

**Northwest Division
Meeting held October 26, 2016 10:00 PM EDT**

Attending: Tom Tracey, Assistant Commissioner; Oregon State University, Jasmin Kennard; Washington State University, Corilynn Higa; University of Washington, Elizabeth Lipps and Rudy Ramirez; Western Washington University, Daniella Navarro

The call opened with the Assistant Commissioner reminding everyone that the purpose of the call was to determine potential competition sites and dates as well as run through a series of reminders from the office.

The schedule was the first item on the agenda as well as teams' conflict dates. The Assistant Commissioner reminded the division of the previous season's scheduled sites and dates. Teams were asked who was interested in hosting as well as when their facility was available. Washington, Washington State and Oregon State expressed interest. Washington also expressed interest in adding a "B" squad into the division. This would increase the division to eight teams if all teams return.

Dates were determined as follows:

February 25-26	OSU (Osborn Aquatic Center)
March 4-5	Washington State
April 8-9	Washington* (Championship)

Portland State and Oregon could also potentially host the championship and should check on availability. Washington would have the first option to host as they had representation on the call. The Assistant Commissioner will follow up with both programs in regards to their participation as well as their ability to host.

Note: Rudy Ramirez of Washington questioned why the Northwest Division wasn't hosting nationals. Tom Tracey explained only Oregon State had the option to host this season as long as there were no similar hotel issues which there was with OSU Mothers' Weekend. Rudy and Tom had a separate phone conversation in order to avoid taking up more time from the scheduled conference call. It was determined on the separate call, and based on the confusion caused by a conversation at the previous championship site, that only Washington from the Northwest Division would have the option to host the 2018 nationals if their facility was available but this must be determined prior to the conclusion of the upcoming season. Otherwise, it would move on accordingly to the next scheduled hosting division.

Hosts were reminded to complete the Pool Reservation Form, found under the Forms section on the website. Schedules can be completed and hotels reserved once these forms are submitted.

The call concluded with the Assistant Commissioner running through a series of updates from our communications, membership services and multimedia departments. Additionally, leadership was reminded that all necessary team forms are found on the website under the Forms Tab. This includes the Participation Agreement that needs to be submitted by the Club Supervisor before December 15th. After the form is submitted, teams have until January 15th to remove themselves from the league without penalty. Likewise, Team Leaders need to turn in their Media Guide Info using the form on the website by January 15th. Emails for players should be included so athletes can be notified when games within the division will be streamed.

The Assistant Commissioner mentioned the streaming program now features a remote announcer and includes graphics in an effort to enhance the broadcast even further. Hosting Institutions can now select if they are interested in streaming games at their location on the Pool Reservation Form. Teams were reminded there is minimal work required of the host as the league office will contact the appropriate departments to set up the stream and arrange the camera operators.

All teams were urged to complete an Evaluation Form about the officials and the tournament following each of the competitions. These form are found under the Forms tab of the website. If you are unsure of which referee you are evaluating, go to the officiating section and click on their picture for easy identification as well as use the Referee Assignment page to confirm the names of officials assigned to the event.

Teams were encouraged to send in pictures or story leads to promote their programs and enhance the interest of the website. Likewise, Team Leaders should take advantage of the Player of the Week program and nominate athletes each week, regardless of whether the games are within the CWPA league play or non-conference. Those selected are featured on the website and several other media outlets utilized by the league.

The Assistant Commissioner mentioned the requirement for Team Leaders to review the Team Orientation webinars as well as involving younger members of their team to be involved in leadership roles. The program consists of three webinars and can be accessed via the Membership Page. There is also an optional fundraising webinar that provides some great tips.

The Assistant Commissioner discussed the Kap7 Affiliate Program and reminded teams of their 10% discount to all league members on purchases of equipment and apparel. KAP7 is committed to the sport of water polo and always available to teams beyond just their needs for equipment.

Finally, teams were reminded to update their contact information using the link on the Membership page.

