



**Maine Swimming, Inc.**  
**Policies and Procedures/Rules and Regulations Handbook**  
(updated November 2, 2023)

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## 100 PREAMBLE

**All policies and procedures contained herein are designed to supplement and not contradict, either directly or indirectly, USA Swimming Rules and Regulations which are published annually by USA Swimming, the National Governing Body for competitive swimming in the United States. Copies of the Official Rulebook are available from USA Swimming, One Olympic Plaza, Colorado Springs, Co, 80909-5770. If any rule or procedure contained herein is found to be in conflict, either directly or indirectly, the below stated rule or procedure is null and void.**

**101- Changes to the Rules** - Changes to the policies and procedures proposed by committees or divisions of Maine Swimming, Inc. must be approved by the Board of Directors and published in the meeting minutes of the Maine Swimming Board of Directors.

**102 - Effective Date of Changes to the Rules** - Unless stated otherwise at the time of approval, changes to the policies and procedures approved by the Board of Directors or House of Delegates will have an effective date of September 1 following the completion of the competitive year in which they were approved. For example, a change made during the current short course competitive year would become effective the following short course season.

**103 - Emergency Changes to the Rules** - The Maine Swimming Executive Committee, Board of Directors or the House of Delegates may enact emergency changes to these policies and procedures during the competitive year if mandated by USA Swimming or in order to comply with laws or regulations promulgated by State or Federal authorities and such changes are effective immediately.

## 200 ORGANIZATION

**The objectives and primary purpose of Maine Swimming, Inc. shall be the education, instruction and training of individuals to develop and improve their capabilities in the sport of swimming. Maine Swimming shall promote swimming for the benefit of swimmers of all ages and abilities, in accordance with the standards, rules, regulations, policies and procedures of the Federation Internationale de Natation Amateur (FINA), United States Swimming, Inc. and Maine Swimming.**

**201 - Mission** - Create opportunities and provide resources to promote excellence in Maine swimming.

**202 - Vision** - Maine Swimming: You CAN get there from here!

**203 - Core Values** - Sportsmanship, Excellence, Leadership, Fun

**204 - Jurisdiction** - Maine Swimming shall have jurisdiction over the sport of swimming as delegated to it as a Local Swimming Committee by USA Swimming to conduct swimming programs consistent with the objectives of Maine Swimming and those of USA Swimming and to sanction, approve, observe and oversee competitive swimming events within the Territory and to conduct competitive swimming events within the Territory, its Region and its Zone (as those terms are defined in Bylaws Sections 1.3 and 1.4). Maine Swimming shall discharge faithfully its duties and obligations as a Local Swimming Committee of USA Swimming in accordance with the Bylaws of Maine Swimming, the USA Swimming Code and all applicable policies and procedures.

**205 - Statement of Principles, Ethical Behavior, Conflict of Interest** - Those who choose to serve Maine Swimming Inc. whether as volunteers or paid professionals, are held to a high standard of conduct. Those who serve must do so without personal gain in order to avoid any institutional loss or embarrassment and to behave in

such a way that the organization's trust and public confidence are enhanced. It is important to avoid any real or perceived conflict of interest. While no set of guidelines can completely define acceptable behavior, the principles that guide behavior in this area, are disclosure, non-participation in the decision making process where personal or family gain is a possibility, and a commitment to honor the confidentiality of organizational information. All conduct is founded on the individual's own sense of integrity. Any individual accepting the honor of serving Maine Swimming must accept the burdens of public disclosure and public scrutiny.

The following guidelines reflect Maine Swimming's minimum expectations. These items cannot and do not completely define what is acceptable. Each individual must find his own internal sense of fairness, honesty and integrity within the scope of this guidance.

1. A good faith effort must be exercised by those signing this statement to conduct the business of Maine Swimming in observance of both the spirit and letter of applicable federal and state laws.
2. In the event that any office, or member of the Board of Directors, Executive Committee, or any other Committee has a financial interest in any contract or transaction involving the LSC, such individual shall not participate in the LSC's evaluation or approval of such contract or transaction unless the material facts of the relationship or interest are disclosed to the Directors or Committee, and the conflict of interest is waived by same.
3. Maine Swimming properties, services, opportunities, authority and influence are not to be used for personal benefit.
4. Gifts, cash, travel, hotel accommodations, entertainment, or favors are neither to be given (except with full approval of the Board of Directors) nor received, except those of nominal value exchanged in the normal course of business. Gifts and favors of more than one hundred dollars (\$100.00) value should not ordinarily be accepted. If circumstances render it awkward to refuse such a gift, the donor should be thanked and told the gift is being accepted on behalf of, and will be delivered to, Maine Swimming.
5. All are expected to exhibit honesty, loyalty, respect, candor and professional competence in their relationships with Maine Swimming and with each other.
6. Each individual has the responsibility to maintain the confidentiality of the organization. This includes both proprietary and sensitive information.
7. Each Officer, member of the Board of Directors, Executive Committee, other committees and each key employee or contractor of Maine Swimming, will execute a Statement of Principles on Ethical Behavior and Conflict of Interest each year.
8. Any member of the Board, any Committee, staff, and certain consultants shall refrain from obtaining any list of clients for personal or private solicitation purposes, at any time during the term of their affiliation.
9. Each individual acknowledges receipt and understanding of USA Swimming MAAPP guidelines.

## **206 – Anti-Discrimination Policy**

1. Discrimination in violation of the Amateur Sports Act which requires that USA Swimming must provide an equal opportunity to athletes, coaches, trainers, managers, administrators, and officials to participate in the sport of swimming. Athletes must be allowed to participate and compete to the fullest extent allowed by the Rules and Regulations. Discrimination against any member or participant on the basis of age, gender, race, ethnicity, culture, religion, sexual orientation, gender expression, gender identity, genetics, mental or physical disability, or any other status protected by federal, state or local law, where applicable, is prohibited (USA Swimming 304.3).
2. Transgender Athletes - A minor transgender athlete member of a swim club should be allowed to participate in accordance with his/her/their gender identity, irrespective of the sex listed on the athlete's birth certificate or other records and regardless of whether the athlete has undergone any medical procedure. This means an athlete who is biologically female but identifies as a boy/man should be allowed to participate in men's events and an athlete who is biologically male but identifies as a girl/woman should be allowed to participate in women's events.

## **207 - Code of Conduct**

1. The USA Swimming Travel Policy and Code of Conduct applies to all Maine Swimming athletes, coaches, managers, chaperones and officials that participate and represent Maine Swimming in the Eastern Zone Championships, any other All Star meets in which Maine Swimming enters teams, and Maine Swimming sponsored camps or workshops or any other USA-S sponsored event. All persons participating in such activities as members or staff of Maine Swimming are required to sign the Code of Conduct as a prerequisite for participation.
2. All cases concerning alleged violations of established Maine Swimming and USA Swimming rules and regulations will be referred to the Board of Directors of Maine Swimming.
3. *All fines or disciplinary action may be appealed to the Executive Committee within 30 days of the notification of fine or action.*

**208 – Whistleblower Policy** – The most recent copy of the [Maine Swimming Whistleblower Policy](#) can be found on the Maine Swimming website.

### **300 HOUSE OF DELEGATES, BOARD OF DIRECTORS AND COMMITTEE**

**301 – House of Delegates** - At all meetings of the House of Delegates the following shall be included in the order of business to the extent applicable. The order in which the various subjects are taken up may be varied.

- Roll Call
- Reading, correction and adoption of minutes of previous meeting
- Reports of officers
- Reports of committees and coordinators
- Presentation and approval of the annual budget
- Presentation and approval of the annual audit, when applicable
- Unfinished (old) business
- Elections
- New business
- Resolutions and orders
- Adjournment

**302 - Maine Swimming Board of Directors** - Members of the Board of Directors must be current members of Maine Swimming. Each member of the Board of Directors must read the Conflict of Interest Policy in the Maine Swimming Policies and Procedures Manual annually, and e-sign and submit a copy of the Conflict of Interest Form, agreeing to conform to the policy. Electronic copies of the signed forms will be maintained by the Office Administrator. Failure to meet the requirements of the Conflict of Interest Policy may result in actions for removal from office in accordance with the Maine Swimming Bylaws or referral to the Zone Board of Review depending on the nature and seriousness of the offense.

In addition, all BOD members are expected to complete the LSC Online Leadership Course offered by USA Swimming. Link to the course: [Click Here](#).

1. Each officer shall have other powers and perform other duties as may be prescribed in MESI's Policies and Procedures Manual or by the House of Delegates, the Board of Directors, the General Chair, the respective division Vice Chair, the delegating officer or these Bylaws. The division vice-chairs shall have the additional duties and powers as herein provided.
2. Officers of MESI may delegate any portion of their powers or duties to another Individual Member or to a committee composed of Individual Members, except that neither the Finance Vice-Chair nor the Treasurer may delegate duties to the other without the consent of the Board of Directors. In addition, the authority to



sign checks, drafts, orders of withdrawal or wire transfers shall not be delegated other than by the Board of Directors. Except as otherwise provided in these Bylaws and with the consent of the Board of Directors, any officer may delegate any portion of that officer's powers or duties to the paid staff of MESI. A delegation of powers or duties shall not relieve the delegating officer of the ultimate responsibility to see that these duties and obligations are properly executed or fulfilled.

3. The House of Delegates or the Board of Directors may by resolution or MESI's Policies and Procedures Manual create the office of deputy to one or more of the elected officers. The resolution or the Policies and Procedures Manual shall be the method of election or appointment and define the duties and powers of the respective deputies, which may include the power to act for the officer when the officer is out of the Territory or temporarily incapacitated. The elected officers may appoint one or more assistant officers and define their respective duties.
4. Officers:
  - General Chair
  - Administrative Vice-Chair
  - Senior Vice-Chair
  - Age Group Vice-Chair
  - Secretary
  - Treasurer
  - Finance Vice-Chair
  - Diversity, Equity and Inclusion Vice-Chair
  - Coach Representative
  - Senior Athlete Representative
  - Junior Athlete Representative
  - Operational Risk Coordinator
  - Safe Sport Chair
  - Technical Planning Chair
  - Official's Chair
  - At-Large Athlete Members (2)
  - Ex-Officio Member - The immediate past General Chair of Maine Swimming, if the individual is in good standing. The Ex-Officio Member shall have voice but no vote in meetings of the Board of Directors and its committees.
5. Meeting Schedule - The MESI Board of Directors will meet once a month subject to modification by the Board as necessary.
6. At all meetings of the Board of Directors the following shall be included in the order of business to the extent applicable. The order in which subjects are taken up may be varied.
  - Roll Call
  - Reading, correction and adoption of minutes
  - Report of Executive Committee
  - Reports of officers
  - Reports of committees and coordinators
  - Presentation of the annual budget and adoption of recommendation to the House of Delegates
  - Presentation of the annual audit report and adoption of its recommendation to the House of Delegates
  - Advice and Consent to Appointments
  - Unfinished (old) business
  - New business

Approval of applications for Group Membership and Affiliated Individual Membership  
Elections  
Resolutions and orders  
Adjournment

**303 - Committee Chairs** - The duties of the General Chair, the division chairs, committee chairs, and coordinators (in addition to those provided elsewhere in this document) shall be as follows:

- .1 Preside at all meetings of the respective division, committee or subcommittee;
- .2 See that all duties and responsibilities of the coordinator, committee or sub-committee in his or her charge are properly and promptly carried out;
- .3 Appoint such committees or sub-committees as may be necessary to fulfill the duties and responsibilities of the *coordinator* or committee, respectively;
- .4 Communicate with the General Chair, coordinator, committee or subcommittee members and the staff to keep them fully informed;
- .5 Appoint a member as secretary of the committee or subcommittee charged with taking minutes of each meeting and forward reports or minutes of all meetings to the staff; and
- .6 Perform the other specific duties listed in MESI's Policies and Procedures or as may be delegated by the General Chair, the respective division chair or committee chair, the Board of Directors or the House of Delegates.
- .7 Convene their committees on a quarterly basis.

**304 - Elections** - In even numbered years, the House of Delegates, at its annual meeting shall elect:

General Chair  
Administrative Vice-Chair  
Finance Vice-Chair  
Senior Vice-Chair  
Secretary

In odd numbered years, the House of Delegates, at its annual meeting shall elect:

Age Group Vice-Chair  
Diversity, Equity and Inclusion Vice-Chair  
Operational Risk Coordinator  
Safe Sport Chair  
Officials Committee Chair  
Technical Planning Chair  
Treasurer (unless designated as a staff position)

**305 - Terms of Office** - The terms of office of all elected members of the Board of Directors shall be two years. Each person elected must be in good standing and must maintain their eligibility throughout their term of office. Each person elected to a position shall assume office on September 1 following the election except for the Coach Representative, Athlete Representative and the At-Large Athlete Board Member who shall assume office on May 1 after their elections. Except for the Technical Planning Chair, the Finance Vice-Chair, the Treasurer and the Safe Sport Chair, no individual who has been elected by the House of Delegates and served four successive years shall be eligible for re-election to the same position until a lapse of two years. A portion of any term served to fill a vacancy in the position shall not be considered in the computation of this successive terms limitation. In the event of a mid-term vacancy, the vacancy shall be filled by an appointee selected by the General Chair with the advice and consent of the Board of Directors.

**306 - General Chair** - The General Chair shall oversee and have general charge of the management, business, operations, affairs and property of Maine Swimming, and general supervision over its officers and agents; shall call meetings when and where deemed necessary; shall preside at all meetings; and, except as otherwise provided in the Bylaws and with the advice and consent of the Board of Directors, shall appoint committee chairs and members for standing and special committees or coordinators as may be necessary to permit Maine Swimming to effectively, efficiently and economically conduct its affairs. The General Chair shall report to the Board of Directors all matters within the General Chair's knowledge that the Board of Directors should consider in the best interests of Maine Swimming.

**307 - Administrative Vice-Chair** - The Administrative Vice-Chair shall conduct meetings in the absence of the General Chair and, at the request of the General Chair or in the event of the disability of the General Chair, shall perform all of the duties of the General Chair, and when so acting shall have all of the powers of the General Chair. The Administrative Vice-Chair shall chair, and have general charge of the business, affairs and property of the division that administers Maine Swimming business and affairs. The Administrative Vice-Chair shall aid in the development of policy and the coordination of the activities of the officers and committees within the division internally and with other divisions, and committees and coordinators. The Administrative Division shall be responsible for the creation and maintenance of Maine Swimming's Policies and Procedures Manual.

**308 - Senior Vice-Chair** - The Senior Vice-Chair shall chair and have general charge of the affairs and property of the Division that develops and conducts the senior swimming program of Maine Swimming. The Senior Vice-Chair will serve as the liaison to the Athlete Representatives and shall be responsible to see that the Athlete Representatives and At-Large Athlete elections are held in accordance with MESI Bylaw 6.2.1.

**309 - Age Group Vice-Chair** - The Age Group Vice-Chair shall chair and have general charge of the affairs and property of the Division that develops and conducts the age group swimming program of Maine Swimming. The Age-Group Chair is responsible for age group development, camps/clinics, and Zone and/or All-Star team events.

**310 - Secretary** - The Secretary shall be responsible for keeping a record of all meetings of the House of Delegates and Board of Directors, conducting official correspondence, issuing meeting and other notices and making such reports to USA Swimming as are required by the Bylaws and shall perform the other duties incidental to the office of Secretary. The Secretary or the Maine Swimming Office Administrator shall be custodian of the records and the seal of MESI, and attest the execution of, and cause the seal to be affixed to, all duly authorized instruments. The Secretary shall cause to be kept at Maine Swimming's permanent office copies of all minutes, official correspondence, meeting and other notices, and any other records of Maine Swimming and the Maine Swimming corporate seal.

**311 - Treasurer** - The Treasurer shall be the principal receiving and disbursing officer of Maine Swimming. Except as otherwise directed by the Finance Vice-Chair, the Finance Committee or the Board of Directors, the Treasurer or the Maine Swimming Office Administrator shall receive all moneys, incomes, fees and other receipts of Maine Swimming. The Treasurer will pay all bills, salaries, expenses and other disbursements approved by the General Chair, Administrative Vice-Chair, Finance Vice-Chair, Finance Committee, Board of Directors or the House of Delegates, or required to be paid pursuant to the Bylaws. When authorized by the Board of Directors, income and expenses may be received and paid by a division, officer, committee or coordinator, provided that the division, officer, committee or coordinator promptly submits to the Treasurer an itemized report, duly attested by the division, officer, committee chair or coordinator and either within the approved budget of such division, officer,

committee or coordinator, or authorized by the Board of Directors or the House of Delegates. The Treasurer shall be a member of the Finance Committee but may not be its chair. The Treasurer shall:

1. cause the moneys, securities and other financial instruments of Maine Swimming to be deposited in the name and to the credit of Maine Swimming in such institutions as shall be designated by the Board of Directors or to be otherwise invested as the Finance Vice-Chair, the Finance Committee or the Board of Directors may direct;
2. cause to be appropriately segregated and accounted for any endowment funds, scholarship or award funds and any similar special purpose funds or accounts;
3. cause the funds of Maine Swimming to be disbursed by checks or drafts, automated debits or wire transfers upon the authorized depositories of Maine Swimming, and obtain and preserve proper vouchers for all moneys disbursed;
4. have the power to require from the officers, committee chairs, coordinators, staff or agents of MESI reports or statements giving such information as the Treasurer may determine to be appropriate or helpful with respect to any and all financial transactions of Maine Swimming;
5. make the books and records available and otherwise fully cooperate with those conducting the annual audit of accounts of Maine Swimming;
6. have the power to appoint one or more assistant treasurers and delegate to them one or more of the Treasury functions, or parts thereof; and in general, perform all other duties incident to the corporate treasury function.

**312 - Finance Vice-Chair** - The Finance Vice-Chair is the chief financial officer of Maine Swimming. The Finance Vice-Chair shall chair and have general charge of the affairs and property of the division that includes the Treasury function, the development and implementation of an investment program for Maine Swimming's working capital, funded reserves and endowment funds and the development and implementation of a marketing and fundraising plan for Maine Swimming. The Finance Vice-Chair shall:

1. issue a quarterly report listing the current budget variances by line item, all receipts, all expenditures and the current fund and account balances for the preceding quarter and for the fiscal year to date, together with such other items as the Finance Committee, General Chair or Board of Directors may direct;
2. prepare an annual budget for Maine Swimming's operations and present the budget for approval by the Board of Directors and the House of Delegates;
3. cause the preparation and timely filing of all required federal, state and local tax returns, and other financial and tax reports with the applicable government official, and forward a copy of the annual financial statement, audit report and any other federal tax return to the Secretary for submission to the Board of Directors and USA Swimming national headquarters in accordance with the Maine Swimming By-laws and as otherwise directed by USA Swimming;
4. cause to be conducted the audit required hereunder and shall review, or shall cause the Audit Committee to review, the annual audit report and recommend acceptance and appropriate action, if any, with regard thereto by the Board of Directors and the House of Delegates;
5. be responsible for the adequacy/accuracy of Maine Swimming's system of internal financial and accounting controls.
6. keep correct books of account and other financial records of all its affairs and transactions and duplicate books of account as the Board of Directors, the Finance Chair, the Finance Committee or the Treasurer shall determine; upon request and at reasonable hours cause such books or duplicates thereof to be exhibited to any member of the Board of Directors and upon application and at reasonable hours cause the quarterly financial reports and the annual audited financial statement to be exhibited to any member of Maine Swimming or USA Swimming;
7. be responsible, together with the Treasurer, for Maine Swimming's compliance with Section 7.4.2.

**313- Diversity, Equity and Inclusion Chair** - The Diversity, Equity and Inclusion Chair shall have general charge of the affairs and property of the Division that develops and conducts diversity and inclusion, disability and adapted swimming programs and help develop and implement strategies, policies and programs that will create a diverse and inclusive environment for swimmers in the LSC, and build on the population of underrepresented coaches, athletes, administrators and sports officials within the LSC/USA Swimming membership and within Maine Swimming in accordance with USA Swimming Rules and guidelines. The Diversity, Equity and Inclusion Chair will serve as a voice for Maine Swimming's under-represented populations and promote inclusion and increase diversity, equity and inclusion in the sport of swimming.

**314 - Coach Representative** - The Coach Representative shall serve as a liaison between the coaches who are members of Maine Swimming and the Board of Directors and House of Delegates. The Coach Representative shall be elected by the coaches of Maine Swimming during the winter championship meet, in even calendar years, to serve a two-year term. The Coach Representative will:

1. Develop the meeting agenda and chair Coaches Committee meetings;
2. Represent the LSC coaches at Maine Swimming Board Meetings;
3. Attend the USA-S Annual Business Meeting as requested;
4. Send reports to all LSC coaches about coaches' meetings, USA-S Annual Business Meeting, and workshops;
5. Conduct elections of the Coach-of-the-Year, Assistant Coach-of-the-Year, and Coach of the Meet;
6. Serve on any committees requiring coach representation.

**315 - Athlete Representatives - Junior and Senior** - The Athlete Representatives shall serve as liaisons between the athletes who are members of Maine Swimming, and the Board of Directors and House of Delegates. The representatives are to attend meetings of the Board of Directors and the USA-S Annual Business Meeting as requested. The Senior Athlete Representative shall chair the Athletes' Committee. The Junior Athlete Representative will be elected during the winter championship meet by all athletes ages 13 & over in good standing. Upon the Junior Athlete Representative assuming office on May 1st after the election, the current Junior Representative will assume the role of Senior Athlete Representative.

**316 - Operational Risk Coordinator** - The Operational Risk Coordinator shall be responsible for coordinating safety enhancement and training opportunities as needed and for the dissemination of USA Swimming safety education information to all group members, athletes, coaches and officials of Maine Swimming. The Operational Risk Coordinator shall develop safety education programs and policies for Maine Swimming and make recommendations regarding such programs and policies, and the implementation thereof, to the Administrative Vice-Chair and the Board of Directors. The Operational Risk Coordinator shall make the reports required pursuant to MESI By-Laws Section 7.5

**317 - Safe Sport** - The Safe Sport Chair shall be responsible for the implementation and coordination of, and serve as the Maine Swimming liaison for the Safe Sport Program established by USA Swimming. The Safe Sport Chair shall be a Maine Swimming member in good standing age 16 or older at time of taking office, and shall work with the USA Swimming Safe Sport staff and the USA Swimming Safe Sport Committee to implement pertinent aspects of the national Safe Sport Program within Maine Swimming. The Safe Sport Chair will:

1. Serve as the primary contact for Maine Swimming to coordinate and oversee the implementation of effective safe sport educational programs for all athlete members, their parents, coaches, volunteers and clubs, as

provided by USA Swimming;

2. Be trained regarding the complaint reporting structure and refer all reports of a violation of the Minor Athlete Abuse Prevention Policy (MAAPP) directly to the local club, the General Chair, the USA Swimming Safe Sport staff, and/or other appropriate authority;
3. Participate in workshops as provided by USA Swimming, collect and share information about what USA Swimming and other LSCs are doing to promote safe sport policies, and disseminate information on LSC best practices;
4. Serve as an information resource for Maine Swimming clubs and membership, and will help to identify and connect them with local educational partners and resources;
5. Receive feedback and suggestions on the Safe Sport policies and programs from the Maine Swimming clubs and membership, and provide feedback to the USA Swimming Safe Sport Committee and Safe Sport staff;
6. Perform other functions as necessary in the fulfillment of USA Swimming's continuing efforts to foster safe, healthy and positive environments for all its members.

**318 - Technical Planning Chair** - The Technical Planning Chair shall chair, and have general charge of the business, affairs and property of the Technical Planning Committee, which is responsible for long-range planning regarding the swimming programs conducted by Maine Swimming, the continuing review and development of the Maine Swimming philosophy and for advising other committees and divisions regarding the implementation of that philosophy in the context of the programs of Maine Swimming. . The Technical Planning Committee shall establish the Maine Swimming meet schedule, championship time standards and championship meet information.

**319 - Officials Chair** - The Officials Chair shall chair the Officials Committee which is responsible for recruiting, training, certifying and supervising officials for Maine Swimming. The Officials Chair shall be a referee certified by Maine Swimming and each member of the Official's Committee shall be a certified official of Maine Swimming with the appropriate number of athletes to comprise 20% of the committee. The Chair is responsible for all training clinics, certification and tracking of Maine Swimming Officials.

**320 - At-Large Athlete Board Members** - In addition to their inherent powers and duties as members of the Board of Directors, the At-Large Athlete Board Members shall serve on the Athletes Committee and shall have such powers and duties as may be delegated to them by the General Chair, the Board of Directors or the House of Delegates. One At-Large Athlete Board member shall be elected along with the Junior Athlete Representative at the winter championship meet. The athlete with the most votes will be the Junior Athlete Representative and the Athlete with the second most votes will assume the role of At-Large Athlete Board Member.

**321 - Records Chair** - The Records Chair shall be responsible for recording records achieved by Maine Swimming member swimmers in USA Swimming, YMCA Swimming or other sanctioned events. Records are recorded from official meet results. Records are recognized for Short Course Yards, Short Course Meters, and Long Course Meters. Age groups are: 8 & under, 9-10, 11-12, 13-14, 15-16, 17-18, 15-18 (relays) and Open. Records are updated continuously on the Maine Swimming website.

**322 - Office Administrator** - Maine Swimming Office Administrator shall serve as an Ex-Officio Member of the Maine Swimming Board of Directors. This is a paid position with a negotiated contract between the Board of Directors and the Office Administrator. The staff shall be under the general supervision of the General Chair and the Administrative Vice-Chair. With respect to delegated functions of the officers, committee chairmen and coordinators, the staff shall be responsible to the respective officer, committee chair or coordinator. The powers and

duties of the paid staff shall be established in Maine Swimming Policies and Procedures Manual or by resolution of the Board of Directors. The Office Administrator shall serve as the Membership and Registration Chair, Sanction Chair, Webmaster and SWIMS/Times Chair. The Office Administrator shall also collect registration fees, sanction fees and meet surcharges, and post meet results. The Office Administrator shall serve as the Zone/All-Star Event Manager and will be the primary contact for all business conducted with Maine Swimming and will be responsible for all Maine Swimming office equipment and records.

## **400 COMMITTEES**

In addition to the standing committees listed herein, the Board of Directors and the House of Delegates are each authorized to establish additional committees to meet programming needs. Except as otherwise provided in these MESI Policies and Procedures or By-laws, members of each committee shall be appointed by the General Chair with the advice and consent of the respective division chair and the chair of the committee. Athlete members of each committee shall be appointed by the General Chair with the advice of the Senior Athlete Representative and the Committee Chair. Athlete membership shall constitute at least twenty percent (20%) of the voting membership of every committee.

**401 - Senior Committee** - The Senior Committee have general charge of the affairs that develops and conducts the senior swimming program of MESI.

**402 - Age Group Committee** - The Age Group Committee shall have general charge of the affairs and that develops and conducts the age group swimming program of MESI.

**403 - Finance Committee (see MESI By-Laws 7.4.2)**

**404 - Diversity, Equity and Inclusion Committee** - The Diversity, Equity & Inclusion Committee shall be responsible for developing and implementing strategies, policies, and programs that create a diverse and inclusive environment for all members of MESI and to build the population of underrepresented coaches, athletes, administrators, and officials within the MESI membership.

**405 - Coaches' Committee** - The Coaches Committee shall undertake such other activities (a) delegated to it by the Board of Directors or the General Chair or (b) undertaken by the Committee as being in the best interests of the Coach Members, MESI, USA Swimming and the sport of swimming.

**406 - Athletes' Committee (see MESI By-Law 7.4.1)** – The Athletes' Committee is chaired by the Senior Athlete Representative. In addition to the Senior Athlete Representative, Junior Athlete Representative, and Athlete At-Large Board Members, no less than five (5) additional athletes and no more than nine (9) additional athletes shall be selected annually to serve on the Athletes Committee. No more than three (3) athletes shall be from the same Group Member. At the time of selection, the athletes must (a) be an athlete member in good standing; (b) be at least a sophomore in high school by the end of the school year or at least 16 years of age, (c) be currently competing, or have competed within the three (3) immediately preceding years, in the program of swimming conducted by MESI or another LSC; and (d) have his or her place of permanent residence in the Territory and expect to reside therein throughout at least the first half of the term (other than periods of enrollment in an institution of higher education). The selection shall be made through an application process and shall be conducted by the Senior Athlete Representative, Junior Athlete Representative, Athlete At-Large Board Members, and Senior Vice Chair.

Athletes must submit an application via the MESI website. Written notice shall be given to all eligible athletes at least 1 week prior to the application deadline. Athletes will serve a one year term, beginning on May 1st immediately following their selection and will continue until a replacement is elected.

**407 - Safe Sport Committee** - The Safe Sport Committee shall be responsible for the implementation and coordination of the Safe Sport Program established by USA Swimming within MESI.

**408 - Technical Planning Committee** - The Technical Planning Committee shall be responsible for long-range planning for the swimming programs conducted by MESI and for advice regarding the technical aspects of those programs and of the sport of swimming generally. The Technical Planning Committee shall be comprised of the Technical Planning Committee Chair, the Senior Vice-Chair, the Age Group Vice-Chair, the Official's Chair, the Coach Representative, the Junior Athlete Representative and one additional athlete.

**409 - Officials' Committee** - The purpose of the committee is to further the sport of competitive swimming by providing the highest quality of officiating needed for fair competition. The Officials' Committee is authorized and obligated to recruit, train, test, certify, evaluate, retest, recertify and supervise officials for MESI and such other activities as may be necessary or helpful in maintaining a roster of qualified, well-trained and experienced officials of the highest caliber.

**410 - Governance Committee (see MESI By-Law 7.4.3)**

**411 - Meet Committee** – The members of the Meet Committee are the Administrative Vice Chair, who shall serve as chair, the Technical Planning Chair, the Senior Chair, the Age Group Chair, the Senior Athlete Representative and the Senior Athlete At-Large. The Meet Committee is charged with running the MESI run meets including Winter Champs.

**412 – Personnel Committee** - The members of the Personnel Committee shall be the General Chair, who shall serve as chair, the Administrative Vice-Chair, the Finance Vice Chair, and a sufficient number of athletes so as to constitute at least twenty percent (20%) of the voting membership of the Committee. The Personnel Committee is authorized and obligated to negotiate and set wages, compensation and other terms of employment of MESI's staff (whether employees or independent contractors) within established, budgetary guidelines and policies and to review and approve the scope of duties delegated to the staff.

## **500 ANNUAL BUSINESS MEETING, MEETINGS AND WORKSHOPS**

**501 - Delegates that Represent Maine Swimming at USA-S Annual Business Meeting** - The Maine Swimming slate of four (4) voting delegates to the Annual Business Meeting consists of: Three (3) non-athlete coach members and one (1) non-coach non-athlete member. If in any year it is determined that Maine Swimming is one of the five (5) smallest LSCs, only two (2) non-athlete coach members will be part of the delegation. 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 Annual Business Meeting. The Board of Directors may choose to send additional or alternate members based on the scheduled workshops and needs of the LSC.

1. The coach non-athlete delegates will be asked to attend based on the following hierarchy (as



appropriate): General Chair, Admin Vice-Chair, Office Staff, Official's Chair, Finance Vice-Chair, Senior Vice-Chair, Age-Group Vice-Chair, Diversity Equity and Inclusion Chair, Secretary, Safe Sport Chair, Operational Risk Coordinator, Treasurer.

2. The non-coach non-athlete delegate will be asked to attend based on the following hierarchy (as appropriate): General Chair, Admin Vice-Chair, Office Staff, Official's Chair, Finance Vice-Chair, Senior Vice-Chair, Age-Group Vice-Chair, Diversity Equity and Inclusion Vice-Chair, Secretary, Safe Sport Chair, Operational Risk Coordinator, Treasurer.

3. Athlete Representative - MESI will send one athlete representative annually, as appropriate. If an athlete is selected by the Zone to attend, that athlete's expenses will be paid for. If no athlete is selected by the Zone, an athlete will be asked to attend based on the following hierarchy: Senior Athlete Representative, Junior Athlete Representative, Senior Athlete At-Large, Junior Athlete At-Large.

4. Any member of the Board of Directors of Maine Swimming, or other person representing Maine Swimming that serves on a national committee, who does not have the automatic right to attend the National Annual Business Meeting as a voting member of the Maine Swimming delegation, shall have their name placed before the President of USA Swimming for "at-large voting credentials". If credentialed, the person shall be included in the delegation representing Maine Swimming at Annual Business Meeting.

**502 - USA-S Annual Business Meeting Reimbursement Policy** - The intent of this policy is to cover reasonable travel, lodging and per-diem expenses for voting members of Maine Swimming attending the USA Swimming Annual Business Meeting. The lodging reimbursement shall be for the cost of the hotel based on a shared room rate unless sharing is not possible.

1. Those Maine Swimming members who have a vote at the Annual Business Meeting by reason of a National or International position with USA-S, shall be reimbursed for their travel and lodging expenses.

2. The General Chair, with the advice and consent of the Board of Directors, may also designate a member of the Maine Swimming Office to attend the Annual Business Meeting; such employee shall also be entitled to receive reimbursement for their travel and lodging expenses. Whenever appropriate, it is suggested that such employee shall be assigned one of the additional votes granted to Maine Swimming by USA-S.

3. MESI shall pay the registration fee for all MESI official delegates attending the United States Aquatic Sports Annual Business Meeting. These fees shall be paid in advance by the MESI Treasurer at the direction of the General Chair, as the availability of funds permits. A per diem allowance will be issued to those attending the USA-S Annual Business Meeting to cover food and miscellaneous expenses. The per diem may be prorated on arrival/departure days based on actual travel times to and from the Annual Business Meeting. The per diem will be the IRS per diem allotment for the location in which the event is held as approved for the fiscal year and reported on the [GSA website](#).

4. A condition of reimbursement is for Maine Swimming delegates to stay until after the adjournment of the House of Delegates meeting on the last day of the Annual Business Meeting. Any deviation from this policy must be approved by General Chair or Board of Directors prior to Annual Business Meeting. Delegates must also provide a written report from Annual Business Meeting to the

Board of Directors.

**503 - Duties of Representatives at USA-S Annual Business Meeting** - The representatives that attend the USA Swimming Annual Business Meeting on behalf of Maine Swimming are to confer and to gather information pertaining to the local, regional or national rules or policies that may affect USA Swimming and Maine Swimming. Each representative will attend scheduled committee and other meetings that pertain to his or her specific areas of representation. The General Chair may assign delegates to attend specific meetings to assure coverage in the event of conflicting priorities. Complete information on USA Swimming policies, rules, time standards, schedules, meet sites and other matters will be collected by the Maine Swimming delegates to the Annual Business Meeting. Each representative shall report, in writing, pertinent information to the Maine Swimming Board of Directors within 30 days following the Annual Business Meeting.

**504 - Eastern Zone Meeting** - Transportation, lodging, and meeting fees will be provided for delegates from Maine Swimming to attend the Eastern Zone Meeting. Delegates shall be appointed by the General Chair and approved by the Board of Directors. If an Eastern Zone Director is a member of Maine Swimming, transportation and lodging will also be provided for that Director. A per diem may be issued, depending on the length of stay and arrangements at the meeting.

**505 - Other Meetings and Workshops** – MESI Board members wishing to attend other meetings and workshops must submit in writing prior to the event their reason for wishing to attend and what they hope to bring home from the event. If approved by the appropriate Maine Swimming Officer or Committee Chair, and funds for such travel have been provided in the Maine Swimming Budget, reasonable travel, lodging and other relevant expenses will be provided. This may include travel clinics, workshops and conferences sponsored by USA-S, especially those in which USA-S covers all costs except travel to and from the event. Lodging expenses will be based on double occupancy (whenever appropriate). A per diem allowance in accordance with the IRS per diem allotment for the location in which the event is held as approved for the fiscal year and reported on the [GSA website](#) will be provided except when meals are provided at the meeting. Travel and lodging expenses covered by any other organization are not eligible for reimbursement by Maine Swimming.

**506 – ASCA** - For ASCA World Clinic attendance, \$2000 reimbursement will be divided among attendees according to this structure: 40% to Coach of the Year, 30% to Assistant Coach of the Year, 30% split among other attendees. If there are no other coaches who attend the ASCA Clinic, the balance of the reimbursement funds goes to defray the costs of attendance for the Coach of the Year. Those who receive funding must present a report within 30 days.

## **600 MEMBERSHIP**

**The Maine Swimming office will post guidelines for registering on the Maine Swimming website. All athlete, non-athlete and club registrations will be processed directly with USA Swimming.**

**601 - New Club Registration** - A new club must meet all the requirements for a new club, which is listed in the “club” section of the USA Swimming web site at [www.usaswimming.org](http://www.usaswimming.org). The Facility Use Confirmation Form, projected budget, mission statement and Requirement Checklist for First Year Clubs (and all the requirements on that list included) must be completed and submitted to the office before the team is allowed to be registered. The Club Leadership and Business Management School (CLBMS) 101 must be completed by at least two non-athletes associated with the new team. The CLBMS 201 course must be completed within one year of “New Club” status.

**602 - Club Registration Renewals** - Club Membership fee for year-round clubs is \$200.00 if received by November 30, of which USA-S receives \$70.00 and MESI receives \$130.00. After November 30, it is \$270.00, of which USA-S receives \$70.00 and MESI receives 200.00. After December 31, it is \$300.00, of which USA-S receives \$70.00 and MESI receives \$230.00. 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 considered complete.

1. All coaches, assistant coaches, and junior C\coaches must have current certifications as required by USA Swimming and be over the age of eighteen (except Junior Coaches).
2. 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.
3. MESI offers 2 seasonal club memberships, each 150 days in length. The first season will end on the last day of short course winter championship meet and will begin 150 days earlier. The second season will run from April 4th through August 31st. The fee for a seasonal club membership is \$140.00, of which USA-S receives \$40.00 and MESI receives \$100.00.
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.
5. 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.

**603 - Athlete Registration** - All participating swimmers in any Maine Swimming sanctioned meet must be current USA Swimming registered athletes. All athletes 18 years of age and older must complete the Athlete Protection Training prior to competition or practice. Athletes and their families will be provide with club registration links by their Head Coach or Club Registrar.

1. The 2023-2024 annual fee for athlete membership in MESI is \$81.00. USA Swimming will collect the registration fee and forward \$11 of the registration fee to MESI. Athlete membership is for a calendar year; however, swimmer registration applications submitted on or after September 1st will be valid through December 31st of the following year. Year round membership will increase annually at the same amount as USA Swimming’s year-round membership.
2. MESI offers two seasonal memberships, each 150 days in length (see seasonal club description

above). The athlete registration fee for a seasonal membership will be \$51. USA Swimming will collect the registration fee and forward \$11 of the registration fee to MESI. Seasonal memberships are not valid for competition at or above the Zone Championship level. Seasonal membership will increase annually at the same amount as USA Swimming's year-round membership. Teams are not required to offer the seasonal membership to their constituents.

3. MESI offers an Outreach Membership for a fee of \$5.00. This athlete membership is for the calendar year; however, swimmer registration applications submitted on or after September 1st will be valid through December 31st of the following year. In order to be eligible for an outreach membership the athlete must provide verification to MESI annually that he/she is eligible for MaineCare, 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.
4. MESI offers a FLEX Membership for \$30. USA Swimming will collect the registration fee of \$20 and forward \$10 of the registration fee to MESI. Athlete membership is for a calendar year; however, swimmer registration applications submitted on or after September 1st will be valid through December 31st of the following year. This membership is open to athletes 12 years of age and younger. Swimmers may only compete in 2 USA-S sanctioned meets in the calendar year and they must be below the championship level. Swimmers who transition to a year-round membership after two meets will be able to credit the cost of their FLEX membership to the year-round membership. Teams are not required to offer the FLEX membership to their constituents.
5. MESI offers a Single Meet Open Water membership for a fee of \$14.00 USA Swimming will collect the fee and forward \$4 to MESI. The single meet memberships may only be used for open water meets. This membership type is not valid for competition at or above the Zone Championship level. Same day registration is allowed for this type of registration.
6. Transfers are \$10 each all of which is retained by Maine Swimming. Transfer fees will remain at \$10 through 2028 unless USA Swimming adds additional fees.
7. Each swimmer shall present proof of registration prior to the start of any MESI sanctioned meet in which he/she is entered if requested to do so by the Meet Director.
8. Foreign athletes who train with a USA-S club, but who do not compete, must fill out a USA-S application form and pay the full MESI registration fee. Teams' registrars shall notify the MESI Membership/Registration Chair of such swimmers.
9. Swimmers transferring into MESI from another LSC must be registered MESI athletes in good standing by the entry deadline in order to be eligible to compete in any MESI championship meets.
10. Unattached athlete members may join MESI by contacting the MESI Registration Chair and registering through the link provided.

**604 - Non-Athlete Registration** - This registration is applicable to coaches, officials and any other adult non-athlete members of Maine Swimming. Athlete Protection Training is renewed annually and Background Screens must be completed every two years.

1. The 2023-2024 fee for non-athlete registration (accept Administrators) in MESI is \$81.00. USA Swimming will collect the registration fee and forward \$11 of the registration fee to MESI. Members can

print or show their own cards from their USA Swimming account as proof of membership. There is no fee for transfers. Each year, the registration fee will increase annually at the same amount as USA Swimming's non-athlete membership. The Administrator registration is for club board members or employees of clubs who have no other reason to be registered members of USA Swimming. USA Swimming will collect the \$41 registration fee and forward \$11 to MESI.

2. All coaches must register with USA Swimming and have passed a current background screen, athlete protection training, concussion training, coach advantage training and their education requirements along with obtaining current CPR, in-water and on-line safety training. Junior Coaches are non-athlete members ages 16-17 who have registered with USA Swimming and have completed all of the coach requirements except a background screen and Athlete Protection Training. Once a Junior Coach turns 18, they must complete Athlete Protection Training and they have 30 days to pass a background screen.

3. All officials must register with USA Swimming, pass a background screen, and complete concussion training and Athlete Protection Training.

4. All others and Administrators must submit a registration form online, pass a background screen, and complete Athlete Protection Training.

5. All coaches and officials are required to show proof of membership while working at a USA-S swim meet.

6. No person without a valid coach membership will be allowed to participate in any coaching capacity at any USA-S sanctioned competition or practice. This restriction will include being barred from the deck at all MESI, Zone, National, and International qualifying competitions. Coaches' membership becomes invalid with the expiration date of any or all of the certifications required by USA Swimming. It is the responsibility of the coach to renew all safety credentials before they expire. Coaches can be dismissed from the deck or facility at a swim meet and swimmers converted to unattached status if the coach is in noncompliance and the club does not have a certified coach.

7. Failure of a coach to satisfy the coaches' safety requirements will result in termination of coach membership in USA-S and loss of USA-S insurance coverage for the coach.

8. Unattached non-athlete members may join MESI by contacting the MESI Registration Chair and registering through the link provided.

9. The following individuals must be registered members of Maine Swimming, Inc. in good standing:

- MESI Board of Directors
- MESI Committees
- MESI Meet Directors
- Adult employees of USA Swimming, MESI and member clubs;
- Adults serving on the board of directors of MESI registered clubs;
- Individuals in a position of oversight over the operations of an MESI club;
- Adults with an ownership interest in an MESI club;
- All officials operating in any capacity,
- Other volunteers who interact directly and frequently with or have authority over athletes (as defined in the SafeSport Code for the Olympic and Paralympic Movement) as a regular part of their duties.

**605 – Board/Committee Membership Reimbursement** - Current members of the Board of the Directors and standing MESI Committees who are not employed by a club or have another reason to be MESI

members, shall be reimbursed for their USA Swimming registration after six months of service. After six months of service, their registration will be covered by MESI as long as they are a current member of the Board of Directors or a standing committee.

#### **606-Insurance -**

1. Club: USA Swimming provides insurance coverage to Clubs subject to their compliance with USA Swimming regulations.
2. Organization: USA Swimming provides NO insurance coverage to Affiliated Group members.
3. Individual: Individual membership in MESI includes membership in USA Swimming. USA Swimming provides liability and secondary medical insurance coverage.
4. All insurance policies are sent to the club upon registration and can be found on the USA Swimming website under Risk Management.

### **700 MEET SCHEDULE**

MESI shall establish and publish an annual swim meet schedule of all meets. Responsibility for planning and monitoring this schedule is assigned to the Technical Planning Committee. All clubs must be notified of the process outlined below. Available dates for the short course schedule shall be between September 1st and April 14th. The long course schedule shall be between April 15th and August 31st.

**701 - Review and Approval** - Teams in good standing with MESI shall be allowed the choice of hosting scheduled swim meets based on the cumulative number of swimmers entered in MESI sanctioned meets, as verified by the required meet summary report throughout the season. Eligible teams must submit their bid to the Technical Planning Chair using the form designated for this purpose by February 1st for the long course season and July 1 for the short course season. The bid form will include the type of meet, location of the meet, a facility description, tentative event list and other information as determined by the Technical Planning Committee. The Technical Planning Committee will develop the seasonal schedule(s) of swim meets for presentation to and ratification by the Board of Directors. The approved seasonal meet schedule will be posted on the MESI website. Any changes to the calendar after posting must be requested through the Sanction Chair.

**702 - MESI Sponsored Meets and Events** - MESI will sponsor championship meets, qualifiers, and other meets, such as Open and All Star Meets as well as camps and clinics. Clubs interested in hosting any of these events will submit bids to the MESI Board of Directors at a time and place to be set by the MESI Board of Directors. The MESI Board of Directors will evaluate the bids based on the facility, experience and ability of the club to host the meet, and income to MESI. The MESI Board of Directors will establish the date for the meet and the event list, including the number of sessions. This information will be provided to clubs at least 14 days prior to the bid date.

### **800 MEETS REQUIREMENTS/GUIDELINES**

**801 - USA Swimming Rules** - All meets shall be conducted under current “USA-S Technical Rules” (Part One of the USA-S Rules and Regulations). The Meet Referee may alter the conduct of a meet only as specified in Article 102.11 of the USA-S Rules. 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 MESI Board of Directors. Disciplinary action may include fines, suspensions, denial of future meets, or any other action deemed appropriate by the MESI Board of Directors.

**802 - Meet Director and Meet Director's Handbook** - Each MESI sanctioned meet must have an MESI certified Meet Director. Certified Meet Directors must complete a certification course and pass the certification test with a score of 80 or above. To maintain certification, Meet Directors are required to pass a recertification test with a score of 80 or above and attend a clinic every 5 years. MESI shall establish and modify, from time to time; a Meet Director's Handbook, which clubs must use in the conduct of their meet.

**803 - Meet Sanction** - Each applicant for sanction shall submit an application to the MESI Sanction Chair for any competition, benefit, exhibition, clinic, or entertainment of any kind where swimmers compete, exhibit, demonstrate, or display talents or techniques.

1. Meet Classifications - Each meet classification requires a proper sanction in order to be held.
  - A. Open Meet: Competition which any qualifying club, organization, or individual may enter.
  - B. Closed Meet: Competition only open to the members of one organization such as MESI.
  - C. Invitational Meet: *A swim meet of 4 or more organizations and clubs invited by the host.*
  - D. Dual Meet - *A swim meet between the host team and one other club.*
  - E. Tri Meet - *A swim meet between the host team and two other clubs.*
  - F. Time Trial Meet: An event or series of specified events where specified swimmers may achieve or better a time.
2. Applications for sanction must be submitted on MESI sanction application forms at least 45 days prior to the date of the meet or at the discretion of the MESI Sanction Chair. Applications must include:
  - A. A copy of the meet information.
  - B. The name of the certified Meet Director.
  - C. The key officials for the meet. Each sanctioned meet must have a minimum of a USA-S Certified Meet Referee; a USA-S certified starter and 2 USA-S certified stroke and turn judges and an Administrative Official.
  - D. \$100 sanction deposit
3. Applications for time trial, dual, triangular, and similar type meets not included in the sanctioned meet schedule must be submitted on an MESI sanction request form at least 14 days prior to the event.
4. The meet sanction number must be posted on all printed meet paperwork including scratch sheets, heat sheets, timing sheets and results.

**804 - Meet Approval** - Each applicant for an approved meet shall submit an application to the MESI Sanction Chair a minimum of 45 days before the scheduled competition accompanied by the \$25 non-refundable approval fee. The meet information packet that is submitted with the application for an approved meet must contain all required meet information sections outlined in the USA Swimming Rulebook Section 202.6 before the MESI Sanction Chair will issue the meet an approval number. Approved Meets must be conducted in accordance with USA-S Article 202.6 and meet the staffing requirements of a sanctioned meet. Except for the YMCA State Meet, once the MESI 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 email to the MESI Webmaster for posting to the MESI 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 MESI Board of Directors upon recommendation from the Sanction Chair. The meet approval number must be posted on all printed meet paperwork including scratch sheets, heat sheets, timing sheets and results.

**805 - Meet Observations** - Swims may be observed by assigned USA Swimming or YMCA officials for conformance with USA Swimming technical rules in a meet conducted under other than USA Swimming rules. Maine High School State and Regional Championship Meets will be observed. Requests for observation of other high school end-of-season meets may be submitted using [Form B](#) and requests for observations for non-season culminating meets may be submitted using [Form A](#). Requests for observations must be submitted to the Maine Swimming Office by the posted deadline. All meet observations must comply with USA Swimming Rulebook Section 202.8

### **806 - Official Meet Entry**

1. 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 email. 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 an HTML, PDF or doc format.
2. Paper entries may be submitted for a surcharge and the meet entry form must include each swimmer's full name (first, middle, last) and birthdate, USA-S number, numbers of the events the swimmer would like to swim and their seed times for those events.
3. The mailed or emailed meet entry form hard copy submitted by the clubs and/or coaches shall be available with the Meet Director at all times during the meet.
4. The official meet entry form is the official document used in resolving any discrepancies.

### **807 - Entry Times**

1. All entry times shall be to the 100th of a second. Any omitted digits on entries shall be seeded as 9's.
2. Entry times for non-championship meets may be converted for the appropriate course.
3. All conversion shall follow the Hy-tek/Team Unify USA-S approved conversion.
4. When appropriate, times shall be seeded in the following order for SCY– SCY, SCM, LCM; for SCM – SCM, LCM, SCY; LCM– LCM, SCM, SCY, except at the *winter and summer* championship meets, where all timed final events will use the Hy-tek Meet Manager conversion formula for the appropriate course for times final events.”

### **808 - Proof of Registration**

1. 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 MESI Membership/Registration Chair. Verification for coaches and officials will be accomplished by requiring the presentation of a valid registration card in addition to a report for alerts from the SWIMS database. Both the host organization and the club that enters an unregistered swimmer will be subject to a \$100.00 fine by the MESI Board of Directors with a recommendation from the MESI Membership/Registration Chair for each unregistered swimmer found to have competed in a meet.
2. Any person or organization who falsely claims that a swimmer is registered, when in fact that swimmer is not registered, is subject to a maximum fine of \$100.00 by the MESI Board of Directors with a recommendation from the MESI Membership/Registration Chair.
3. Deck registrations are not permitted with the exception of Single Day Open Water Meet Registrations.
4. Any person who is not authorized to be on deck at any meet sanctioned by MESI 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 MESI 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 MESI shall be liable for a fine of up to \$100 and/or disciplinary action by the MESI Board of Directors.

**809 - Time Trial Participation** - Unless otherwise noted in the meet information, swimmers may participate in a “time trial” at the Meet Referee and 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 meet information or the USA-S Rules and Regulations.

**810 - Meet Personnel** - It is the responsibility of the host club to arrange for a proper number of officials. At minimum for competition there must be one Meet Referee, one Administrative Referee or Administrative Official, one starter and two stroke & turn officials. All officials must be certified in accordance with USA-S rules, policies and regulations. Officials other than the Referee and Administrative Official may act in more than one officiating capacity only when sufficient qualified officials are not available. Failure to do so will result in loss of sanction deposit and may result in not obtaining sanction for future meets or meets being cancelled. All instances not listed above will be decided at the discretion of the MESI Official’s Committee or Official’s Chair. Championship meets shall be staffed by active officials who have worked in that capacity for a minimum of 4 sessions per year.

#### **811 - Sessions**

1. Non-championship meets shall be organized to comply with the 4-hour rule. After 4 hours, a fine of \$50.00 may be levied by the MESI Board of Directors for each half-hour or portion thereof that exceeds the time limit. All measures taken by the host team to ensure that the time limit be met must be listed in the meet information sheet.
2. In preliminaries and finals meets, the time between the end of the preliminary session and the beginning of warm-up for the finals for any event shall be a minimum of 90 minutes.

#### **812 - Protests**

1. Protests affecting the eligibility of a swimmer to compete on the basis of performance classification (e.g., the swimmer previously attained an “A” time, but is entered a “B” time) shall be decided by the Meet Referee. The Meet Referee may allow the swimmer to compete under protest, withholding awards and scores from the event until the dispute is resolved by the Meet Jury. The Meet Referee shall appoint the Meet Jury which shall consist of not fewer than three (3) and not more than five (5) persons, at least one of who 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.
2. Only the Meet Referee may consider protests against the judgment decisions of subordinate officials.
3. All protests must be submitted in writing by the end of the session of the alleged infraction, judgment, or incident and must cite the rule under which relief is sought. However, any written protest is acceptable as long as it is legible and contains all the required information.
4. Written protests of application of rules, registration and affiliation of athlete, falsifying entries, swimming out of a classification, etc, must be filed with the MESI General Chair and must state all substantiated facts as they are known by the protestant as well as all identifying information requested in Article 813.3 above. A swimmer may compete under protest during appeal of a decision of the MESI Board of Directors only upon presentation of a written protest and its required fee of \$100 to the General

Chair. If the appeal goes in favor of the protestant, the \$100 will be returned to the protestant. The decisions of the MESI Board of Directors are binding on all parties involved. To appeal a decision, As of the 2019 USA Swimming House of Delegates, the Zone Board of Review no longer exists. The National Board of Review (NBoR) now has jurisdiction over measures 304.3.1 thru 304.3.16. Article 407 in the USA Swimming Rule Book outlines the NBoR process and procedures.

**813 - Changes to the Meet Information** - Once a meet is sanctioned, changes can be made to the meet invitation before the meet, only with the approval of the Sanction Chair. Any change to the meet format after the meet begins will be at the discretion of the Meet Referee and will be presented to the coaches at a coaches' meeting.

**814 – Warm-Up Policy** – The current Maine Swimming Warm-up Policy can be found [HERE](#)

## **900 MEET RESULTS**

The “backup results file” must be e-mailed within seven (7) days of the conclusion of the meet to the MESI National Times Chair and the MESI Webmaster. It is the Meet Director’s responsibility to ensure these results are e-mailed within the specified time. Failure to provide meet results in the above format may result in loss of deposit and denial of further sanctions or approvals and team competition as determined by the MESI Board of Directors. The Meet Referee must submit the Key Officials Form to the Officials Chair and the Sanction Chair within 7 days of the completion of the meet. The Meet Referee must also log all officials into OTS (Official Tracking System) within 7 days of the completion of the meet.

## 1000 SWIM MEET FEES

**1001 - Fees** – Meet Fees will be structured based on the guidelines below:

**Meet Fees** – (approved 4/10/2023)

CATEGORY	MAX SWIMMER PARTICIPATION FEE	ATHLETE TRAVEL SURCHARGE	MAX. SPLASH FEE	MAX MESI HOST 25% Surcharge	MAX OUT OF LSC HOST 30% SURCHARGE
<b>Club Run Sanctioned/Approved Open and Invitational Meets</b>					
Timed Finals	\$5.00/d - all to	\$1.00 - all to	\$5.00	\$1.25	\$1.50
Timed Finals - Relay	host club(s)	MESI	\$15.00	\$3.75	\$4.50
Trials/Finals	—	\$1.00 - all to	\$7.00	\$1.75	\$2.10
Trials/Finals - Relay		MESI	\$21.00	\$5.25	\$6.30
<b>MESI Non-Championship Meets</b>					
Timed Finals	—	\$5.00 - all to MESI	\$1.00 - all to	\$5.00	\$5.00
Timed Finals Relay		MESI	\$15.00	\$15.00	
Trials/Finals	\$10.00 - all to	\$1.00 - all to	\$7.00	\$7.00	
	MESI	MESI			
<b>MESI Championship Meets</b>					
MESI Athletes - Timed Finals	—		\$5.00	\$5.00	
Non-MESI Athletes - Timed Finals	—		\$8.00	\$8.00	
MESI Athletes - Trials/Finals	—	\$15.00 - all to	\$1.00 - all to	\$7.00	\$7.00
Non-MESI Athletes - Trials/Finals	—	MESI	MESI	\$10.00	\$10.00
MESI Athletes - Relay	—		\$21.00	\$21.00	
Non-MESI Athletes - Relay	—		\$30.00	\$30.00	
<b>Club Run Sanctioned/Approved Virtual, Dual and Tri Meets</b>					
Per Swimmer	\$20.00 - all to host club(s)	\$1.00 - all to MESI		\$1.00 per swimmer	r

1. *Sanctioned and Approved Meet Swimmer Participation Fee:* Host teams may impose a maximum per swimmer participation fee of \$5.00 to defray the cost of the pool facility for sanctioned calendar meets. Host teams may petition the MESI Board of Directors for a higher surcharge per swimmer to cover more expensive facility rental fees.
2. *Athlete Travel Surcharge:* This per swimmer surcharge will be forwarded directly to MESI and deposited in the Athlete Travel Fund to be used to Athlete Travel Reimbursement including Outreach Athlete Subsidies.

3. *Maximum Splash Fee:* Host clubs may charge up to the maximum splash fee listed.
4. *MESI Splash Fee Surcharge:* MESI will charge host clubs this set splash fee surcharge regardless of the splash fee charged by the host club.
5. *Time Trials:* Host teams may charge up to 3 times the maximum entry fee for any Time Trial events.
6. *Sanctioned/Approved Virtual, Dual and Tri Meet Fees:* Host teams may impose a maximum per swimmer participation fee of \$20. Host teams may not charge per-splash entry fees for non-calendar sanctioned meets. MESI will collect per athlete the \$1 Athlete Travel Fund Fee and \$1 entry fee.
7. *MESI Non-Championships Meets:* Clubs will bid on the D1, D2 and WC Trials (or other MESI-hosted non-championship meets by submitting a fee that deem acceptable to run the meet. MESI will no longer be "reimbursing pool rental". The pool rental and all other fees should be incorporated in this fee to run the meet. MESI will keep the swimmer participation fee and meet entry fees, but the bidding team should include a profit margin in their bid and they will continue to keep concessions, admissions and programs.

**1002 - Spectator Fees** - Spectator fees may be charged at MESI sanctioned meets. The fee shall not exceed \$2.00 per session per adult spectator unless approved by the MESI Board.

**1003 - Meet Observation Fees** – There will be no fee for high school meet observations.

**1004 - Meet Administrative Reports and Fees** - The meet administrative reports and fees listed below must be submitted within *fifteen (15)* days after the meet to the MESI Sanction Chair. The Financial Report, Team Entry Fee Report and payment are recorded and filed.

1. The meet financial report must be submitted online with a pdf copy of the Team Entry Fee Report.
2. Fees designated in Section 1001.
3. For MESI sponsored meets (D1, D2, Winter Champs Trials), MESI will receive all participation and meet fees (MESI will pay the fee accepted at time bid was awarded. Host keeps concessions, spectator admission fees and program sales).
4. The YMCA State Meet is exempt from these surcharges and will be charged a \$200 non-refundable approval fee.
5. A loss of deposit (\$100) will be charged to the host club if the following conditions are not met:  
*All conditions of the sanction were upheld in accordance with USA Swimming regulations.*  
 The Financial Statement Form and fees are submitted in accordance with Articles 1004.1 and 1004.2.  
 Meet Results are emailed in accordance with Article 900.
6. There shall be no sanction fee for exhibitions, benefits, camps, Swim-a-thons, clinics and similar type of activities.
7. There shall be a non-refundable \$50 sanction request fee for dual and tri-meets.
8. There shall be a non-refundable **\$50** sanction request fee for time trial meets.

**1005 - Other Fees**

1. Bad Checks –A fee of \$25.00 will be assessed against any individual or team who issues a check to MESI which is returned due to insufficient funds, closed account, etc.
2. Late Payment Fees - Fines for late payments after 30 days will be \$25 plus 2%. After 60 days the fine will be \$50 plus 2% and the amount will increase by \$25 incrementally every 30 days until the fine is paid.
3. Late Penalty - If a team submits their sanction request, meet information and Hy-tek after the 45 day

deadline, the meet host will pay a fee of \$50.

**1006 - Open Water Reimbursement** - MESI Teams that host a Maine Swimming sanctioned open water event will be reimbursed up to \$1000 toward their expenses after they fulfill all of the requirements.

## **1100 MAINE SWIMMING CHAMPIONSHIPS**

**Championship meets will be held in accordance with the rules of USA-S for the conduct of championships, when possible.**

### **1101 - Championship Protocol**

1. The official age grouping for championship meets is: 10 & under, 11-12, 12 & under, 13-14, 14 & under, 15-18, 11 & over and Open. Any swimmer with an open cut time may enter and compete in the Open events.
2. The qualifying times for winter championships are to be determined by the *Coaches' Committee*.
3. The MESI Meet Committee shall serve as the Committee to run the meet.
4. The MESI Board of Directors shall act as the "host club" for all other duties, responsibilities, and obligations associated with hosting a swim competition. This includes, but is not limited to, obtaining the meet sanction, paying any sanction fees, publishing and distributing the meet announcement and results, securing qualified officials, distributing meet evaluation forms and all other forms required by MESI.
5. Protests of the MESI Board of Directors rulings related to the meet must be submitted in writing and must follow the procedures set forth in the Protest Section, Article 812.

### **1102 - Championship Entry Procedure**

1. Proof of Qualification for short course winter championships shall be submitted with each team's e-mailed or submitted entries. The Proof of Time Report must be a pdf copy of the Meet Entry Report from team management software sorted by name; under other options for the report include proof of time. Eligible times may come from the USA-S SWIMS Database (includes times from observations at Maine High School State and Regional Meets), NCAA National Times Database, and the USMS National Times Database. *The* Maine YMCA Database times are eligible for MESI champs *if* the host team completes a Key Officials Form documenting the meet was appropriately officiated as per National YMCA rules. Failure to verify may result in disciplinary action as determined by the Meet Jury.
2. The official team information form must be filled out completely and submitted with the entries. The following information must include the names, email 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. Entries will not be considered received until all of this information is received by the Entry Chairperson.
3. Relay entries and fees will be due with individual entries. All swimmers registered with MESI with a USA registered team by the regular entry deadline are eligible to compete in relays at championships.
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 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.
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. They will be fined \$200 if the athlete remains in the meet. *As per USA Swimming rules, unattached athletes are not allowed to participate in relays.*

6. 10 and under swimmers are allowed to swim in only one session per day at the MESI short course winter championships.
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 relays will be based on the number of 15 & Over individual qualifiers entered.
8. Meet entry fees for MESI championship meets are due at the time stated in the meet information packet; if the meet entry fee is received by MESI after the end of the meet then a fine of \$50 will be charged to the team.
9. The entry deadline for championships shall be between 3-10 days before the first day of the meet. Teams that have not submitted their entries by the entry deadline will be contacted by noon the following day by the meet Entry Chairperson and will have until noon on the following day to submit their entries. They will be subjected to a fine of \$250 plus \$10 per individual. Any entries submitted thereafter will be entered only at the discretion of the Meet Committee.
10. Any new qualifier who achieves a cut time after the entry deadline 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.

#### **1103 - Championship Scratch Procedure -**

1. 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 MESI rules shall be barred from the remainder of the meet.
2. 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 for a pre-seeded meet shall not be penalized.
3. During a deck-seeded meet, 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 *that event*. 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.

**1104 - Championship Scoring -** The scoring for the MESI Winter Championships will *be listed in the meet information*.

**1105 - Championship Awards -** MESI hosted championship meet awards will *be listed in the meet information*.

#### **1106 - Team Work Assignments -**

1. Each team, with a minimum of 5 swimmers entered in a session, shall have a minimum of one (1) non-athlete available for jobs (inclusive of officiating) during that session as assigned by MESI. Teams with fewer than 5 swimmers (including unattached swimmers) in a session will be pooled together. If the number of swimmers of these pooled teams is more than 5, they will be assigned work assignments as a team. The team(s) to fulfill any work assignment(s) will be drawn by lottery.

**1107 - Meet Referee and Meet Director Reimbursements** - MESI will reimburse Hotel & a per-diem rate for meals and other expenses at \$50.00 per day to the Meet Director/or the Meet Referee, if the meet is held at a facility more than 50 miles from their home. Mileage will be reimbursed at a rate that is determined by the IRS for charitable organizations.

## **1200 MAINE SWIMMING RECORDS**

MESI shall maintain a list of record performances swum by properly registered Maine Swimming athletes.

1. Records will be maintained for all recognized open and age group events.
2. Records will be published on the MESI Website.
3. Record Performances must be achieved in a sanctioned, approved or observed meet (the swim must be in the SWIMS database).
4. The records become effective upon publication of the meet results.
5. Swimmers who have competed for a postgraduate team may set open records, but not age group records.
6. Any omissions, errors, or additional information should be reported to the MESI National Times Chair.
7. A certificate will be awarded to any MESI registered swimmer who breaks an MESI record. Certificates are awarded at the annual banquet.

## **1300 ATHLETE TRAVEL FUND - ATHLETE REIMBURSEMENT**

The MESI Athlete Travel Fund is comprised of two parts – Athlete Reimbursement (1300) and Outreach Travel Subsidization (1400). The Athlete Reimbursement portion of the fund is established to subsidize, in whole or in part, travel expenses incurred by MESI athlete members while competing at Sectional, National or International level meets or while participating in approved Zone level camps and competitions. Funding will be broken down into the following tiers:

**1301 - 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 events and not Tier 2 event may be reimbursed up to the Tier 2 reimbursement rate for the second Tier 3 event. Tier 4 events will not count toward the two event per season limit.

*Tier 1:* Eastern Zone Short Course Age Group Championships - up to \$200,

*Tier 2:* Sectionals Meets (must have Eastern Zone Sectional qualifying time), Senior Zone Championships (with Eastern Zone Sectional Qualifying Times), Futures Championship, Open Water Junior National Championships - up to \$400,

*Tier 3:* Zone Select Camps, Junior National Championships, TYR Pro Series Meets (with Junior National qualifying times), US Open Championships, National Championships, Disability Swimming Championships, Open Water National Championships - up to \$1000

*Tier 4:* National Select Camps, Olympic Trials - up to \$1000

**1302 - Eligibility** - In order to be eligible to apply for these funds:

1. A swimmer must have participated in at least two MESI sanctioned meets within the 12 months

immediately prior to the trip.

2. Swimmers must qualify in an individual event by the entry deadline and compete in an individual event at the meet to receive financial support.
3. Swimmers competing in only relay and/or time trial events are not eligible.
4. In order for an athlete to receive reimbursement from the travel fund, a representative from their club team must be present at the spring HOD meeting. The reimbursement eligibility period will be the calendar year following the spring HOD.

**1303 - Applications** - Application for reimbursement must be made on the form designated for this purpose within 30 days of the event. Disbursement of funds by the MESI Treasurer will be made under the direction of the Board or Directors. Payments will be made no later than the end of the MESI fiscal year after the presentation of the proper receipts and final meet results.

## **1400 – ATHLETE TRAVEL FUND - OUTREACH ATHLETE SUBSIDY**

The MESI Outreach Athlete Subsidy portion of the fund is established to subsidize, in whole or in part, travel expenses incurred by MESI outreach athlete members while competing at MESI hosted events. Based on the approved budget for this support, 50% will be retained for support for the MESI winter championship meet/s. The initial 50% will be distributed on a first come first serve basis. If there are extra funds, other meets may be considered for reimbursement by the Board of Directors. Disbursement of funds by the MESI Treasurer will be made under the direction of the Board.

**1401- Eligibility** - In order to be eligible to apply for these funds:

1. A swimmer must be an MESI registered outreach athlete in good standing.
2. Swimmers competing in only relay and/or time trial events are not eligible.
3. In order for an athlete to receive reimbursement from the travel fund, a representative from their club team must be present at the annual HOD meeting. The reimbursement eligibility period will be the calendar year following the annual HOD.

**1402 - Outreach Athlete Meet Fee Reimbursement** - Coaches of outreach athletes may apply for reimbursement of MESI calendar meet and participation fees by submitting the appropriate form within 30 days of the meet. Fees will only be reimbursed for individual events in which competed and the meet participation fee. Relays fees are not reimbursable.

**1403- Outreach Athlete Travel Subsidy:**

1. Applications - Application for reimbursement must be made on the form designated for this purpose within 30 days of the event. Outreach Athletes may receive up 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](#).
2. Additional criteria: Athletes must compete in at least three individual events a day in all meets except the winter championship meet/s and open water meets.

**1404- Outreach Athlete Accommodation Reimbursement:**

1. Application for reimbursement must be made on the form designated for this purpose for approval no later than three days before the first day of the event.
2. Approval must be received prior to the meet to guarantee reimbursement.
3. Hotel accommodations for meets shall be reserved by the Outreach Athlete's family or team and a



reimbursement check will be provided by MESI upon arrival at the meet.

4. Hotel reimbursement rate is based on IRS allotment for hotels in the area of the event for the fiscal year and reported on the [GSA website](#).

5. The following is available for all Maine Swimming sponsored events two days in length or longer.

6 Additional criteria:

- a. Athletes must compete in at least three individual events a day in all meets except championship meet/s and open water meets.
- b. In the championship meet/s, swimmers must compete in all events in which they have qualified up to the maximum event limits per the meet information.
- c. Outreach Athletes must live at least 75 miles away from the event location.
- d. If a room is reserved and the swimmer does not attend the meet and the cancellation procedure is not followed, the athlete's family will be responsible for the entire cost of the hotel.

## **1500 ZONE AND ALL-STAR EVENTS**

**1501 – All-Star Camps, Clinic and Events** - Each year, at its discretion, Maine Swimming may offer opportunities such as All Star travel meets, clinics, combined in-state training, travel training trips or other events. These events shall either be scheduled during the bid process or added as events are finalized. Selection criteria for these events is the sole province of Maine Swimming, and shall be determined by either the Age Group Committee, Senior Committee or other group determined by Maine Swimming.

### **1502 - Eastern Zone Long Course Age Group Championships**

1. The long course zone team is an application process. All applications must be submitted online by the deadline indicated on the form..
2. Any swimmer is eligible to attend if they have achieved an Eastern Zone Meet Qualifying Time (except for the exceptions listed in the meet information for junior national qualifiers and above).
3. Any swimmer is eligible to apply to attend they have achieved an AA time in yards or meters performed during qualifying period. The top two swimmers that apply per event will be placed in each event. Long course times will supersede short course times in the selection process.
4. The National Times Chair will provide a tentative lineup for the head coach (if MESI sends one). The National Times Chair shall complete and submit the entries along with appropriate entry fees in a timely manner.
5. The Eastern Zone Long Course swimmer uniform will consist of two t-shirts and two caps and/or apparel which will be determined by the Zone Chair.
6. *MESI will provide transportation, housing, apparel, a food allowance and a stipend of \$600 for a coach to attend the Eastern Zone Long Course Age Group Championships.* MESI may provide more funds at the discretion of the Board of Directors. Coach applications are due by the deadline designated on the form. Selection of the coach of the Eastern Zone Long Course Age Group Championships is the responsibility of the Age Group Committee.

## **1600 COACH EDUCATION**

All currently registered Maine coaches in good standing who successfully complete ASCA Education Level 2 – 5 will receive a \$100 for each level. Coaches will only be eligible for one stipend of \$100/year and are able to collect the stipend in the next year(s). MESI will provide a coaches education training one

time per year.

## **1700 RECOGNITION**

### **1701 - Coach of the Year**

1. Nomination by any MESI member with a bio on why a coach is being nominated on the form designated for that purpose.
2. All nominations will be presented to the Coach of the Year Committee comprised of Coaches' Representative, Age Group Vice-Chair, Senior Vice-Chair, Senior Athlete Representative, Junior Athlete Representative, one at-large and alternates as needed.
3. Time Frame: April 15-April 14.
4. To be awarded at the MESI Annual Banquet.
5. Winner will be eligible for funds from the MESI pool to the ASCA world clinic that year as per 1703.

### **1702 - Assistant Coach of the Year**

1. Nomination by any MESI member with a bio on why a coach is being nominated on the form designated for that purpose.
2. All nominations will be presented to the Coach of the Year Committee comprised of Coaches' Representative, Age Group Vice-Chair, Senior Vice-Chair, Senior Athlete Representative, Junior Athlete Representative, one at-large and alternates as needed.
3. Time Frame: April 15-April 14.
4. To be awarded at the MESI Annual Banquet.
5. Winner will be eligible for funds from the MESI pool to the ASCA world clinic that year as per 1703.

**1703 - ASCA Travel Awards** - For ASCA World Clinic attendance, \$2000 reimbursement will be divided among attendees according to this structure: 40% to Coach of the Year, 30% to Assistant Coach of the Year, 30% split among other attendees. If there are no other coaches who attend the ASCA Clinic, the balance of the reimbursement funds goes to defray the costs of attendance for the Coach of the Year. Those who receive funding must present a report within 30 days.

### **1704 - Coach of the Meet**

1. Awarded at Maine Swimming Winter Championships and Maine Swimming International Invitational
2. Criteria: Team's performance at that meet compared to either last year's meet, high percentage of swimmer improvement based on seed times, record breakers at meet, coach's observable persona over the course of the meet with regards to interactions with other coaches, officials, swimmers, spectators.
3. Each team in attendance at the meet gets one vote.
4. To be awarded at the end of the meet

**1705 - Official's Award** - The award is given to the official who has demonstrated the ability to interpret the rules and regulations in accordance with the essence for which these rules are devised. They function solely for the sport and its participants.

1. This is determined by nominations from USA Swimming clubs submitted on the form designated for that purpose.
2. A maximum of one award a year will be presented.
3. This award will be determined by a vote of the BOD and presented at the annual banquet.

**1706 - Conoco- Phillips Award:** The award is presented to a volunteer in recognition of service to swimming.

1. Criteria for selection should include the quality, level, and years of service to swimming in an elected or appointed position.
2. Selected from nominations submitted by members of the Board of Directors.
3. A maximum of one award a year will be presented.
4. This award will be determined by a vote of all registered non-athlete members of Maine Swimming and will be presented at the annual banquet.

**1707 - Life Membership Award** - A Life Member is an individual who is a life member of USA Swimming and who resides, formerly resided or participated in the sport of swimming in the geographic territory of Maine Swimming and who is in good standing as a member of Maine Swimming Inc. USA Swimming Life membership awards are presented annually at the USA Swimming Annual Business Meeting to recognize individuals who have demonstrated outstanding service to the sport. The Maine Swimming Board of Directors will consider candidates each year for this award using the following qualifications and procedures:

1. Length and quality of service on MESI or USA Swimming BOD, committees, as an official, or as meet support for MESI and/or national events and championships. To be eligible, the recipient must be a long-time member of Maine Swimming, serving the swimming community at the LSC and/or national levels a minimum of 10 years.
2. Award nominations will be solicited each spring to identify potential candidates.
3. Maximum of one such award may be presented annually. In any given year the award does not have to be presented.
4. During the recipient's tenure s/he must have held or currently hold a position in at least one of the following areas of leadership within Maine and/or USA Swimming: Board of Director member or Committee Chair/Coordinator.
5. The Board of Directors has the discretion to waive any of the requirements for exceptional candidates.
6. The Board of Directors will decide on an award recipient by virtue of 2/3 vote and shall vote on Life Memberships prior to USA-S Annual Business Meeting deadline.

**1708 - Club Recognition** - Properly registered Maine Swimming Clubs shall receive recognition for achieve USA Swimming Club Level status as follows: :Level 1 - \$400, Level 2 - \$300, Level 3 - \$200, Level 4 - \$100

**1709 - Olympic Trials Qualifiers** - In appropriate years, Maine Swimming will recognize Olympic Trials Qualifiers prominently on the Maine Swimming website.

## **1800 OFFICIALS**

**1801 - Committee Structure** - The members of the Officials Committee shall be the Officials Chairperson, who shall chair the committee, and at least two other members all of whom shall be certified officials of Maine Swimming. The committee must also contain the applicable athlete representation.

**1802 - Duties of the Committee** - The Officials Committee is authorized and obligated to recruit, train, test, certify, evaluate, re-test, re-certify and supervise officials for Maine Swimming and such other activities as may be necessary or helpful in maintaining a roster of qualified, well-trained and experienced officials of the highest caliber.

**1803 - Certified Officials** - Must be eighteen years of age or over and must be a member of USA Swimming. In order to obtain official's certification and then maintain certification, an individual must fulfill the requirements outlined by USA Swimming, modified by Maine Swimming, and approved by the House of Delegates.

**1804 - Certification Process** - Officials and official applicants register with USA Swimming.

1. Officials must satisfactorily complete a background screen, athlete protection training and concussion training.
2. Individuals seeking a new initial position certification must attend an appropriate clinic approved by the MESI Official's Chair.
3. Individuals seeking initial certification must satisfactorily complete the appropriate examination, as issued by USA Swimming, with 80% correct.
4. Certified officials must attend one recertification clinic and take the recertification test every three years at their highest certified level to maintain certification.
5. Certified officials must maintain certification requirements per the Officials Guidelines posted on the MESI website.

**1805 - Official's Uniform** - The uniform for officials is: navy blue shorts, pants or skirts (not jeans or sweats) and a solid white top unless otherwise designated in the meet information or noted at the official's briefing.

**1806 - Trainers** - To be an approved Maine Official's Trainer an individual should: hold referee's certification; have at least two years' experience as a referee; be approved by the Maine Swimming Official's Chair; and attend and be mentored at a Maine Swimming Official's Clinic. Trainers are approved at the discretion of the Official's Chair.

## **1900 USE OF USA SWIMMING AND MAINE SWIMMING LOGOS**

The USA Swimming and Maine Swimming, Inc. Logos are registered trademarks of their various entities; however, each is available for club use for promotional purposes only (NON-COMMERCIAL) on printed informational materials, i.e. meet entry forms, meet programs, club manuals, swim guides, publications, and newsletters. Any use in violation of the "USA Swimming/LSC Licensing Agreement may result in fines or other penalties. Any other use of the Maine Swimming, Inc. Logo must have MESI Board of Directors approval.

## **2000 FINANCIAL POLICY AND PROCEDURE**

### **2001 - General**

1. The MESI Board of Directors formulates financial policies and reviews financial operations and procedures.
2. The MESI Treasurer has financial management and reporting responsibilities as outlined in Section 309.
3. Financial duties and responsibilities will be separated as much as possible to ensure that no one person has access to and control over cash receipts and disbursements, accounting for financial transactions, receipt of bank statements, and preparation of financial statements and reports. If an adequate segregation of duties does not exist, the following could occur without being detected:
  - Transactions completed without MESI Board of Directors' knowledge or approval;
  - Conflict of interest in which an individuals' financial or personal considerations may adversely impact (or have the appearance of impacting) judgment in exercising MESI duties and responsibilities;
  - Inaccurate and/or inadequate financial documentation (i.e., errors or irregularities);
  - Improper use of funds or modification of data; and
  - Misstated financial statements and related reports and filings.
4. All contracts and accounting books and records will be kept on file by the Treasurer.
5. The MESI Treasurer or Finance Chair will utilize a double entry system of accounting for all funds.
6. The MESI Treasurer or Finance Chair will maintain MESI accounting records on the accrual basis in a manner that facilitates the preparation of audited financial statements conforming to generally accepted accounting principles.
7. The MESI Treasurer or Finance Chair will record and maintain all MESI 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.
8. The MESI Treasurer or Finance Chair will maintain all documentation supporting cash receipts, disbursements, reports, and filings in chronological order. Adequate documentation will be maintained to support all journal entries. These financial policies are designed to provide a system of checks and balances to decrease the likelihood of errors and irregularities and to ensure that transactions are consistent with the intentions of the MESI Board of Directors.
9. These policies will be reviewed and updated annually by the MESI Board of Directors and/or Audit Committee.

## **2002 - Cash Receipts**

1. The MESI Treasurer will coordinate with the General Chair and Meet Director to ensure availability of replenished cash boxes for each swim meet operated by MESI. The contents of the cash boxes should be periodically counted and witnessed (and excess deposited when appropriate). The MESI Treasurer or Finance Chair will promptly deposit the contents of the cash boxes at the end of the event.
2. The MESI Treasurer will coordinate with the Membership/Registrations Chair, Sanctions Chair, Zone Chair, Camp Coordinator and others who may in the course of their duties receive monies on behalf of MESI. The MESI Treasurer will help ensure that these individuals have the support needed to ensure complete and accurate accounting, including spreadsheets and other tools designed to facilitate organization and control of financial information. The MESI Treasurer will review the documentation, and reconcile amounts received and deposited.
3. All checks received by MESI will be promptly endorsed FOR DEPOSIT ONLY using a stamp that identifies the MESI checking account number.
4. The MESI Treasurer or MESI Office will also receive monies directly, including amounts for meet surcharges, unpaid balances, fines and penalties. These amounts will be promptly deposited.
5. All receipts will be deposited intact. No disbursements will be made from cash or check receipts prior

to deposit. The MESI Treasurer or MESI Office will utilize 2-part deposit slips to ensure that a detailed record of all deposits is maintained.

6. Cash shall be locked in a secure location until taken to the bank. Deposits should be made as soon as reasonably possible.

### **2003 - Cash Disbursements**

1. The MESI Treasurer or Finance Chair will be in possession of all blank checks. Checks will be maintained in a secure location.

2. Checks will be signed by the Treasurer, Finance Chair, or another party designated by the MESI Board of Directors.

3. All original invoices will be immediately forwarded to the Treasurer and Finance Chair, who will review for mathematical accuracy, validity, conformity to the budget or other MESI Board of Directors authorization and compliance with contractual requirements.

4. Prior to payment, invoices related to zone meets, merchandise sales, or camp programs will be approved (indicated by initialing or via email) by the Zone Chair, Camp Coordinator, or other MESI Board of Directors Member who can verify the accuracy of the quantities received and amounts billed.

5. The MESI Treasurer will prepare accounts payable checks on a bi-weekly basis. These checks will need MESI Board of Directors approval unless they are for expenses approved in the MESI budget, such as expenses for championship meets, Zone Travel, Athlete travel, conferences, Zone Meetings, the USA-S Annual Business Meeting, USA-S registration fees and office supplies. The MESI Treasurer will submit a list of checks used to pay expenses showing the entity paid, the amount paid, the reason for the payment and the check number to be submitted for review and approval by the MESI Board of Directors at its next meeting. In no event will blank checks (i.e. those without a payee and/or amount) be signed in advance.

6. In no event will an individual sign a check that is payable to himself/herself.

7. In no event will an individual sign a check that is payable to his/her family member or to an organization that is controlled by either the check signer and/or a related party.

8. Amounts that can be paid directly by MESI should be paid directly by MESI whenever possible in accordance with the internal accounting controls outlined in this document.

9. Stamps and other items paid for by Maine Swimming should be stored in a secure location and segregated from assets purchased for personal or other business purpose or use.

10. Voided checks will have "VOID" written boldly in ink on the face and have the signature portion torn out. Voided checks will be kept on file.

11. The Membership/Registration Chair forward documentation of all checks received to the MESI Treasurer when they are deposited. Registration fees due to USA Swimming have been set up to be automatically deducted from the MESI checking account on the 10th of each month.

### **2004 - Debit Cards**

1. The MESI Board of Director's shall approve no more than 3 MESI Board of Directors Members to have a debit card attached to the MESI checking account for the purpose of conducting MESI business. It can be used for making advance reservations to conferences/meetings, paying for MESI Board of Directors authorized travel expenses, purchasing items needed to host swim meets (e.g., printing and supplies), paying for team travel expenses when outside of Maine (e.g. zones), etc.

2. Users of the credit cards must obtain MESI Board of Directors authorization before charging any expense over \$100.

3. The cards must not be used for personal expenses.

4. The cards will be kept in a secure location when not being used and should not be stored with personal

credit cards.

5. If a card is lost or stolen, it must be reported immediately and replacement cards issued.
6. When the card is used, the following information must be promptly submitted to the MESI Treasurer to allow for proper accounting:
  - Credit card receipt;
  - Date of purchase;
  - Place of purchase;
  - Purpose of credit card purchase; amount spent; and
  - Person who used the card.

### **2005 - Purchasing**

1. Purchases over \$5,000 will be required to undergo a competitive bid procedure unless the MESI Board of Directors chooses to forego this process and select a particular business partner. Vendors to whom MESI currently pays more than \$5,000 per year include vendors who sell swim merchandise, swim apparel, awards, transportation, and food services
2. All bid requests will contain clear specifications of the work to be performed and will not contain features that unduly restrict competition.
3. Purchases of over \$5,000 will not be fragmented or reduced to components of less than \$5,000 to avoid the bid process.

### **2006 - Travel & Expenses**

1. Whenever possible, the details of travel reimbursement requests should be clearly outlined and approved by the MESI Board of Directors before the travel expenses are incurred. This will include summarizing details of all expected charges for meals, hotels, air and ground transportation, and any other related expenses directly connected to travel on behalf of MESI.
2. An expense form will be submitted for all business travel to be reimbursed. Requests should include all original receipts and be submitted for payment within 45 days of travel. The request should include totals and be signed by the person seeking reimbursement.
3. Mileage will be reimbursed for those traveling on behalf of MESI business at the current IRS charitable mileage rate based on the GPS or Google Maps mileage for shortest travel time. Contractors will be reimbursed at the current IRS business mileage rate.
4. Expenses may be paid up front with the MESI debit card, such as airline tickets and hotels with MESI Board of Director's approval.

### **2007 - Bank Statements & Reconciliations**

1. Bank statements and canceled checks will be sent directly to the MESI Treasurer or Finance Chair.
2. The MESI Treasurer or Finance Chair will reconcile all bank accounts on a monthly basis. Reconciliation will include utilizing QuickBooks to compare amounts and items reported on the bank statement with those recorded in MESI accounting records to verify the completeness and accuracy of recorded transactions.
3. Completed financial reconciliations will be reviewed by a person designated by the MESI Board of Directors on a quarterly basis.
4. On all checks outstanding over 90 days, the MESI Treasurer should take appropriate action (i.e., follow-up with the payee, stop payment, and replace check, if necessary).

**2008 - Accounting Reports** - On a quarterly (or some other regular periodic) basis as determined by the

MESI Board of Directors, the MESI Treasurer or Finance Chair will ensure preparation and electronic mail distribution to all MESI Board of Directors Members an updated Statement of Financial Position (i.e., Balance Sheet), Statement of Activities (i.e., Income Statement), and comparison of actual versus budgeted revenues and expenses by project.

**2009 – Authority to Execute Contracts** - The General Chair, Administrative Vice Chair, and Finance Vice Chair each may sign and execute in the name of MESI deeds, mortgages, bonds, contracts, agreements or other instruments duly authorized by the MESI Policies and Procedures Manual, the Board of Directors or the House of Delegates, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors to another officer or agent, expressly requires two or more signatures or is required by law to be otherwise executed. Additional signing authority may be provided by standing resolutions of the Board of Directors or the House of Delegates.

## **2100 CRISIS MANAGEMENT PLAN**

The most recent copy of the [Maine Swimming Crisis Management Plan](#) can be found on the Maine Swimming website.

## **2200 COPPA POLICY**

The Maine Swimming, Inc. website is a general audience website.

While we encourage members to browse our website, we also wish to educate parents and children about issues of privacy when visiting our site. As a result, **we are committed to full compliance with the Children’s Online Privacy Protection Act of 1998 (COPPA) and the USA-S Swimming Privacy Policy.**

COPPA applies to individually identifiable information about a child that is collected on line, such as full name, home address, email address, telephone number or any other information that would allow someone to identify or contact the child. The Federal Trade Commission (FTC) is the enforcing authority.

## **2300 SOCIAL MEDIA POLICY**

Athletes experience increased exposure to social media and it is important for athletes, coaches and all members of MESI to know how to act within a social media and virtual environment. The Social Media Policy will provide guidance and should be read in conjunction with the Swimming USA Safe Sport Electronic Communications Policy and Minor Athlete Abuse Prevention Policy.

The policy in its entirety: [Maine Swimming Social Media Policy](#) (effective 9/1/2022)