

MESI BYLAWS

Ratification requires a vote of approval by $\frac{2}{3}$ of members of the House of Delegates present and voting

4.5.6 Ratify or prospectively modify or rescind policy and program established by the Board of Directors, except any action or authorization by the Board of Directors with respect to contracts or upon which any person may have relied shall not be modified or rescinded;

5.2 AT-LARGE BOARD MEMBERS – A sufficient number of athlete members shall be elected At-Large Board Members such that athletes constitute at least twenty percent (20%) of the voting membership of the Board of Directors at any given time (taking into account the Athlete Representatives). The Athlete At-Large Board Members shall meet the same requirements as the Athlete Representatives set forth in Section 6.2.1. All At-Large Board Members shall *assume office on May 1st of the year elected and shall serve until a successor takes office.* hold office from the date of their election or appointment through the conclusion of the second annual meeting of the House of Delegates following such election or appointment, or until their successors are elected or appointed.

MESI POLICIES & PROCEDURES

Ratification requires a vote of approval by a majority of members of the Board of Directors present and voting

204.5. All are expected to exhibit honesty, loyalty, *respect*, candor and professional competence in their relationships with Maine Swimming and with each other.

302 ~~Coach Representative (Elected by Coaches only in March)~~

303 Each person elected to a position shall assume office on September 1 following the election except for the *Coaches Representative*, Athlete Representative and the At-Large Athlete Board Member who shall assume office on May 1 after the election.

312.5. Conduct elections of the Coach-of-the-Year, Assistant Coach-of-the-Year, *and* Coach of the Meet ~~and the Outstanding Service Award (Volunteer of the Year);~~

314 The Operational Risk Chair shall develop safety education programs and policies for Maine Swimming and make recommendations regarding *such programs and policies same*, and the implementation thereof, to ~~the Senior Vice Chair~~, the Administrative Vice Chair and the Board of Directors.

401 ~~Typically, based on the Annual Budget, Maine Swimming will send between three (3) – five (5) members to Convention.~~ *Based on the annual budget, scheduled workshops, and discretion, Maine Swimming will send members of the slate and the Office Administrator to the USA-S Convention. The Board of Directors may choose to send additional or alternate members based on the scheduled workshops and the needs of the LSC.*

403 Each representative shall report, in writing, pertinent information to the Maine Swimming ~~House of Delegates Meeting~~ *Board of Directors within 30 days* following the convention.

502 ~~The Head Coach must submit an online non-athlete registration and pay the registration fee in addition to submitting the club membership application and fee. In addition, one athlete must be registered for the new registration year for the club application to be accepted.~~ *In addition to submitting the club application and fee, both the Head Coach and one athlete must be registered and properly certified for the new registration year before the club registration will be accepted.*

502.1. All coaches, assistant coaches, and Junior Coaches must have current certifications as required by USA Swimming and be over the age of eighteen (except Junior Coaches). ~~to be members of USA S for a club to be registered as a member of USA S and MESI.~~

502.4 A fine of \$50.00 shall be imposed against any registered year-round club that fails to have at least one voting delegate in attendance at two consecutive scheduled meetings of the MESI House of Delegates. *Any club that fails to have at least one voting delegate in attendance at the Annual Meeting of the House of Delegates will not be eligible for Athlete Reimbursement for one calendar year, to begin immediately following the Annual Meeting.* ~~Also, the club will not be eligible for Athlete Reimbursement for the year.~~

504.9. All MESI Board of Directors and Meet Directors must be registered members of Maine Swimming, Inc *in good standing.*

702 - Meet Director and Meet Director's Handbook - Each MESI sanctioned meet must have an MESI certified Meet Director. MESI shall establish and modify, from time to time; a Meet Director's Handbook, which clubs must use in the conduct of their meet. *Meet Directors must successfully complete a Meet Director Certification Course and are required to take a recertification exam every 3 years to maintain certification.*

708 ~~Time Standards – Swimming competition in the various classes and age groups shall be regulated by time standards except for the 8 and under age group. Time standards shall be given for each class, age group, distance, and stroke.~~

709.3. Unless otherwise noted in the meet information, swimmers may register on the day of the meet with the Meet Director prior to competing. The Meet Director is empowered to accept a registration for that meet only. This type of registration will incur a non-refundable administrative fee, of \$15.00 to be forwarded to the individual club hosting the meet. ~~Do they have to pay the regular registration fee PLUS the \$15 admin fee? What kind of registration is it?~~

713.5. A swimmer may compete under protest during appeal of a decision of the MESI Board of Directors ~~or the MESI House of Delegates~~ only upon presentation of a written protest and its required fee of \$100 to the General Chair.

714 ~~MESI Technical Suit Policy~~

1. Swimmers 10 years old & younger may not compete in a "Tech" suit in a Maine Swimming, Inc. sanctioned or approved competition.

2. Swimmers age 11-12 may not compete in a "Tech" suit in a Maine Swimming, Inc sanctioned or approved competition EXCEPT for winter championships, Bowdoin Open, YMCA States and the Maine Swimming International Invitational.

3. There is no "Tech" suit restriction for swimmers age 13 & over.

4. A list of the restricted suits will be posted on the MESI website and given to Meet Directors, Meet Referees and Coaches. The restricted suit list will be revised as needed.

5. The following statements shall be added to all meet information for all meets except winter championships, Bowdoin Open and the International Invitational: "SWIMWEAR: Swimmers 12 years old and younger are not permitted to wear "Tech" suits at this meet."

6. For winter championships, Bowdoin Open, YMCA States and the International Invitational, the meet information shall read: "SWIMWEAR: Swimmers 10 years old and younger are not permitted to wear "Tech" suits at this meet."

7. Meet officials, coaches, swimmers and parents are responsible for knowledge of the policy.

Remove effective 9/1/2020 when USA Swimming's rule goes into effect

1001.3. The *Meet Committee* **MESI Board of Directors** shall serve as the Committee to run the meet.

1002.4. The MESI Membership/Registration Chair shall perform a meet registration reconciliation on all entered swimmers and rule on all questions of eligibility to compete. If an entry is ruled invalid, the *Entry Chairperson* **Meet Director** shall attempt to notify the team contacts (as listed on the official entry form) of the nature of the problem to be resolved in order to permit the individual to compete. *Have we been having the Meet Director notify? Or is it the Entry Chairperson?*

1002.5. If an unregistered swimmer is entered into the meet and is not registered by entry deadline, the club will have 24 hours to get the swimmer registered and they will be fined \$200 *if the athlete remains in the meet*. The swimmer must compete as "unattached" for the meet and may not participate in relays.

1002.7. Each team may enter at least one relay in an age group (10 & U, 11-12, 13-14, Open) based on the number of swimmers having individual event qualifying times within that corresponding age group (10 & U, 11-12, 13-14, and 15 & O) as follows: 0-4 qualifiers allows 1 relay entry, 5-8 qualifiers allows 2 relay entries. 9-12 qualifiers allows 3 relays, etc. *The number of Open relay entries allowed will be based on the number of 15 & Over qualifiers.*

1006.4. The Meet Director is responsible for ensuring that all awards are presented within a reasonable amount of time after the conclusion of the meet or session, whichever is applicable. In case of a tie, the Meet Director shall ensure that duplicate awards shall be presented within 30 days of the completion of the meet.

1201 - Tiers - Funding will be broken down into the following tiers. Reimbursement for athletes is not to exceed two events per season; one Tier 1 or Tier 2 event and one Tier 3 event. *Athletes who choose to attend two Tier 3 meets and no Tier 2 meet may be reimbursed up to the Tier 2 reimbursement rate for the second Tier 3 meet.* Tier 4 events will not count toward the two event per season limit.

1301 – MESI Short Course All Star Team –

1. In years when schedule, the MESI Short Course All Star Team will be selected solely on the basis of the results of the winter championship meet.
2. Swimmers will be required to complete an application of their intention to attend the All Star Meet no later than one (1) week prior to Winter Championships.
3. Age Groups attending the travel meet will be determined annually by the All Star Committee.
4. In general, applications will be accepted for swimmers 13 and older who achieve the top two times in each of the finals of Winter Championships as long as they have an "A" time in that event. Applications will be accepted for swimmers 12 and under who achieve the top three times in each of the finals of the winter championships will as long as they have an "A" time in that event.
5. Swimmers who age up before the travel meet and after Winter Championships will be considered in the age group they are aging into, with the other swimmers moving up a place for each swimmer who ages up.
6. If one or more of the top two swimmers have not submitted an application, or are not allowed to attend (according to the Meet Policy), then the swimmers who place third/fourth and so forth will be selected to the team provided that they have an "A" time and provided they have completed an application by the entry deadline.
7. To participate in additional events once they have qualified, all swimmers, regardless of age, must meet an "A" time standard in that event.
8. Swimmers whose applications are accepted for the All Star/Zone meet must confirm acceptance at the All Star table immediately upon qualifying for the meet.
9. The selection of the relay swimmers will be the sole responsibility of the Travel Team Head Coach by selecting relay swimmers based on their best times from the past short course Winter Championships qualifying period.
10. Any swimmer transferring to Maine Swimming must be a registered member of Maine Swimming and have competed in two (2) MESI sanctioned meets during the meet qualifying period to be eligible to participate on the team.
11. The MESI Membership/Registration Chair shall review the eligibility of all swimmers that qualified for the meet prior to the entry deadline to make sure that they are all registered as year round athletes and are in good standing with MESI.
12. Swimmers and parents must sign a code of conduct. Participants may be sent home at their expense if violations of the code of conduct occur and future participation on zone teams or all star teams could be in jeopardy. If a violation occurs it may be reviewed by MESI Board of Directors to determine if future participation will be allowed.

1302 – Short Course All Star Coaches and Chaperones

1. The staff who accompanies the MESI All Star Team(s) may consist of a team manager, head coach and up to four (4) assistant coaches and up to four (4) chaperones or coach/chaperones.
2. No more than one coach may be selected from any one team. Exceptions may be made at the discretion of the All Star Committee.
3. All the coach/chaperones, team manager, assistant team manager, head coach and assistant coaches must travel with the team unless prior arrangements have been made and approved by the All Star Committee.
4. It shall be the responsibility of the All Star Committee (Admin Vice Chair, All Star Chair, Senior Vice Chair, Age Group Vice Chair, and the Coaches' Representative), to determine the criteria and selection of the Head Coach, Assistant Coaches, Team Manager, and Coach/Chaperones for AllStar/Zone Meets.
5. Coach selection will be by application. The applications will be sent to the Committee Chair, to be reviewed by the All Star Chair, Senior Vice Chair, Age Group Vice Chair, and the Coaches' Representative. The application due date will be determined annually.
6. MESI All Star/Zone Staff, including the Team Manager and any chaperones, must be members of USA S in good standing.
7. The Committee Chair of MESI shall appoint a Team Manager prior to the travel meet if the Committee Chair is not the one attending the meet as the Team Manager.
8. The Team Manager, in conjunction with the Head Coach, will prepare the tentative line up.
9. The Team Manager will complete the entry forms and submit the entries along with the appropriate fees in a timely manner; select and secure appropriate accommodations, transportation, and meals for all participants; select, order, and distribute suitable team outfits; and complete all other tasks necessary to ensure the success of the trip. The Team Manager is expected to work in close cooperation with the MESI Board of Directors, the Committee Chair, the Head Coach, the assistant coaches and all chaperones.
10. MESI will pay the Short Course All Star Team Head Coach \$400, the Team Manager \$400 and the four assistant coaches \$200 and coach chaperones \$100. The coaches must perform the specified duties. MESI will pay travel, room, and board for the Meet Staff.
11. Coaches & chaperones must sign a code of conduct. Participants may be sent home at their expense if violations of the code of conduct occur and future participation on zone teams or all star teams could be in jeopardy. If a violation occurs it may be reviewed by MESI Board of Directors to determine if future participation will be allowed.
12. Travel requirements will be reviewed annually based on the selected trip and budget. In general, swimmers, ages 11 and over must travel with the team. Swimmers, ages 10 & under, who have qualified for the meet will ride on the bus with a parent (if a bus is contracted), but the parents still have sole responsibility for their swimmers for the duration of the trip, except on the pool deck. Meals may be included as part of the 10 and under package put in place by the Committee Chair.

1304.6. MESI may provide a stipend for a coach at *the Eastern Zone Long Course Championship* long course zones *of up to \$200 when 1-4 swimmers are present and competing or up to \$400* when five or more swimmers are present *and competing* of up to \$400 and 4 or fewer swimmers are present up to \$200. MESI may provide

more funds at the discretion of the Board of Directors. Coach applications are due by midnight July 15. *Selection of the Eastern Zone Long Course Championship Coach is the responsibility of the Age Group Committee.*

1604.5. Certified officials must *maintain certification requirements per the officials guidelines posted on the MESI website.* ~~work the required number of sessions each year, as per Article 1602, in order to maintain a valid credential.~~

1803.11. At the end of each month, the Membership/Registration Chair *will forward* ~~documentation of all checks received~~ to the MESI Treasurer *when they are deposited* any checks received during the month, along with a summary report outlining all registrations processed. By the 3rd of each month, USA Swimming sends the MESI Treasurer an accounting of the amount due for USA Swimming's portion of the registrations processed during the previous month.

1807.3. Completed *financial reconciliations* ~~bank reconciliations, statements, and canceled checks~~ will be reviewed by a *person designated by the* ~~designated~~ MESI Board of Directors Member on a quarterly (or some other periodic) basis as determined by the Board. Also, the designated MESI Board of Directors Member will have access to all documentation supporting recorded financial transactions being reconciled and reviewed.

~~1807.4. The reviewer will sign and date the completed bank reconciliation to document satisfactory completion of the review.~~