

# **Judges and Scorers Policy Manual**

(Revised March 2017)

#### **PURPOSE**

The AWSA Judges and Scorers Development Program is designed to provide each official with the experience and knowledge necessary to create the best possible environment for competitive water skiers. It is the goal of this program to improve the skill levels of these officials while ensuring consistency of expertise nationwide. Advancement to all rating levels (Assistant, Regular and Senior) is achieved through the three steps of participation, education and evaluation, common to all AWSA officials' development programs.

#### STEP ONE - PARTICIPATION

There are quantitative requirements to be met to attain, maintain or upgrade a Judge or Scorer rating. Typically, these requirements are attained by working in a variety of capacities at tournaments, sanctioned by USA Water Ski/AWSA, to gain experience. AWSA publishes "Quantitative Requirements for Advancement and Renewal" for all levels of Judge and Scorer.

**Three, Two or Single Event Ratings:** An individual working to acquire, maintain, or upgrade a rating must complete the quantitative requirements for each event for which he is seeking/maintaining the rating.

**Rating Maintenance:** Assistant, Regular and Senior Judges and Scorers need to complete the tournament requirements published in AWSA's "Quantitative Requirements for Advancement and Renewal" to maintain their ratings during each biennial period.

**Rating Upgrade:** There are quantitative requirements to be met to advance to Regular or Senior Judge/Scorer. Work performed should be recorded on the scoring computer's data file at each tournament, and should also be recorded by the official on the Tournament Officials' Record sheet as a backup. It is the responsibility of the official to ensure that his work is accurately recorded, and for verifying that their work credits are posted to the online Officials Record.

Aspiring Assistants: Individuals seeking an assistant's rating use an "AWSA Application for Assistant Judge" or "AWSA Application for Assistant Scorer" form, available on USA Water Ski's Web site, which lists the duties to be performed to acquire the rating. Each of these duties must be completed within a three-year time frame. Once the completed form is sent to USA Water Ski and verified, the aspiring official will receive an e-mail notification with instructions on how to print an official's qualification card indicating an Assistant Judge or Scorer rating. Aspiring officials 13 years and older may complete (for credit) the requirements for becoming an Assistant Judge or Scorer, so they will be immediately eligible to become an Assistant Judge or Scorer upon reaching the age of 15.

#### **Tournament Credit**

Officials should hold the necessary rating (Senior, Regular or Assistant) to work each class of tournament (R, L, E, C or F) as set forth in the AWSA Rule Book. To receive credit for judging a slalom or tricks event, an official must serve as an event or boat judge. For the jumping event, credit is given for shore or boat judging, or oper-

ating the jump measurement system. When using video jump measurement, the keyboard operator may receive credit for working the event as both a judge and a scorer. To receive credit for scoring a slalom or jump event, an official may score on the computer or on paper when no computer is available, or assist the computer operator as "paper backup". To receive credit for scoring a trick event an official may assist in reconciling and totaling the trick scoring forms or scoring on the computer. In all cases, at least six (6) skiers must be judged/scored, to receive tournament credit.

**Multiple Officials' Rating Credit:** An individual is eligible to serve as a judge and/or scorer at a tournament and receive credit for each official's rating. However, only one credit is awarded per official's rating category (judge or scorer) per tournament. For example, although an individual is an Assistant Chief Judge and may also judge one or more events at a tournament, a single tournament rating credit as judge is earned.

#### **GrassRoots Tournament Credits:**

- Rated judges and scorers receive <u>maintenance credit only</u> for work at GrassRoots tournaments. Work at GrassRoots tournaments does not count toward rating upgrades.
- Aspiring assistant slalom judges or scorers may obtain quantitative credit towards becoming an Assistant Judge or Scorer at <u>Grassroots</u> slalom tournaments. The quantitative requirements are the same as for aspiring assistants working at Class C tournaments, except no judging supervision is required by a Regular or Senior Judge. Chief Scorer approval of work performed is required for scoring. Upon completion of the quantitative requirements, the aspiring assistant slalom judge must review an instructional manual and pass a take home test. There is no such requirement for scoring.

Regional Tournament Credit for Aspiring Senior Officials: Credit may be obtained by work performed at either a Regional or National tournament, including work at both tournaments during the same year. The NCWSA All-Stars and Nationals shall not count toward fulfilling the quantitative requirement of Regional Tournament attendance for upgrading to Senior. An aspiring Senior Judge or Scorer may apply to their regional Judges and Scorers Committee representative for an exception to substitute work at a large Record Tournament (50+ athletes) to be counted towards up to two (2) of the Regional/National Tournament credits required to upgrade.

Record Tournament Credit for Assistant Officials: Except at the National Tournament, Assistant Judges and Scorers may receive credit for working an event at a Record Capability tournament as set forth in AWSA Rule 15.05(c), or when an event is worked under the "direct supervision" of one of the event officials who is responsible for judging or scoring the event. "Direct Supervision" means that the supervising event official must be physically present with the assistant official during the event. The supervising event official must meet all applicable rating and other requirements with respect to the event, and shall be responsible for judging the contestant's score. In the slalom and jumping events (and tricks event with respect to scoring only), the assistant official may initially judge the contestant's score, subject to revision or correction by the supervising event official. In the tricks event, an Assistant Judge may work as an "extra" trick judge (who shall not replace any of the event judges) whose score shall not be utilized to determine the contestant's score. Assistant officials working pursuant to this policy may receive event judging or scoring credit at Record Capability tournaments. In all cases, a minimum of six (6) skiers is required for tournament credit.

**Work Abroad:** Work performed per our guidelines in non-USA Water Ski/AWSA-sanctioned Record Capability tournaments taking place outside of the country will be credited upon submission of proof of performance to USA Water Ski.

## **Tournament Requirements**

- Pan-Am Officials: All USA Water Ski/AWSA-sanctioned Class R and L tournaments must have a Pan-Am Certified Judge on the panel.
- Non-AWSA Officials: Non-AWSA rated officials may officiate as Event Judges at USA Water Ski/AWSA-sanctioned tournaments in accordance with Rule 6.10. The majority of Event Judges must be AWSA-rated officials at Class R and L tournaments.

#### STEP TWO - EDUCATION

Education is provided through USA Water Ski-sanctioned AWSA Judges and Scorers Clinics. The three types of clinics are:

- <u>In-Person</u> typically conducted in a class room type environment. The classroom provides a more interactive environment for participant discussions.
- Online (Go-to Meeting or similar media) May be combined with an in-person clinic. This method of "virtual" attendance provides opportunities to participate in clinics that are not held locally.
- <u>Continuing Education</u> (CE) Online modules available through AWSA web site under "Officials Resources". There are modules for General, Slalom, Trick and Jump. These allow participants to work from their home at their own pace. The software remembers where you were so you do not have to complete modules in a single setting.

Clinics are conducted by Senior Judges and Scorers selected by the Regional Judges and Scorers Committee representatives. Clinic instructors may be located by going to the "Officials' Resources" section of USA Water Ski's Web site and selecting "Officials' Directory." Select the applicable checkboxes for the area to be searched and select the following options:

- Sport Discipline = "AWS"
- Rating Type = "Judge" or "Scorer"
- Level = "All"
- Check the box "Limit to Instructors Only"

There is a USA Water Ski clinic registration fee for each clinic participant. A clinic may also count as one of the required tournament maintenance credits each calendar year. For those counting two clinics toward their maintenance requirements, it is highly recommended that at least on clinic be an In-Person clinic.

Clinic Maintenance Requirements: To maintain their rating, all Regular and Senior Judges and Scorers must attend an Officials' Clinic once every four (4) years. USA Water Ski will notify all officials that they must attend a clinic early in the last year of this time frame. Single or two-event officials must attend those portions of the clinic specifically dealing with their rating, as well as all general presentations or modules. Failure to comply with clinic maintenance requirements will result in an automatic downgrade to the next lower rating.

Clinic Credit for Instructors and Participants: Clinic instructors are not required to pay a clinic registration fee but receive full credit toward clinic maintenance requirements. Both judges and scorers receive credit at a Judges Clinic. However, only scorers may receive credit at a Scorers Clinic.

Clinic Duration: It is recommended that a clinic on all three events include at least 6 hours of instruction.

## **STEP THREE - EVALUATION (TESTING FOR UPGRADE)**

The program offers single event, two event or three event as well as cross-over ratings (i.e., Senior rating in one event, Regular in the other two). Testing is both written and practical (except for Jump). Aspiring Regular and Senior Scorers will receive a rating in jump when also receiving a rating in either slalom or tricks, or both.

**Testing Procedures:** Once **ALL** advancement requirements (including a clinic) are complete for a given rating level (see "Quantitative Requirements for Advancement and Renewal"), officials wanting to upgrade should contact the USA Water Ski Officials' Coordinator. USA Water Ski will verify that all requirements have been met and explain what is necessary to complete the written and practical exams.

The Regular Judges and Scorers written tests are emailed from USA Water Ski Headquarters, completed at home as open-book and sent back to USA Water Ski for grading. For aspiring Regular Scorers, this test serves as the practical portion as well. Upon passing the written test, aspiring Regular Judges will receive an email notification from USA Water Ski Headquarters with instructions on how to locate a test administrator in their area. USA Water Ski will also copy the regional Judges and Scorers Committee representative to notify them that the official is eligible for practical testing. The Senior Judges and Scorers written tests are administered under the supervision of a test administrator. It is the responsibility of the aspiring official to contact the test administrator and arrange a convenient date and location and advise the committee representative and USA Water Ski. Aspiring Senior Judges must also take the written portion of their evaluation on the same occasion as the practical test. For aspiring Senior Scorers, both the written and practical tests are administered in this manner as well.

**Testing Opportunities:** Aspiring Regulars Judges/Scorers may take the tests on two different dates per calendar year, aspiring Senior Judges/Scorers only once.

**Written Test Format:** The open book tests for Regular Judge, Regular Scorer, Senior Judge and Senior Scorer consist of questions relating to the slalom, tricks and jump events, along with questions of general application. Passing percentages are:

Regular Judge/Scorer: 80% for each section
 Senior Judge/Scorer: 85% for each section

**Practical Test Format:** The practical exam for judges involves the use of video. Aspiring Regular and Senior Slalom Judges will call several slalom runs. Aspiring Regular and Senior Tricks Judges will call several trick runs, with tricks scores ranging from 3,000 to 5,000 points for Regular and 6,000 to 9,000 points for Senior. The applicant is evaluated on recognition of tricks. Aspiring Senior Judges are also graded on deciding credit/no credit. Passing percentages are:

Regular Judge: 80% for each event (slalom and tricks)

Senior Tricks Judge: 80% for credit/no credit; 90% for recognition

Senior Slalom Judge: 80%

The practical test for Senior Scorer is in written test format. The practical test consists of two sections of questions dedicated to each of the slalom and tricks events. There is no practical exam for Regular Scorer; the Regular Scorer written test serves as the practical test as well. Passing percentages are:

Senior Scorer: 80% for each event (slalom and tricks)

Pan Am Judge's Rating: A Pan Am judge is appointed to every USAWS sanctioned L & R (IWWF) tournament to ensure IWWF rules are followed. A Senior Judge who seeks to be appointed as the Pan Am Judge to IWWF-sanctioned events must take written and practical exams, more extensive and challenging than those for Senior Judge, to become certified by the Pan Am Tournament Council of IWWF. U.S. candidates must have held a Senior Judge rating for a minimum of five (5) years and have significant experience at class L & R tournaments. However, the Judges and Scorers Committee may be petitioned for exception to the five (5) year minimum, on a case-by-case basis. Senior Judges interested in testing should notify the USA Water Ski Officials' Coordinator who will verify that they have met the five-year requirement.

## **FAST-TRACK OPTIONS**

The following policies are offered as alternatives to meeting quantitative requirements or to expedite meeting requirements:

- Aspiring Assistant Judge Ranking List Level 8 skiers and higher may obtain an Assistant Judge's rating
  in each event that a Level 8 or higher ranking is held by sending an Assistant Judge's application, with
  the top portion completed, a written request made by the applicant, or request made by a Regular or
  Senior official on behalf of the applicant. Level 7 rated skiers may complete only those blanks on the
  application indicated with an asterisk (\*) for each event in which a Level 7 rating is held.
- Aspiring Regular Judge Assistant Judges may apply to test (in a supervised examination setting) to
  upgrade to Regular Judge in Slalom, Trick, or Jump upon:
  - a. serving as an Assistant Chief Judge (or Scorer) at 2 or more tournaments (Class C or above); or
     b. hold a current Ranking List position in the upper half of Level 8 (by event); or
     c. hold a current Ranking List position in the upper half of Level 8 in two events and overall to allow testing in the third event.
  - 2. attending a sanctioned Judges Clinic; and
  - 3. submitting a resume to the Judges and Scorers Committee for approval (by a majority vote) demonstrating that the applicant has adequate experience and knowledge (substantially equivalent to applicants participating in the traditional judges/scorers training and evaluation programs) to properly judge or score the event(s) for which an upgrade is sought. "Substantially equivalent" experience and knowledge to be demonstrated on a case-by-case basis.
- Aspiring Senior Judge Aspiring Senior Judges may reduce the number of non-Regional/National tournaments required by serving as Chief Judge more than the three minimum times. This experience will substitute for working two tournaments each time it is done, for a maximum of three times. Therefore, the aspiring Senior Judge will have served as Chief Judge for a minimum of three (3) or a maximum of six (6) countable times. This reduces the current requirement by up to three tournaments and provides more relevant experience.
  - Skiers who hold current "Elite Qualified" status on the Ranking List may also apply to test for a Senior Judges rating (bypassing the Assistant and Regular ratings) upon meeting the following requirements: (a) the skier must hold current Elite qualification (Open or Masters) in the event(s) for which the Senior Judge's rating is sought; and (b) the applicant must have attended a Judges Clinic. Skiers who hold a current Ranking List of Level 9 or higher in two events <u>and</u> overall may apply to test for Senior in the third event.

- Aspiring Regular Scorer Assistant Scorers may apply to test (in a supervised examination setting) to
  upgrade to Regular Scorer in Slalom, Trick, or Jump upon:
  - 1. serving as an Assistant Chief Judge (or Scorer) at 2 or more tournaments (Class C or above); and
  - 2. attending a sanctioned Judges Clinic; and
  - 3. submitting a resume to the Judges and Scorers Committee for approval (by a majority vote) demonstrating that the applicant has adequate experience and knowledge (substantially equivalent to applicants participating in the traditional judges/scorers training and evaluation programs) to properly judge or score the event(s) for which an upgrade is sought. "Substantially equivalent" experience and knowledge to be demonstrated on a case-by-case basis.

Senior Judges may obtain a Regular Scorer rating by attending a scoring clinic and sending a request to USA Water Ski, Attention Officials' Programs (officials@usawaterski.org)

Aspiring Regular Scorers may reduce the number of non-Regional/National tournaments required by working as follows: The aspiring Regular Scorer must, alone, set up a tournament on computer, take charge of the scoring of all events and posting scores, and submit required results and reports under supervision of the Chief Scorer. This experience will reduce the quantitative tournament requirements by one (1) tournament, and may be performed twice. Verification of this work can be provided to headquarters via email from the Chief Scorer to officials@usawaterski.org. The aspiring Regular Scorer is responsible for coordinating with the Chief Scorer to ensure work credit is reported to headquarters.

Aspiring Senior Scorer – Aspiring Senior Scorers may reduce the number of non-Regional/National
tournaments required by serving as Chief Scorer more than the three minimum times. This experience
will substitute for working two tournaments each time it is done, for a maximum of three times.
Therefore, the aspiring Senior Scorer will have served as Chief Scorer for a minimum of three (3) or a
maximum of six (6) countable times. This reduces the current requirement by up to three tournaments
and provides more relevant experience.

### **HARDSHIP**

The Judges and Scorers Committee has the responsibility of ensuring that all officials have the skills necessary to ensure skiers the best possible environment and that these skills have not eroded because of a lack of practice. There are, however, exceptional situations that prevent an official from meeting the renewal requirements. An excusable hardship involves an event or condition over which an official has no control. In other words, the event or condition is not self-imposed and personal choice has not been exercised. Each request for hardship will be considered on its own merits. The following are hardship examples and are not all inclusive:

- Excusable Conditions:
  - 1. Medical problems major injury or illness, surgery, etc.
  - 2. Military Duty
  - 3. Temporary job assignments lasting two months or more over which the official has no control
  - 4. Pregnancy
- Inexcusable Conditions:
  - 1. Non-awareness of renewal requirements
  - 2. Personal error in record keeping
  - 3. Lack of tournament attendance due to other personal activities

An individual applying for hardship may obtain the hardship petition form from USA Water Ski (officials@usawaterski.org) and should complete and return it to their regional Judges and Scorers Committee Representative. The representative will in turn forward the form with a Regional Committee member recommendation (yes or no) to USA Water Ski for circulation and voting by the National Judges and Scorers Committee. The petitioner will be informed via email from USA Water Ski on the approval or denial of his request. In most cases, a make-up clinic (online or in person) will be required in lieu of missing credits. The deadline for submission is May 31 of the year following downgrade or 60 days after official USA Water Ski notification of the downgrade, whichever is later.

#### REINSTATEMENT

Any official who is not granted renewal due to his lack of work in a given calendar year (for example, 2017) loses his rating as of January 1 of the next year (2018 in this example), although a "grace period" to complete any clinic requirements is given through May 31st of the following year. Any official seeking reinstatement after being downgraded must apply for reinstatement within five (5) years.

Judges and scorers applying for reinstatement must have held the rating applied for within the last five (5) years as verified by USA Water Ski Headquarters. Those applicants not meeting this requirement must start over again. Once an official is reinstated at a given rating, unless he is reinstated as a Senior, he regains all credit he had originally obtained toward advancement to the next rating.

Assistant Judge or Scorer: If a person has held a valid Assistant Judge's or Scorer's rating in the previous five (5) years, the individual may reinstate his assistant rating by attending a USA Water Ski/AWSA-sanctioned Officials' Clinic. The clinic registration form should clearly indicate that the person is applying for reinstatement so USA Water Ski Headquarters can verify previous tournament credits. The official should follow-up with Headquarters

Regular Judge or Scorer: If the applicant has held a valid Regular Judge's or Scorer's rating in the previous five (5) years, the individual may reinstate his Regular rating by first attending a USA Water Ski/AWSA-sanctioned Officials' Clinic. Upon completion of the clinic, the applicant must contact USA Water Ski (officials@usawaterski.org) who will in turn verify the date the rating was downgraded to Assistant and then email the appropriate written test. Upon successful completion of the written test, USA Water Ski will notify reinstating Regular Scorers via email with instructions on how to print an updated official's qualification card. Reinstating Regular Judges will be notified by USA Water Ski via email of passing the written test and readiness for practical testing along with how to locate a test administrator in their area. The regional Judges and Scorers Committee representative will also be copied. The applicant will be reinstated as a Regular official upon successfully retesting.

**Senior Judge or Scorer:** If the applicant has held a valid Senior Judge's or Scorer's rating in the previous five (5) years, the individual may reinstate his Senior rating by first attending a USA Water Ski/AWSA-sanctioned Officials' Clinic. Upon completion of the clinic, the applicant must contact USA Water Ski (officials@usawaterski.org) who will in turn verify the date the rating was downgraded to Regular and send notification to the applicant and regional Judges and Scorers Committee representative of readiness to take the written and practical testing. The applicant will be reinstated as a Senior official upon successfully retesting.

**Pan Am Judge:** A Senior Judge who also holds a Pan Am rating must meet the normal AWSA reinstatement requirements (clinic, written and practical tests) for Senior Judge except that one or both of the tests may be

waived if the Pan-Am equivalent was passed in the year for which non-renewal resulted in a need for reinstatement.

#### **RETIRED STATUS**

Regular or Senior Judges and Scorers may retire at their present rating levels provided they have held a Regular or Senior rating for a minimum of five (5) years. Retirement means that no further officiating is allowed. If during the next five (5) years, they wish to work tournaments again, they will be awarded their former ratings upon attending a clinic and successfully completing both written and practical exams. This procedure permits all officials to retire with dignity if they are no longer able to work at tournaments and have not met the requirements for Senior Official Emeritus.

To apply, the official must send a letter requesting "Retired" status to USA Water Ski, Attention Officials' Programs (officials@usawaterski.org), their regional Judges and Scorers Committee representative and their Regional Executive Vice President. USA Water Ski Headquarters will send the candidate a letter of confirmation and a certificate honoring their years of service.

## **SENIOR JUDGE OR SENIOR SCORER EMERITUS**

A Senior Judge or Scorer may be recognized as a Senior Emeritus if he has made a significant and lasting contribution to the sport of water skiing during many years of service. Although there is no application form, certain requirements, listed below, must be met. The intent is to honor these individuals, prevent forced retirement and allow them to stay in the ranks to use and share their expertise and experience.

## **Emeritus Requirements**

- 1. The applicant must have been an active Senior Judge or Senior Scorer for ten (10) years or more (need not be active at time of submission).
- 2. Official must have acted in some capacity on the National level, for example, as judge or scorer at the Nationals (appointed or assigned); member of a National Committee; Regional Councilperson; National Director; Chief Judge or Assistant Chief Judge at a Regional tournament or Tournament Director for a Regional or National tournament, etc. WSDA Nationals work is also eligible for consideration.
- 3. The applicant must send a written request to his regional Judges and Scorers Committee representative, that he be allowed to move to this position if he meets the above requirements.
- 4. The regional Judges and Scorers Committee representative must bring the application before the Regional Council of the candidate's home region to be voted on.
- 5. Upon receiving regional approval, at the request of the committee chairperson, the candidate will be presented to the National Judges and Scorers Committee for approval (2/3 vote necessary) then on to the AWSA Board of Directors for final approval (majority vote).
- 6. After final approval, USA Water Ski will notify the applicant and provide instructions on how to print an updated official's qualification card which allows the official to serve as Chief, Assistant Chief or Judge or Scorer in any tournament up to and including Class C, or as an event judge (as the equivalent as an Assistant Judge) at a Class E event.
- 7. There are no maintenance requirements for these ratings other than maintaining a current USA Water Ski membership (minimum of Supporting membership; Active membership required to officiate).

**Emeritus Reinstatement:** Emeriti are eligible for reinstatement under these same guidelines.

## **DEFINITIONS**

**Biennial Period:** The biennial period ends every odd year. For example, requirements to maintain an official's rating for the 2018-2019 period must be completed during the 2016-2017 period.

**Assistant Judge:** An Assistant Judge may serve as an Assistant Chief Judge or Event Judge in any Class C or lower tournament (and as a slalom event judge or tricks boat judge in any Class E tournament), as well as work (for credit only) under the supervision of a Regular or Senior Judge in a Record Capability tournament, as discussed elsewhere in this manual.

**Assistant Scorer:** An Assistant Scorer may score or serve as Assistant Chief Scorer or Event Scorer in any Class C or lower tournament. Assistant Scorers may also work (for credit only) at Record Capability tournaments under the direct supervision of a Senior or Regular Scorer, and under the general (not direct) supervision of a Senior Scorer and with the approval of the Chief Judge when there are not enough qualified scorers available.

**Regular Judge or Scorer:** A Regular Judge or Scorer may serve as Chief Judge or Chief Scorer in any Class C or lower tournament and as an Event Judge or Scorer at Class E or L events, but with a majority of Senior Judges in Class L events.

**Senior Judge or Scorer:** Senior Judge or Scorer is the highest national rating offered by AWSA. This official may serve as Chief Judge or Scorer or Event Judge or Scorer at all USA Water Ski/AWSA-sanctioned tournaments.

Assistant Chief Judge or Scorer: An Assistant Chief Judge or Scorer at Class C or lower tournaments may be an Assistant, Regular or Senior Judge or Scorer. At all Record Capability tournaments, except the National (Senior required) and the Regional tournaments, he shall be a Regular or Senior Judge or Scorer. His role is determined by the Chief official. At local tournaments, he may be asked to assign all judges or scorers and substitute for the Chief if necessary.

Chief Judge or Scorer: The Chief Judge or Scorer at Class C or lower tournaments shall be a Regular or Senior Judge or Scorer. At all Record Capability tournaments, he shall be a Senior Judge or Scorer. The Chief officials are responsible for ensuring the validity of the sanctioning classification and the correct implementation of all rules and for assigning all working personnel, a role that may be delegated to their Assistants or others. With the assistance of the Chief Scorer, the Chief Judge makes certain that all the necessary paperwork is forwarded to USA Water Ski's Competition Department.

**Pan Am Judge:** Class R and L tournament are sanctioned by both AWSA and IWWF. As such, a designated Pan Am Judge is required on the panel, to ensure that IWWF rules and sanctioning requirements are being upheld.

### **APPENDIX**

AWSA Officials' Development Program Description
Quantitative Requirements for Advancement and Renewal
AWSA Application for Assistant Judge
AWSA Application for Assistant Scorer
Official's Personal Performance Record
AWSA Hardship Renewal Application