



MAINE SWIMMING, INC. | Governance Committee Minutes

Date: January 30, 2022 at 7:00PM

Location: Zoom

MISSION | Create opportunities and provide resources to promote excellence in Maine swimming.

VISION | Maine Swimming: You CAN get there from here!.

CORE VALUES | Sportsmanship. Excellence. Leadership. Fun.

Meeting called to order at 7:02PM.

- I. Roll Call – Jim Willis, Marissa Rossouw, Brian Savage, Mary Ellen Tynan, Kyle Bauer, Jack Pillsbury, Olivia Tighe (joined at 7:30PM), John Tynan (guest).
- II Reading of Mission and Vision Statements
- III Adoption of [November Minutes](#) Motion by Marissa and Second by Mary Ellen. Motion passes unanimously.
- IV New Policy Considerations:
 - a. Repercussion for Club Non-compliance (club boards, head coaches) – Mary Ellen makes and motion and second by Sponge that if a club is not in compliance due to alerts on accounts of head coaches or club board members, swimmers will need to compete as unattached until the alerts are resolved. Motion passes unanimously.
 - b. Wording of per diem – Mary Ellen makes a motion that all policies referencing per diem be changed from \$60 to “the IRS per diem allotment for the location in which the meet is held as approved for the fiscal year and reported on the [GSA website](#).” Second by Sponge, Motion passes unanimously.
 - c. New Membership Category – Mary Ellen explained the new membership category for administrative individual non-athletes. USA Swimming is recommending LSCs do not charge a fee but the work still needs to get done. We charge \$11 for athletes and non-athletes. Marissa makes a motion to implement an \$11 LSC fee in regards to the new membership category and Kyle second. Sponge confirms \$11 is enough or go to \$15 for everything. Motion passes unanimously.
 - d. Coach Travel Reimbursement – discussion regarding reimbursing coaches who travel to USA meets. Marissa and Sponge feel the teams should pay for their teams to go. It is not MESI’s responsibility to pay for the club coaches to travel. Mary Ellen tried to find New England’s policy but couldn’t find it. Jim said there are ways to get money – budget, kids, sponsors, fundraisers, Marissa noted teams should budget appropriately for travel. No motion put forward
 - e. Individual High Point Awards at Winter Champs – Mary Ellen noted that our policies are very specific and note trophies. This year we would like to give plaques as a change of pace. Sponge said people have more wall real estate than shelf real estate. Mary Ellen makes a motion that top 3 individual high point per age and gender get high point awards. Second by Marissa. Jim asked when the next Board meeting is to vote. Sponge hoping early February but we are not sure. We need to change the policy before we can do it? (Olivia joined the meeting). Motion passes unanimously.
 - f. Team High Point at Winter Champs: Sponge makes a motion that we do top two for boys, girls and overall. Mary Ellen seconds. Jim likes three for overall. Teams fight for that third spot. Mary Ellen asked if we need top two for girls and boys or just do top 1. We only have 16 teams in the LSC. Jim likes first and second. Sponge said biggest issue to be able to switch away from trophies. Sponge withdraws his motion. Mary Ellen makes a motion team high point will receive awards not trophies. Second by sponge. Motion passes unanimously.



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- g. Warm-up Policy – Kyle shares screen. Final document attached.
 - i. Sponge has a question about 1b regarding pace lane. Sponge says we have to dictate pace clock is turned off at the start of a meet.
 - ii. Discussion about break.
 - iii. Mary Ellen asked about specific equipment listed. Why not just list “equipment”? Olivia said she is not allowed to use equipment maybe due to touch pads? Sponge would rather the Meet Committee get the discretion not the Meet Referee. Discussion that facility should dictate and this item should be included in the meet template.
 - iv. Kyle asked if this policy could be hyperlinked to this meet information if passed by the Board of Directors. Facility specifics would be in the meet information itself.
 - v. Mary Ellen noted Meet Marshal are required so don’t need that but do need that Meet marshals must be in place before the pool can be opened for warm-up.
 - vi. Mary Ellen had a question about what is meant by announcer. Jim says someone needs to be on the microphone. Doesn’t need to be the “announcer”. Take announcer out of it and focus on the action.
 - vii. Discussion that an official must be on deck to open warm-up.
Mary Ellen motions to approve and move forward to the Board of Directors. Second by Sponge. Motion passes unanimously.
- V. Job Descriptions – Mary Ellen will forward Board of Director and Committee job descriptions to Marissa
- VI. Adjournment – Motion to adjourn by Sponge and second by Kyle.



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Maine Swimming Warm-Up Policies and Procedures

A. WARM-UP PROCEDURES

1. General Warm-up at meets

- a. NO DIVING allowed from the blocks or edge of pool. Swimmers must enter the pool feet first until that lane is converted to a sprint lane.
- b. No sprinting or pace work allowed until all swimmers in the lane AND/OR coaches agree to switch lane to a sprint lane.
- c. Entry into pool from starting end of pool only, unless noted otherwise by the meet director and meet referee.

2. Specific Warm-up lanes

- a. Push/Pace Lanes - Push off 50's from starting end. Circle swim only. NO DIVING. Pace clocks must be turned off at the start of each session.
- b. Diving Lanes - Sprint lanes for diving from blocks or for backstroke starts in specified lanes at designated times. (One length only)
- c. General Warm-up Lanes - NO DIVING. Circle swim only.

B. SAFETY GUIDELINES

1. Coaches Responsibilities

- a. Coaches MUST instruct their swimmers regarding safety guidelines and warm-up procedures as they apply to conduct at meets and practices or as directed by the Meet Director.
- b. Coaches MUST actively supervise their swimmers throughout the warm-up session at meets and all sessions.

2. Host Team Responsibilities

- a. Marshaling: A minimum of two (2) marshals, must be in place on deck before the start of warm up.
- b. If applicable, the host team shall provide signs for each lane at both ends of the pool, which indicate the designated use of that lane during warm-up.
- c. Warm-up times and lane assignments shall be emailed to all teams in attendance at least two days prior to meet start and posted at several locations around the pool area. The following statement shall appear in the meet information: "Maine Swimming, Inc. Safety Guidelines and Warm-up Procedures will be in affect at this meet."
- d. Warm up lanes and time changes shall be announced throughout the warm up(s).
- e. Hazards in locker rooms, on the deck area or in areas used by coaches, swimmers, spectators, or officials shall be removed or clearly marked. Any wires or tripping hazards should be covered or taped to the floor.
- f. The Meet Ref or their delegate must officially open the pool for warm up.

3. Miscellaneous:

- a. Coach must ensure backstrokers shall not start at the same time as a swimmer on the blocks.
- b. Swimmers are required to exit the pool upon completion of their designated warm-up time in order to allow other swimmers their adequate warm-up time. The pool is not for visiting or playing during the warm-up session.
- c. Warm-up procedures shall be enforced for any breaks scheduled during the competition. Coaches must observe swimmers at end of lane if the competition pool is being used for warm up/cool down during a break.



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- e. The Referee may restrict equipment. The Referee shall have control over mitigation actions necessary to relieve situations deemed as dangerous or impairing the safety of other swimmers.
- f. The meet host has the authority to restrict the use of equipment in all pools during all warmups.