

**Southeast Division**  
**Meeting held November 2, 2016 4:00 PM EDT**

Attending: Tom Tracey, Assistant Commissioner; University of Central Florida, Annaliese Bullock; Florida State University, Jana Stevenson and Kelsey Lehman; University of Florida, Katie VanDeventer; Emory University, Jocelyn Bilkey and Alison Gartley

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 as well as the request to have officials work both sides of the course whenever possible. Teams were asked who was interested in hosting as well as when their facility was available. Florida, UCF, Emory and FSU all expressed interest. The Assistant Commissioner reminded everyone that teams who didn't host the previous year had first opportunity this year.

The representatives on the call determined a three tournament season was their first choice, the following tentative dates were determined with UCLA and possibly Cal Poly and Long Beach hosting based on pool availability:

February 25-26	Central Florida (Backup Feb. 18-19)
March 25-26	Florida
April 8-9	Emory (Championship)

Emory expressed concern with fielding a team on April 8-9 unless they were able to host. Teams agreed to allow them to host the championship weekend. Additionally, teams voted unanimously in favor of February 25-26 as the first tournament date with February 18-19 as the backup if needed. It was determined that FSU would be the backup site for Central Florida and Central Florida for the Florida date if needed. Both Central Florida and Florida planned to enter "B" Squads again this season. The Assistant Commissioner will reach out to Georgia to confirm they know the dates as their school did not have a representative on the call.

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 forms 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.