

# Proposed Changes to the Policies and Procedures

May 2, 2015

## Article F1.1.B

Current: Clubs continuing to conduct a program with coaches who have failed to meet coaches' safety curriculum requirements risk termination of club membership, loss of insurance coverage, and having their swimmers changed to unattached status.

Proposed: Clubs continuing to conduct a program with coaches who have failed to meet coaches' safety curriculum requirements **will have their club membership terminated and have their swimmers changed to unattached status.**

## Article F1.2.C

Current: MSI offers an Outreach Membership for a fee of \$5.00. This athlete membership is for the calendar year; however, swimmers applying for this type of membership on or after September 1<sup>st</sup> will be issued registration cards that are valid through December 31<sup>st</sup> of the following year. In order to be eligible for an outreach membership the athlete must provide verification to MSI annually that he/she is eligible for the Free/Reduced School Lunch, Food Stamps, Aid to Families with Dependent Children, Social Security Disability Insurance, Temporary Assistance to Needy Families, Supplemental Security Income, WIC (Women, Infant & Children's Program), Medicaid, Children's Health Insurance Plan, Section 8 Public Housing, Home Energy Assistance Program and other.

Proposed: **add MaineCare to the list**

## Article F1.2.G

Current: Swimmers transferring into MSI from another LSC must complete their transfer by the entry deadline in order to be eligible to compete in any MSI Championship Meets.

Proposed: Swimmers transferring into MSI from another LSC must **be registered MSI athletes in good standing** by the entry deadline in order to be eligible to compete in any MSI Championship Meets.

## Article F1.3

Delete: The annual fee for a non-athlete family membership (two non-athlete members, related by blood or marriage,

## Article F1.3.E.

Current: All USA-S **Certified Officials, USA-S Only Affiliated Clubs' Board of Directors, MSI Board of Directors and MSI Board of Review Members, Meet Directors and anyone else that interacts directly and frequently with athletes as a regular part of their duties must successfully pass a USA-S Background Check.**

Proposed: All **MSI Board of Directors and Meet Directors must be registered members of Maine Swimming.**

Article F1.3.F

Delete: All non-athlete members are required to complete and successfully pass Athlete Protection Education. This education requirement must be updated every three years.

Article F2.2.1:

Current: All sanctioned meets and tournaments will charge no more than the following fees:

Age Group, Jr/Sr Meets:

Individual Events: \$3.00 per event

Relays: \$6.00 per entry

Paper Entries: \$.50 surcharge per event

Championship Meets and Age Group Jr/Sr Trials and Finals Format Meets

Individual Events: \$4.00 per event for all Timed Final Events and \$5.00 per event for all Prelim/Final Events.

Relays: \$12.00 per entry

Paper Entries: \$1.00 surcharge per event

Any deviation from these fees must be approved by the MSI Board.

Proposed: All sanctioned meets and tournaments will charge no more than the following fees:

Age Group, Jr/Sr Meets:

Individual Events: \$3.00 per event

Relays: \$6.00 per entry

Paper Entries: \$.50 surcharge per event

**Individual Time Trials: No more than 3 times the Individual Event Fee**

**Relay Time Trials: No more than 3 times the Relay Event Fee**

Championship Meets and Age Group Jr/Sr Trials and Finals Format Meets

Individual Events: \$4.00 per event for all Timed Final Events and \$5.00 per event for all Prelim/Final Events.

**Non-MSI Individual Events: \$8.00 per event for all Timed Final Events and \$10 per event for all Prelim/Final Events.**

Relays: \$12.00 per entry

**Non-MSI Relays: \$12.00 per entry**

Paper Entries: \$1.00 surcharge per event

**Individual Time Trials: \$15**

**Relay Time Trials: \$30**

Any deviation from these fees, **including any Swimmer Participation Fee, is subject to the 15 % MSI surcharge except in cases of a three day meet in which case the surcharge is 100 % of the Swimmer Participation Fee.**

Article M4.4.2

Current: Failure of the Meet Director to enforce all safety rules, to verify credentials of all officials, and to verify the status of all participating swimmers and coaches' certifications shall be sufficient reason for disciplinary action by the MSI Board of Directors. Disciplinary action may include fines, suspensions, denial of future meets, or any other action deemed appropriate by the MSI Board of Directors.

Proposed: Failure of the Meet Director/**Meet Referee** to enforce all safety rules, to verify credentials of all officials, and to verify the status of all participating swimmers and coaches' certifications shall be sufficient reason for disciplinary action by the MSI Board of Directors. Disciplinary action may include fines, suspensions, denial of future meets, or any other action deemed appropriate by the MSI Board of Directors.

Article M5.5.2.D

Current: Time Trial: An event or series of specified events where specified swimmers may achieve or better a time.

Proposed: Time Trial **Meet**: An event or series of specified events where specified swimmers may achieve or better a time.

#### Article M5.5.3

Current: Applications for sanction must be submitted on MSI sanction application forms at least 45 days prior to the date of the meet or at the discretion of the MSI Sanction Chair.

Proposed: Applications for sanction must be submitted on MSI sanction application forms at least 45 days prior to the date of the meet or at the discretion of the MSI Sanction Chair. **Applications must include:**

#### Article M5.5.4

Current: Applications for time trial, dual, triangular, and similar type meets not included in the sanction meet schedule must be submitted on MSI application forms 14 days prior to the event.

Proposed: Applications for time trial, dual, triangular, and similar type meets not included in the sanction meet schedule must be submitted on **MSI sanction request** forms at least 14 days prior to the event.

#### Article M6.6.1:

Current: Each applicant for an **MSI schedule** or approved meet shall submit an application to the MSI Sanction Chair a minimum of 45 days before the scheduled competition. The meet information packet that is submitted with the application for an approved meet must all required meet information sections before the MSI Sanction chair will issue the meet an approval number. A Meet Information Packet Template for a Sanction and an approved meet can be found on the MSI Website. Once the MSI Sanction Chair has returned the approval number to the host club, the host club will then submit the final meet information packet with the approval number included and team manager meet events file via e-mail to the MSI Webmaster for posting to the MSI Website. The meet will not be posted to the website until all information is provided. The meet information packet and the team manager meet events file shall not be submitted to the MSI Webmaster until the host club has received an approval number. Failure to comply may result in a fine of up to \$100.00 or other penalty as determined by the MSI Board of Directors upon recommendation from the Sanction Chair.

Proposed: Each applicant for an approved meet shall submit an application to the MSI Sanction Chair a minimum of 45 days before the scheduled competition. The meet information packet that is submitted with the application for an approved meet must **contain** all required meet information sections before the MSI Sanction chair will issue the meet an approval number. A Meet Information Packet Template for an approved meet can be found on the MSI Website. Once the MSI Sanction Chair has returned the approval number to the host club, the host club will then submit the final meet information packet with the approval number included and team manager meet events file via e-mail to the MSI Webmaster for posting to the MSI Website. **The meet will not be posted to the website until all information is provided and the host club has received an approval number.** Failure to comply may result in a fine of up to \$100.00 or other penalty as determined by the MSI Board of Directors upon recommendation from the Sanction Chair.

#### Article M7

Current:

- 7.1 A fine of \$100.00 will be charged to the host club if the following conditions are not met:
- A, The Financial Statement Form and fees are mailed in accordance with Article M15.1.A and 15.1.B
  - B. The Key Officials Form is mailed in accordance with Article M15.1.C.
  - C. Meet Results are e-mailed in accordance with Article M14.

7.2 The fee for an approved meet shall be \$25.00 per scheduled meet, which shall be returned to the host club if the following conditions are met:

- A. The Financial Statement Form and fees are mailed in accordance with Article M15.1.A and 15.1.B
- B. The Key Officials Form is mailed in accordance with Article M18.1.C.
- C. Meet Results are e-mailed in accordance with Article M17.

7.3 There shall be no sanction deposit for calendar, dual, triangular, time trials, exhibitions, benefits, camps, Swim-a-thons, clinics and similar type of activities not included in sanctioned meet schedules.

Proposed:

7.1 A fine of \$100.00 will be charged to the host club if the following conditions are not met:

- A. The Financial Statement Form and fees are mailed in accordance with Article M15.1.A and 15.1.B
- B. The Key Officials Form is mailed or emailed in accordance with Article M15.1.C.
- D. Meet Results are e-mailed in accordance with Article M14.

7.2 **The nonrefundable application** fee for an approved meet shall be \$25.00 per scheduled meet,

7.3 There shall be no sanction fee for regular calendar meets, exhibitions, benefits, camps, Swim-a-thons, clinics and similar type of activities.

**7.4 There shall be a nonrefundable \$200 sanction request fee for dual, triangular and time trial meets**

#### Article M10.10.2

Delete: An entry time will be changed when a swimmer admits to an erroneous time which places him in a faster heat, thus preventing a qualified swimmer from competing in that heat. In such cases, the A or B swimmer will be entered at "no time"

#### Article M11.11.1

Current: The official meet entry form must include each swimmers' full name (first, middle initial, last) and birth date as they were USA-S registered, USA-S Number, numbers of events that the swimmer would like to swim and their seed times for those events. The official meet entry form for clubs using Hy-Tek Team Manager will be the HYV file which will be submitted via e-mail. A hard copy of the Team Manager HYV file must accompany the e-mailed team entry by either mailing a hard copy to the meet host or by e-mail in a HTML Format, PDF Format or Word Document Format.

Proposed: **The official meet entry for clubs using team management software will be the Hy-tek, sd3 or other electronic file which will be submitted via e-mail.** A hard copy of the electronic file must accompany the e-mailed team entry by either mailing a hard copy to the meet host or by e-mailing in a HTML, PDF or Word Document Format. Paper entries may be submitted for a surcharge and the meet entry form must include each swimmers' full name (first, middle initial, last) and birth date, USA-S Number, numbers of events that the swimmer would like to swim and their seed times for those events.

#### Article M12.12.1

Current: The host organization for any sanctioned or approved meet is responsible for verifying that all swimmers, coaches, and officials participating in that meet are registered, prior to their entry into the pool. Verification of swimmers will be accomplished by doing a meet registration reconciliation with the MSI Membership/Registration Chair and for coaches and officials by requiring a presentation of a valid registration card in addition to a report for alerts in the SWIMS database. **The host organization may be subject to a \$20.00 fine for the first offense, a \$40.00 fine for the second offense by the MSI Board of Directors with a**

**recommendation from the MSI Membership/Registration Chair for each unregistered swimmer found to have competed in a meet, providing reasonable care has not been exercised in verifying the registration of that swimmer and on the third or subsequent offense, the MSI Board of Directors will determine the penalty. The club that is responsible for the unregistered swimmer may be subject to a \$10.00 fine for the first offense, a \$20.00 fine for the second offense** by the MSI Board of Directors with a recommendation from the MSI Membership/Registration Chair for each unregistered swimmer found to have competed in a meet, providing reasonable care has not been exercised in verifying the registration of that swimmer and on the third or subsequent offense, the MSI Board of Directors will determine the penalty.

Proposed: The host organization for any sanctioned or approved meet is responsible for verifying that all swimmers, coaches, and officials participating in that meet are registered, prior to their entry into the pool. Verification of swimmers will be accomplished by doing a meet registration reconciliation with the MSI Membership/Registration Chair, and for coaches and officials by requiring a presentation of a valid registration card in addition to a report for alerts in the SWIMS database. **Both the host organization and the club that enters an unregistered swimmer will be subject to a \$20.00 fine** by the MSI Board of Directors with a recommendation from the MSI Membership/Registration Chair **for each unregistered swimmer found to have competed in a meet**, providing reasonable care has not been exercised in verifying the registration of that swimmer.

#### Article M12.12.4

Current: Any person who is not authorized to be on deck at any meet sanctioned by MSI and who fails or refuses to leave when asked to do so by the Meet Director or designee is subject to a fine up to \$100 and/or disciplinary action by the MSI Board of Review. Any Meet Director of host team that fails to remove any unauthorized person from the deck of a meet sanctioned by MSI shall be liable for a fine of up to \$100 and/or disciplinary action by the MSI Board of Directors.

Proposed: Any person who is not authorized to be on deck at any meet sanctioned by MSI and who fails or refuses to leave when asked to do so by the Meet Director or designee is subject to a fine up to \$100 and/or disciplinary action by the MSI **Board of Directors**. Any Meet Director of a host team that fails to **attempt** to remove any unauthorized person from the deck of a meet sanctioned by MSI shall be liable for a fine of up to \$100 and/or disciplinary action by the MSI Board of Directors.

#### Article M13.13.1

Current: Swimmers may participate in a "Time Trial" (i.e., not compete for awards) at the Meet Director's discretion. Time trial swimmers may be required to pay the listed meet entry fees. In no case shall a swimmer exceed the "events per day limit", as specified in the USA-S Code. Time Trial entries shall not be changed after the entry is accepted by the Meet Director

Proposed: Swimmers may participate in a "Time Trial" (i.e., not compete for awards) at the Meet Director's discretion. Time trial swimmers **are** required to pay the listed meet entry fees; **including any swimmer participation fee**. In no case shall a swimmer exceed the "events per day limit", as specified in the USA-S Rules and Regulations.

#### Article M15.15.1

Current:

15.1 The meet administrative reports listed below must be mailed within fourteen (14) days after the meet **competition** to the MSI Sanction Chair, who will then forward the Key Officials form to the MSI Officials Chair and the Financial Report, Hy-Tek Team Entry Fee Report and the check for the entry meet surcharge fees to the MSI Treasurer.

A. The meet financial report and the Hy-Tek Team Entry Fee Report must be mailed or e-mail as a PDF.

B. A check to cover 15% of all the entry fees plus the \$10 participant fee for 3 day or longer meets. For approved meets, 15% of all the entry fees plus the \$10 participant fee for 3 day or longer meets applies to only USA-S registered swimmers and relays that have four USA-S registered swimmers listed.

**C. For Open Water Races, there will be a participant fee of \$4/swimmer for participants at sanctioned open water swims.**

D. The Key Officials Form must be mailed or e-mailed as a PDF. The form must be signed by the Meet Referee and Meet Director and list the people who served as referee, starters, stroke and/or turn judges, head timer and meet marshals. It must also include the start and finish time of each session.

Proposed:

15.1 The meet administrative reports listed below must be mailed **or emailed** within fourteen (14) days after the meet to the MSI Sanction Chair, who will then forward the Key Officials form to the MSI Officials Chair and the Financial Report, Team Entry Fee Report and **record of payment** to the MSI Treasurer.

A. The meet financial report and the Team Entry Fee Report must be mailed or e-mailed as a PDF.

**B. Payment** to cover 15% of all the entry fees; **15 % of the participation fee for 1 or 2 day meets or 100 % of the \$10 participant fee for 3 day or longer meets.** For approved meets, this applies to only USA-S registered swimmers and relays that have four USA-S registered swimmers listed. **The YMCA State Meet is exempt from these surcharges.**

C. The Key Officials Form must be mailed or e-mailed as a PDF. The form must be signed by the Meet Referee and Meet Director and list the people who served as **Meet Director, Meet Referee**, starters, stroke and turn judges, head timer and meet marshals. It must also include the start and finish time of each session.

#### Article M16

Current:

16.1 It is the responsibility of the host club to arrange for a proper number of officials. Failure to do so can result in not obtaining sanction for future meets.

**16.2 It is the intent of MSI that the competence of swimming officials available to support MSI be increased. The swimming official certification process is one means toward achieving this objective.**

A. Meet Sanction

1. It is a requirement that the referee, the starter and all stroke and turn officials be USA-S swimming certified.

2. For an Approved Meet you are only required to have two USA-S certified swimming officials.

B. Certification requirements for officials

1. Complete and submit application for registration as non-athlete member of USA-S and successfully pass a USA-S Background Check.

**2. Satisfactorily complete the written national test**

**a. Attend a clinic without page-section-subsection references.**

**b. After a clinic, independently, with page-section-subsection references.**

**3. Shadow with certified officials in accordance with current USA-S minimum standards.**

**C, Classes of Certification.**

1. **Probationary: Passed written test, but has not yet completed the successful practice requirement.**
2. **Active: Completed certification requirements, has worked in that capacity for a minimum of 4 sessions per year and is a member of USA-S.**
3. **Transfers from other associations:**
  - a. **Fully certified: issue a MSI certificate.**
  - b. **Other: must fulfill certification requirements for new officials.**

D. Certification is valid for 2 years after which time each official must recertify in accordance with current USA-S minimum standards.

E. Special Cases Not Covered Above. These will be decided at the discretion of the MSI Officials Chair. Championship meets shall be staffed by active officials in the position of referee, starter, and stroke and turn judges.

Proposed:

16.1. It is the responsibility of the host club to arrange for a proper number of certified officials: **one referee, one administrative referee or administrative official, one starter, and 2 stroke & turn officials.** Failure to do so may result in not obtaining a sanction for future meets or the meets being cancelled.

16.2. Meet Sanction/Approval Requirements

A. It is a requirement that the referee, **administrative referee or administrative official**, starter and all stroke and turn officials be USA-S swimming certified and be non-athlete members of USA swimming.

**B. Approved Meets must be conducted in accordance with USA-S Article 202.6 and meet the staffing requirements of a sanctioned meet.**

16.3 Certification Requirements of Officials.

**A, All officials must be certified in accordance with USA-S rules, policies and regulations.**

**B. Certifications are valid for 2 years after which time each official must recertify in accordance with current USA-S and MSI established minimum standards.**

**16.4 Special Circumstances: All instances not listed above will be decided at the discretion of the MSI Officials Committee or Officials Chair. Championship meets shall be staffed by active officials who have worked in that capacity for a minimum of 4 sessions per year.**

Article M16.16.3 (to become 16.5)

Current: Championship meets shall have a meet jury comprised of the following: Meet Director, Meet Referee, Coaches representative (or alternate in case the coach representative's team is involved in the dispute), General Chair or designee and athlete representative. Jurisdiction of the Meet Jury shall include all aspects of the meet other than the actual competition. Non-championship meets shall have a meet jury comprised of the following: Meet Director, the Meet Referee, a coach and an athlete (not from the same team as the originator of the protest).

**Proposed: For consideration of all other protests lodged at the meet, the Referee may appoint a meet jury. The jury shall consist of not fewer than three (3) and not more than five (5) persons, at least one of whom shall be a coach and one an athlete. The meet jury will decide all issues of eligibility and anything not addressed in the Meet Announcement.**

Article M17.17.4

Current: Written protests of application of rules, registration and affiliation of athlete, falsifying entries, swimming out of a classification, etc., must be filed with the MSI General Chair and must state all substantiated facts as they are known by the protestant as well as all identifying information requested in Article M17.3 above. The decisions of the MSI Board of Directors are binding on all parties involved. Appeal of the decision of this committee may be made to the MSI Board of Review at the appellant's discretion. Procedures for hearings and appeals shall follow the USA-S Rules and Regulations and Article 10 of the Maine Swimming, Inc. Bylaws.

Proposed: Written protests of the application of rules, registration and affiliation of athlete, falsifying entries, swimming out of a classification, etc., must be filed with the MSI General Chair and must state all substantiated facts as they are known by the protestant as well as all identifying information requested in Article M17.3 above. The decisions of the MSI Board of Directors are binding on all parties involved. Appeal of the decision of this committee may be made to the **Eastern Zone Board of Review** at the appellant's discretion. Procedures for hearings and appeals shall follow the USA-S Rules and Regulations and **Article 610** of the Maine Swimming, Inc. Bylaws.

#### Article M17.17.5

Current: A swimmer may compete under protest during appeal of a decision of the **MSI Board of Review** or MSI Board of Directors or MSI House of Delegates only upon presentation of a written protest and its required fee to the General Chair.

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

#### Article M18.18.1

Current: Championship meets will be held in accordance with the rules of USA-S for the conduct of championships, when possible. The official age grouping for championship meets is: 10 & under, 11-12, 12 & under, 13-14, 14 & under, 15-18, and Senior/Open. **Championship meets shall be pre-seeded and divided into sessions.**

Proposed: Championship meets will be held in accordance with the rules of USA-S for the conduct of championships, when possible. The official age grouping for championship meets is: 10 & under, 11-12, 12 & under, 13-14, 14 & under, 15-18, and Senior/Open.

#### Article M18.18.2.B

Current: The qualifying times for the MSI Championships should have participation limits based on: 32nd place, the previous year's time standard, or the coach's recommendations via the Technical Planning Chair. This process shall be reviewed in every year.

Proposed: **The qualifying times for the MSI Championships are to be recommended by the Technical Planning Committee and voted on by the coaches.**

#### Article M18.18.3

Current: Proof of Qualification for Short Course J.O. Championships only shall be submitted with each team's e-mail entries. The Proof of Qualification must be a copy of the Meet Entry Report from Team Manager sorted by name; under other options for the report include proof of time. The hard copy must be in a PDF format, a Microsoft Word format or a HTML Format. Eligible times may come from the USA-S National Times Database, **Pine Tree Cluster YMCA Database**, NCAA National Times Database, USMS National Times Database, and MPA High School Database **or meet results**. Failure to verify may result in disciplinary action as determined by the Meet Jury.



Proposed Proof of Qualification for Short Course J.O. Championships only shall be submitted with each team's e-mailed entries. The Proof of Qualification must be a copy of the Meet Entry Report from team management software sorted by name; under other options for the report include proof of time. The hard copy must be in a PDF format, a Microsoft Word format or an HTML Format. Eligible times may come from the USA-S National Times Database, **Maine** YMCA Database, NCAA National Times Database, USMS National Times Database, and MPA High School Database. Failure to verify may result in disciplinary action as determined by the Meet Jury.

#### Article M18.18.4

Current: The official team information form must be filled out completely and returned with the e-mailed entries. The following information must be include the name, e-mail address and phone numbers of a team contact to be notified in case of problems with entries. A team representative who will be the team spokesperson for all meet matters. A list of all coaches and officials from your team who will be at the meet

Proposed: The official team information form must be filled out completely and returned with the e-mailed entries. **The following information must include the names, e-mail addresses and phone numbers for a team contact to be notified in case of problems with entries, a team representative who will be the team spokesperson for all meet matters and a list of all coaches and officials from your team who will be at the meet. Entries will not be considered received until all of this information is received by the Meet Director.**

#### Article M18.18.5

Current: Relay entries and fees will be due with individual entries. All relay swimmers must be listed on the team roster/meet entry submitted at the meet entry deadline to be eligible to swim in a relay. First and last names of competing swimmers, their age, and their order of swimming shall be declared prior to the start of the relay heat. No changes will be permitted thereafter

Proposed: Relay entries and fees will be due with individual entries. **All swimmers who are MSI registered with a USA registered team by the entry deadline are eligible to compete in a relay at championships. A complete team roster as of the meet entry date will be provided by the MSI office to the Meet Director.**

#### Article M18.18.6

Current: A swimmer who has qualified for finals in an event, does not scratch, and misses the finals heat in that event without acceptable justification under MSI rules shall be barred from the remainder of the meet. A swimmer who has not scratched an event and does not report to the starting blocks in time to swim her/his preliminary or timed final heat in that event for a pre-seeded meet shall not be penalized.

Proposed: A swimmer who has qualified for finals in an event, does not scratch, and misses the finals heat in that event without acceptable justification under MSI rules shall be barred from the remainder of the meet. **During a pre-seeded meet, a swimmer who has not scratched an event and does not report to the starting blocks in time to swim her/his preliminary or timed final heat in that event shall not be penalized. In all events where preliminary heats are necessary, after the heats have been seeded, any swimmer who fails to compete in an individual event heat in which such swimmer entered and has not been scratched will be barred from all further individual and relay events of that day. The application of this penalty shall pertain to the order in which the event/heats are swum, not the numerical order of the events. Additionally, that swimmer shall not be seeded in any individual events on succeeding days unless that swimmer declares an intent to swim prior to the close of the scratch box for that day's events.**

#### Article M18.18.10

Delete scoring table

Proposed: The scoring at MSI JOs will be scoring to 16<sup>th</sup> Place as per USA Swimming Rulebook

#### Article M18.18.14

Current: Each team, with a minimum of 5 swimmers entered in a session, shall have a minimum of 1 **USA-S registered** non-athlete available for jobs (exclusive of officiating) during that session as assigned by MSI.

Proposed: Each team, with a minimum of 5 swimmers entered in a session, shall have a minimum of one (1) non-athlete available for jobs (exclusive of officiating) during that session as assigned by MSI.

#### Article M18.18.17

Current: Any new qualifier who achieves a cut time after the entry deadline of Short Course and/or Long Course J.O. Championships will be allowed to be entered into that event at the championship meet. Their entries must be submitted by Noon on the Monday preceding the meet and no swimmer will be allowed to drop an event or add a new event or updated their current seed times

Proposed: Any new qualifier who achieves a cut time after the entry deadline of Short Course and/or Long Course J.O. Championships will be allowed to be entered into that event at the championship meet. Their entries must be submitted by Noon on the Monday preceding the meet.

#### Article M19.19.1

Current: MSI shall maintain a list of record performances swum inside or outside the state of Maine by all swimmers registered with MSI for all nationally recognized senior and age group events. This list will be published on the MSI Website.

Proposed: MSI shall maintain a list of record performances swum inside or outside of **the Maine LSC** by all swimmers registered with MSI for all nationally recognized open and age group events. This list will be published on the MSI Website.

#### Article M19.19.2

Current: Record Performances must be achieved in a sanctioned, approved or observed meet (the swim must be in the SWIMS database). The records become effective upon publication of the meet results. **Records may not be set at the time trials that are held independently of a sanctioned meet. A record performance can be recognized if a time trial is held in conjunction with a sanctioned, observed or approved meet on the same day at the same facility and with the same officials**

Proposed: Record Performances must be achieved in a sanctioned, approved or observed meet (the swim must be in the SWIMS database). The records become effective upon publication of the meet results

#### Article M19.19.4

Current: A certificate will be awarded **by the MSI National Times Chair** to any MSI registered swimmer who breaks a MSI record.

Proposed: A certificate will be awarded to any MSI registered swimmer who breaks an MSI record.

#### Article M20.20.4

Current: The MSI Treasurer and Finance chair will review all swimmers requesting subsidies for eligibility. The amount of subsidy will be based on the availability of funds. Travel may be reimbursed up to 100% of costs based on round trip airfare. In addition for USA-S meets and camps, including, but not limited to: Sectionals (must have an Eastern Zone Sectional Qualifying time), Junior National Championships,

National Championships, US Open **and Grand Prix meets**, Zone Select camps, and National Select camps – reimbursement for travel to meets, including airfare, plus additional allowable expenses, such as accommodations, meals, and transportation expenses. Up to \$400 for Sectionals, **Grand Prix Meets, Legends Meets**, Zone Select camps, and National Select Camps. Up to \$800 for Junior National Championships, Short Course Nationals, Long Course Nationals, Olympic Trials, US Open, and Disabled Swimming Championships

Proposed: The MSI Treasurer and Finance Chair will review all swimmers requesting subsidies for eligibility. The amount of subsidy will be based on the availability of funds. Travel may be reimbursed up to 100% of costs based on round trip airfare. In addition, for USA-S meets and camps, including, but not limited to: Sectionals (must have an Eastern Zone Sectional Qualifying time), Junior National Championships, National Championships, US Open Championships and **Arena Pro Series Meets**, Zone Select camps, and National Select camps – reimbursement for travel to meets, including airfare, plus additional allowable expenses, such as accommodations, meals, and transportation expenses **will be considered**. Up to \$400 **will be reimbursed** for Sectionals, **Arena Pro Series, Futures Meets**, Zone Select Camps, and National Select Camps. Up to **\$800 will be reimbursed for both short course and long course Junior Nationals, short course and long course Nationals, Olympic Trials, US Open, and Disability Swimming Championships**

#### Article M21.21.1

Current: The MSI Short Course Zone Team will be selected solely on the basis of the results of the Short Course J.O. Championships. Swimmers 13 and older who achieve the top two times in each of the finals of JOs will be invited as long as they have an “AA” time in that event. Swimmers 12 and under who achieve the top three times in each of the finals of the JOs will be invited as long as they have an “A” time in that event. Swimmers who age up before the Zone meet and after J.O. 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. If one or more of the top two swimmers opt out, or are not allowed to attend (according to the Eastern Zone Policy), then the swimmers who place third/fourth and so forth will be selected to the team provided that they have a “AA” time in that event for 13 and overs and an “A” time for 12 & unders. **To participate in additional Zone events once they have qualified, all swimmers, regardless of age, must meet an “A” cut.**

Proposed: The MSI Short Course Zone Team will be selected solely on the basis of the results of the Short Course J.O. Championships. **Swimmers will be asked to complete an application of their intention to attend the Zone Meet no later than one (1) week prior to J.O. Championships.** Applications will be accepted for swimmers 13 and older who achieve the top two times in each of the finals of JOs as long as they have an “AA” time in that event. Applications for swimmers 12 and under who achieve the top three times in each of the finals of the JOs will be accepted as long as they have an “A” time in that event. Swimmers who age up before the Zone meet and after J.O. 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. If one or more of the top two swimmers **have not submitted** an application to attend or are not allowed to attend (according to the Eastern Zone Policy), then the application for the swimmers who place third/fourth and so forth will be accepted to the team provided that they have a “AA” time in that event for 13 and overs and an “A” time for 12 & unders.

#### Article M21.21.2

Current: Swimmers must decide if they are going to attend the Zone meet by the following morning after qualifying, unless they make the team on the last day of competition they must decide by 5:00 P.M. that day. The selection of the relay swimmers will be the sole responsibility of the Zone Team Head Coach by selecting relay swimmers based on their best times from the past short course J.O. Championships qualifying period.

Proposed: Swimmers whose applications are accepted for the Zone meet must confirm acceptance at the Zone table immediately upon qualifying for the meet. The selection of the relay swimmers will be the sole responsibility of the Zone Team Head Coach by selecting relay swimmers based on their best times from the past short course J.O. Championships qualifying period.

#### Article M21.21.4

Current: Any swimmer transferring to Maine Swimming must be a registered member of Maine Swimming **for the preceding 120 days** to be eligible to compete in the Zone Meets.

Proposed: Any swimmer transferring to Maine Swimming must be a registered member of Maine Swimming **and have competed in two (2) MSI sanctioned meet during the Zone meet qualifying period** to be eligible to compete in the Zone Meets.

#### Article M21.21.5

Current: The long course zone team is an application process. All applications must be into the zone chair by the second Sunday of July. Any swimmer is eligible to attend if have a qualifying time or an AA time in yards or meters after performed during qualifying period. The top two swimmers that apply per event in the 13 and up age group will be chosen to swim those events. The 12 & under swimmers that have applied the top three swimmers will be placed in the events. The National Times Chair will provided a tentative lineup for the head coach (if MSI sends one) to approve the lineup. It is up the National Times Chair to complete the entries and submit the entries along with appropriate entry fees in a timely manner.

Proposed: The long course zone team is an application process. All applications must be into the zone chair by the second Sunday of July. Any swimmer is eligible to attend if have a qualifying time or an AA time in yards or meters performed during qualifying period. The top two swimmers that apply per event in the 13 and up age group will be chosen to swim those events. The top three 12 & under swimmers who will be placed in the events. **Long course times will supersede short course times in the selection process.** The National Times Chair will provided a tentative lineup for the head coach (if MSI sends one) to approve the lineup.. It is up the National Times Chair to complete the entries and submit the entries along with appropriate entry fees in a timely manner.

#### Article M21.21.7

Current: MSI will provide a coach for long course zones if there are more than 5 swimmers attending the meet. MSI may, at the discretion of the MSI Board of Directors, provide monies to offset the cost of lodging, meals and travel for the Long Course Zone Coach.

Proposed: MSI **may** provide a coach for long course zones if there are more than 5 swimmers attending the meet. MSI may, at the discretion of the MSI Board of Directors, provide monies to offset the cost of lodging, meals and travel for the Long Course Zone Coach.

#### Article M22.22.1

Current: The staff who accompanies the MSI Zone Team(s) shall consist of a team manager, **assistant team manager**, head coach and 4 assistants.

Proposed: The staff who accompanies the MSI Zone Team(s) may consist of a team manager, head coach, up to four (4) assistant coaches and up to four (4) chaperones or coach/chaperones..

Article M22.22.1.C

Current: It shall be the responsibility of the Admin Vice-Chair, Zone Chair, Senior Vice-Chair, Age Group Vice-Chair, and the Coaches Representative, who make up the Zone Coach Selection Committee, to determine the criteria and selection of the Head Coach, Assistant Coaches, Team Manager, and Assistant Team Manager for Zone Meets.

Proposed: It shall be the responsibility of **the Zone Coach Selection Committee (Admin Vice-Chair, Zone Chair, Senior Vice-Chair, Age Group Vice-Chair, and Coaches' Representative), to determine the criteria and selection of the Head Coach, Assistant Coaches, Chaperones and Team Manager for Zone Meets.**

Article M22.22.1.E

Current: MSI Zone Team Manager, Assistant Team Manager and chaperones must be members of USA-S in good standing.

Proposed MSI Zone Team **Staff, including the Team Manager and any** chaperones, must be members of USA-S in good standing.

Article M22.22.2

Current: The Zone Chair of MSI shall appoint a Zone Team Manager prior to the Zone Meet if the Zone Chair is not the one attending the meet as the Team Manager. The MSI Membership/Registration Chair shall review the eligibility for all swimmers that qualified for the Zone Meet prior to the entry deadline to make sure that they are all are registered as year-round athletes and are in good standing with MSI. The MSI Zone Chair will prepare the tentative line up and the Zone Team Head Coach will review and modify the line up if needed. The MSI Zone Chair 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 Zone Team Manager is expected to work in close cooperation with the MSI Board of Directors, the Zone Chair, the Zone Team Head Coach, the assistant coaches and **all** chaperones

Proposed: The Zone Chair of MSI shall appoint a Zone Team Manager prior to the Zone Meet if the Zone Chair is not the one attending the meet as the Team Manager. The MSI Membership/Registration Chair shall review the eligibility of all swimmers that qualified for the Zone Meet prior to the entry deadline to make sure that they are all are registered as year-round athletes and are in good standing with MSI. **The Zone Team Manager in conjunction with the Zone Team Head Coach will prepare the tentative line up.** The Zone 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 Zone Team Manager is expected to work in close cooperation with the MSI Board of Directors, the Zone Chair, the Zone Team Head Coach, the assistant coaches and chaperones

Article M22.22.4

Current: MSI will pay the Short Course Zone 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. **This shall be automatic, and no special application will be necessary.** MSI will pay travel, room, and board for the Zone Meet Staff

Proposed: MSI will pay the Short Course Zone Team Head Coach \$400, the Team Manager \$400 and the assistant coaches \$200 and coach chaperones \$100. The coaches must perform the specified duties. MSI will pay travel, room, and board for the Zone Meet Staff

Article M22.22.5

Current: Swimmers, 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 MSI Board of Review to determine if future participation will be allowed.

Proposed: Swimmers, 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 **MSI Board of Directors** to determine if future participation will be allowed.

Article M25.25.2 and 25.3

Current:

25.2 MSI will pay for travel, room, and MSI Board of Directors for the coaching staff and the team manager for the All Star meet.

25.3 MSI will pay for the travel expense for the chaperones, while the chaperones will pay for the room and MSI Board of Directors for the All-Star meet.

Proposed:

25.2 MSI will pay for travel, room **and meals** for the coaching staff and the team manager for the All Star meet.

25.3 MSI will pay for the travel expense for the chaperones, while the chaperones will pay **for their own hotel room for the All-Star meet.**

Article M26.26.1

Current: MSI shall pay the registration cost, travel/transportation, and four nights of the hotel for the MSI Coach of the Year to attend the ASCA World **Clinic to receive his/her recognition from ASCA as the MSI Coach of the Year**. The MSI Coach of the Year shall give a report of the clinic during the Fall House of Delegates Meeting.

Proposed: MSI shall pay the registration cost, travel/transportation, and four nights of the hotel for the MSI Coach of the Year to attend the ASCA World. The MSI Coach of the Year shall give a report of the clinic during the Fall House of Delegates Meeting.

Article M28.28.1

Current: 28.1

H. The MSI Treasurer will record and maintain all MSI financial transactions, records, and accounts using QuickBooks accounting software. All pertinent computer files will be backed up to an external storage device on a weekly basis.

Proposed: 28.1 General

H. The MSI Treasurer **or Finance Chair** will record and maintain all MSI financial transactions, records, and accounts using QuickBooks accounting software. All pertinent computer files will be backed up to an external storage device on a weekly basis.

Article M28.28.C

Current: **The mileage expense voucher should include starting and ending odometer readings.** Mileage will be reimbursed using the current Non-Profit Federal rate.

Proposed: Mileage will be reimbursed using the current Non-Profit Federal rate.

**NEW BUSINESS: Proposed Open Water Policy**

**There will be a nonrefundable sanction fee of \$100 for Open Water Meet. Open Water meets will be exempt from the 15 % MSI surcharge on entry fees and swimmer participation fees.**