the business end of the sport

Disciplinary Committee

- the 3 branches of government