



**Maine Swimming, Inc.**  
**Policies and Procedures/Rules and Regulations**  
**Handbook**  
**(updated through June 2019)**

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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

**203 - 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.

**204 - 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, 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.

## **205 - 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 the 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.

## **300 BOARD OF DIRECTORS AND COMMITTEE CHAIRS**

**Members of the Board 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 Policy and Procedures Manual annually, and e-sign and submit a copy of the Conflict of Interest Form, agreeing to conform to the policy. 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.](#)**

### **301 - Maine Swimming Board of Directors**

- 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 Chair
- 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

### **302 - 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
- Coach Representative (Elected by Coaches only in March)

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 Chair  
Safe Sport Chair  
Officials Committee Chair  
Technical Planning Chair  
Treasurer

**303 - 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 Athlete Representative and the At-Large Athlete Board Member who shall assume office on May 1 after the election. Except for the Technical Planning Committee Chairperson, 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.

**304 - 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 these 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.

**305 - 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.

**306 - 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.

**307 - 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.

**308 - 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 staff of Maine Swimming's permanent office, shall be custodian of the records and the seal of MSI, 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.

**309 - 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 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, Admin Vice Chair, Finance Vice Chair, Finance Committee, Board of Directors or the House of Delegates, or required to be paid pursuant 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 MSI 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.

**310 - 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. ultimately be responsible, together with the Treasurer, for Maine Swimming's compliance with Section 7.4.2.

**311- 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 and inclusion in the sport of swimming.

**312 - 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 the even calendar year, 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 USAS Convention as requested;
4. Send reports to all LSC Coaches about coaches' meetings, USAS Convention, and workshops;
5. Conduct elections of the Coach-of-the-Year, Assistant Coach-of-the-Year and the Outstanding Service Award (Volunteer-of-the-Year);
6. Serve on any committees requiring coach representation.

**313 - Athlete Representatives - Junior and Senior** - The Athlete Representatives shall serve as the liaison 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 USAS Convention as requested. The Senior Athlete Representative shall chair the Athletes' Committee. The Junior Athlete Representative will be elected at 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.

**314 - Operational Risk Chair** - The Operational Risk Chair 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 Chair shall develop safety education programs and policies for Maine Swimming and make recommendations regarding same, and the implementation thereof, to the Senior Vice Chair, the Administrative Vice Chair and the Board of Directors. The Operational Risk shall make the reports required pursuant to Section 7.5

**315 - 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 non- athlete member in good standing, 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 Athlete Protection policies 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.

**316 - 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.

**317 - 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. 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 Chair is responsible for all training clinics, certification and tracking of Maine Swimming Officials

**318 - 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.

**319 - 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 and Open. Records are updated continuously on the Maine Swimming website.

**320 - 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 fee, 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 CONVENTION, MEETINGS AND WORKSHOPS**

**401 - Delegates that Represent Maine Swimming at USAS Convention** - The Maine Swimming slate of six (6) voting delegates to the Convention consists of: General Chair, Administrative Vice-Chair, Senior Chair, Coach Representative, Age Group Chair and the Senior Athlete Representative. Typically, based on the Annual Budget, Maine Swimming will send between three (3) - five (5) members to Convention.

1. Officer Delegate Alternates - If a designated delegate does not attend, the vacancy will be filled by the Board of Directors.

2. Athlete Representative Alternates - If the Senior Athlete Representative is unable to attend, the Junior Athlete Representative shall attend. If neither the Senior nor Junior Athlete Representative are able to attend, the Athlete At-Large Board Member with the most seniority shall attend. If seniority cannot be established or there remain no additional Athlete At-Large Board Members able to attend, then the General Chair, with the advice and consent of the Board of Directors and the Athlete Representatives, shall designate one or more Athlete

Members to attend as a representative of Maine Swimming.

3. Any member of the Board of Directors of Maine Swimming that serves on a national committee, who does not have the automatic right to attend the National Convention 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 Convention.

**402 - USAS Convention 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 Convention. The lodging reimbursement shall be for the cost of the hotel based on a shared room rate. The Board Members or alternates selected to attend will receive reimbursement for their travel and lodging expenses.

1. Those Maine Swimming members who have a vote at the Convention by reason of a National or International position with USAS, 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 Convention; 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 Convention. 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 Convention 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 convention. The per diem rate is currently at \$60 per day.
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 Convention. Any deviation from this policy must be approved by General Chair or Board of Directors prior to Convention. Delegates must also provide a written report from Convention to the Board of Directors.

**403 - Duties of Representatives at USAS Convention** - The representatives that attend the USA Swimming Convention 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 convention. Each representative shall report, in writing, pertinent information to the Maine Swimming House of Delegates Meeting following the convention.

**404 - 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.

**405 - Other Meetings and Workshops** - Reasonable travel, lodging and other relevant expenses will be provided for Maine Swimming representatives at meetings, workshops, seminars, conventions and other relevant activities, when approved by the appropriate Maine Swimming Officer or Committee Chair, and funds for such travel have been provided in the Maine Swimming Budget. This may include travel clinics, workshops and conferences sponsored by USAS, especially those in which USAS covers all costs except travel to and from the event. Lodging expenses will be based on double occupancy (whenever appropriate). A per diem allowance of \$60 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.

## **500 MEMBERSHIP**

**The Maine Swimming office will post all forms for registration, complete with a checklist and guidelines for registering on the Maine Swimming website. The Team Registrar is the registration contact for the team and all registration information and forms must go through the registrar. The registrar is responsible for checking all the athlete registration information for accuracy. MESI requires electronic registration files be submitted for all athlete registrations.**

**501 - 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—[www.usaswimming.org](http://www.usaswimming.org). The “Facility Use Confirmation Form,” “projected budget”, “mission statement” and the “Requirement Checklist for First Year Clubs” (with 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 (online course through USA Swimming website) 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.

**502 - Club Registration Renewals** - Club Membership fee for year-round clubs is \$200.00 if received by November 30, of which USAS receives \$70.00 and MESI retains \$130.00. After November 30 it is \$260.00, of which USAS receives \$70.00 and MESI retains 180.00 and after December 31 it is \$300.00, of which USAS receives \$70.00 and MESI retains \$230.00. Club Membership fee for new year-round clubs is \$200.00. The Head Coach must submit an online non-athlete registration and pay the registration fee in addition to submitting the club membership application and fee. In addition, one athlete must be registered for the new registration year for the club application to be accepted.

1. All coaches, assistant coaches, and substitute coaches (except Junior Coaches) must have current certifications as required by USA Swimming and be over the age of eighteen to be members of USAS for a club to be registered as a member of USAS and MESI.
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 Championships 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 retains \$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. The club will not be eligible for Athlete Reimbursement for the year.

**503 - 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 for Adult Athletes prior to competition or practice.

1. The current annual fee for athlete membership in MESI is \$73.00, of which \$62.00 is forwarded to USAS, and \$11.00 is retained by 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. Transfers are \$6 each. 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 \$43, of which \$30.00 is forwarded to USA-S and \$13.00 is retained by 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.
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 the Free/Reduced School Lunch, 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 \$20 of which \$10 is forwarded to USAS, and \$10 is retained by 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 18 years of age and younger. Swimmers may only compete in 2 USAS 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, of which \$10 is forwarded to USAS and \$4.00 is retained by 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.
6. Each swimmer shall present proof of registration prior to the start of any MESI sanctioned meet in which (s)he is entered if requested to do so by the Meet Director.
7. Foreign athletes who train with a USAS club, but who do not compete, must fill out a USAS application form and pay the full MESI registration fee. Teams' registrars shall notify the MESI Membership/Registration Chair of such swimmers.
8. 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 (Winter Champs and MESIII).
9. Unattached athlete members may join MESI by completing the online registration form and submitting the appropriate fees to the MESI Membership/Registration Chair.

**504 - Non-Athlete Registration** - This registration is applicable to coaches, officials and any other adult non-athlete members of Maine Swimming

1. The current fee for non-athlete registration in MESI is \$73.00, of which \$62.00 is forwarded to USA-Sand \$11.00 is retained by MESI. Members can print their own cards from their Deck Pass account or use Deck Pass on their mobile device as proof of membership. There is no fee for transfers. The current levels of non-athlete membership include Coach, Official, Other and Junior Coach. Each year, the registration fee will increase annually at the same amount as USA Swimming's year-round membership.
2. All coaches must submit a registration form online 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 completed a registration and all of the coach requirements except a background screen (non-athletes under the age of 18 are ineligible for a background screen). Once a Junior Coach turns 18, they have 30 days to pass a background screen or they are no longer a registered coach.
3. All officials must submit a registration form online, pass a background screen, and complete concussion training and athlete protection training.
4. All others must submit a registration form online, pass a background screen, and complete athlete protection training.
5. All coaches, referees, stroke and turn judges, and starters are required to show proof of membership while working at a USAS swim meet.
6. No person without a valid coach membership will be allowed to participate in any coaching capacity at any USAS sanctioned competition or practice. This restriction will include being barred from the desk 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 or coach membership in USAS and loss of USAS insurance coverage for the coach.
8. Unattached non-athlete members may join MESI by submitting the online registration form and submitting the appropriate fees to the MESI Membership/Registration Chair.
9. All MESI Board of Directors and Meet Directors must be registered members of Maine Swimming, Inc.

#### **505- 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.

### **600 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.

**601 - 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 declare their intention to bid to the Technical Planning Chair by MESI bid form 7 days prior to the bid meeting and 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 annual schedule of swim meets for presentation to and/or modification and ratification by the House of Delegates at the Spring House of Delegates Meeting. The approved annual meet schedule will be posted on the MESI website. All coaches and representatives of clubs requesting meet dates will be invited to attend the bid meeting. Notices of upcoming meetings shall be sent to these individuals no later than 14 days prior to such meetings.

**602 - 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.

## **700 MEETS REQUIREMENTS/GUIDELINES**

**701 - 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.

**702 - Meet Director and Meet Director’s Handbook** - Each MESI sanctioned meet must have an MESI certified Meet Director. MESI shall establish and modify, from time to time; a Meet Director’s Handbook, which clubs must use in the conduct of their meet.

**703 - 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: Competition for those swimmers, organizations, and clubs invited by the host.
  - D. 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 USAS Certified Meet Referee; a USAS certified starter and 2 USAS 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.

**704 - 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.

**705 - 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 Meets will be observed. Requests and payments 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

#### **706 - 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.

#### **707 - 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. Times shall be seeded in the following order for SCY– SCY, SCM, LCM; for SCM – SCM, LCM, SCY; LCM– LCM,SCM, SCY, “except at Winter Champs, where all timed final events will use the Hy-Tek Meet Manager conversion formula for the appropriate course for times final events.”

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

#### **709 - 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 or Deck Pass in addition to a report for alerts in the SWIMS database.

Both the host organization and the club that enters an unregistered swimmer will be subject to a \$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. Unless otherwise noted in the meet information, swimmers may register on the day of the meet with the Meet Director prior to competing. The Meet Director is empowered to accept a registration for that meet only. This type of registration will incur a non-refundable administrative fee, of \$15.00 to be forwarded to the individual club hosting the meet.
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.

**710 - Time Trial Participation** - Unless otherwise noted in the meet information, swimmers may participate in a "Time Trial" (i.e., not compete for awards) 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 USA-S Rules and Regulations.

**711 - 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.

### **712 - 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.

### **713 - 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 613.3 above. The decisions of the MESI Board of Directors are binding on all parties involved. Appeal of the decision of this committee may be made to the Eastern Zone Board of Review at the appellant's discretion. Procedures for hearings and appeals shall follow the USA-S Rules and Regulations.
5. A swimmer may compete under protest during appeal of a decision of the MESI Board of Directors or the MESI House of Delegates only upon presentation of a written protest and its required fee of \$100 to the General Chair. If the appeal goes in favor of the protestant, the \$100 will be returned to the protestant.

#### **714 - MESI Technical Suit Policy**

1. Swimmers 10 years old and younger may not compete in a "Tech" suit in a Maine Swimming, Inc. sanctioned or approved competition.
2. Swimmers age 11-12 may not compete in a "Tech" suit in a Maine Swimming, Inc sanctioned or approved competition EXCEPT for Winter Champs, Bowdoin Open, YMCA States and International Invitational.
3. There is no "Tech" suit restriction for swimmers age 13 & over.
4. A list of the restricted suits will be posted on the MESI website and given to Meet Directors, Meet Referees and Coaches. The restricted suit list will be revised as needed.
5. The following statements shall be added to all meet information for all meets except Winter Champs, Bowdoin Open and the International Invitational after September 1, 2017: "SWIMWEAR: Swimmers 12 years old and younger are not permitted to wear "Tech" suits at this meet."
6. For Winter Champs, Bowdoin Open, YMCA States and the International Invitational, the meet information shall read: "SWIMWEAR: Swimmers 10 years old and younger are not permitted to wear "Tech" suits at this meet."
7. Meet officials, coaches, swimmers and parents are responsible for knowledge of the policy.

## **800 MEET RESULTS**

The "backup results file" must be e-mailed within five (5) 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 publish and distribute 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.

## **900 SWIM MEET FEES**

**901 - Entry Fees** - All sanctioned meets will charge the following fees:

1. Age Group, Jr/Sr Meets:
  - Individual Events: \$4.00 per event Relays: \$6.00 per entry
  - Paper Entries: \$.50 surcharge per event
  - Individual Time Trials: No more than three times the Individual Event Fee
  - Relay Time Trials: No more than three times the Relay Entry Fee
2. Championship Meets and Age Group Jr/Sr Trials and Finals Format Meet
  - Individual Events: \$4.00 for timed final events and \$5.00 for prelim/final events.
  - Non-MESI Individual Events: \$8.00 for timed final events and \$10.00 for prelim/final events.
  - Relays: \$12.00 per entry
  - Non-MESI relays: \$12.00 per entry
  - Paper Entries: \$1.00 surcharge per event

Individual Time Trials: \$15

Relay Time Trials: \$30

**902 - Swimmer Participation Fees** - The following swimmer participation fees will be charged at MESI events:

1. Regular Calendar Meets - \$5 swimmer participation fee
2. Developmental Meets - \$5 swimmer participation fee
3. Winter Champ Trials Meet - \$10 swimmer participation fee
4. Winter Champs and MESIII - \$15 swimmer participation fee

**903 - 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.

**904 - Meet Observation Fees** - For observed swims there will be a per splash observed fee of \$5.00. All forms and fees must be submitted online to the MESI Office by the posted deadline.

**905 - Meet Administrative Reports and Fees** - The meet administrative reports and fees listed below must be submitted within fourteen (14) 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. Payment to cover 15% of all the entry fees, 15% of the participation fee for 1 or 2 day meets or 100% of the \$10 participant fee for 3 day or longer meets.
3. For MESI sponsored meets (D1, D2, Winter Champs Trials, Winter Champs, MESIII), MESI will receive all participation and meet fees (MESI will pay the pool rental and help arrange adequate staffing of the meet. Host keeps concessions, spectator admission fees and program sales).
4. For approved meets, the 15% applies to only USA-S registered swimmers and relays that have four USA-S registered swimmers listed.
5. The YMCA State Meet is exempt from these surcharges and will be charged a \$200 non-refundable approval fee.
6. A fine of \$100.00 (or loss of deposit) will be charged to the host club if the following conditions are not met:  
The Financial Statement Form and fees are submitted in accordance with Article 905.1  
Meet Results are e-mailed in accordance with Article 800.
7. There shall be no sanction fee for exhibitions, benefits, camps, Swim-a-thons, clinics and similar type of activities.
8. There shall be a non-refundable \$50 sanction request fee for dual and tri-meets.
9. There shall be a non-refundable \$200 sanction request fee for time trial meets

**906 - 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 20% MESI surcharge.

**907 - 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.

## **1000 MAINE SWIMMING CHAMPIONSHIPS**

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

**when possible.**

### **1001 - 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. Qualifying times for the MESI Championships will be determined and will be posted on the MESI Website by the second Sunday in October in the year preceding that in which the meet is to be held. The qualifying times for the MESI Winter Championships are to be recommended by the Coaches' Committee and voted on and approved by the Technical Planning Committee.
3. The MESI Board of Directors 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 713, of the Maine Swimming Policy and Procedure Manual.

### **1002 - 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, Maine YMCA Database, NCAA National Times Database, USMS National Times Database, and MPA High School Database. Failure to verify may result in disciplinary action as determined by the Meet Jury.
2. The official team information form must be filled out completely and returned with the e-mailed 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 Monday after the Winter Champs Trials Meet 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 Meet Director shall attempt to notify the team contacts (as listed on the official entry form) of the nature of the problem to be resolved in order to permit the individual to compete.
5. If an unregistered swimmer is entered into the meet and is not registered by entry deadline, the club will have 24 hours to get the swimmer registered and they will be fined \$200. The swimmer must compete as "unattached" for the meet and may not 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.
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.

### **1003 - 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 all further individual and relay events of that day. The application of this penalty shall pertain to the order in which the events/heats are swum, not the numerical order of the events. Additionally, that swimmer shall not be seeded in any individual events on succeeding days unless that swimmer declares an intent to swim prior to the close of the scratch box for that day's events.

**1004 - Junior Athlete and At-Large Athlete Elections -** As previously specified (Articles 313 and 318 of the Maine Swimming, Inc. Policies and Procedures) the Junior Athlete Representative and the At-Large Athlete to the Board shall be elected annually at the MESI Short Course Winter Championships by a majority of the 13 & Over swimmers present.

1. Notice shall be given to all swimmers age 13 & older at least 24 hours prior to the election. The notice shall include the time, date, and purpose of the election. It shall also include a list of no more than six candidates.
2. Athletes may be nominated by fellow athletes, coaches or themselves via the MESI nomination form at least two weeks prior to the first day of Short Course Winter Championships. If more than six nominations are received, then the Senior Committee will determine the final six candidates.
3. The election shall be conducted by the Senior Vice Chair and the Senior Athlete Representative during the Short Course Winter Championships. Non-Athlete members may only act in an advisory capacity and only at the specific request of the athletes.

**1005 - Championship Scoring -** The scoring for the MESI Winter Championships will be scoring to 16<sup>th</sup> Place as per the USA Swimming Rulebook.

**1006 - Championship Awards -** MESI hosted championship meets shall have awards..

1. Individual Events: 1-6 or 8 Medals, 7-12 or 9-16 Ribbons; Relays: 1-3 Medals, 4-6 or 8 Ribbons
2. High Point Team: Trophies to the first and second place men's and women's teams and first through third place combined teams.
3. Individual High Point: Trophies to the first 6 or 8 highest scoring male and female swimmers in each age group (10 & U, 11-12, 13-14 and 15-18).
4. The Meet Director is responsible for ensuring that all awards are presented within a reasonable amount of time after the conclusion of the meet or session, whichever is applicable. In case of a tie, the Meet Director shall ensure that duplicate awards shall be presented within 30 days of the completion of the meet.

### **1007 - 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 (exclusive of officiating) during that session as assigned by MESI.

2. Teams assigned to jobs at MESI Championship Meets, which fail to report by the time set by the Meet Director shall be subject to a \$25 fine for each occurrence and/or other penalty as determined by the MESI Board of Directors.

**1008 - 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.

## **1100 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 that the annual banquet.

## **1200 ATHLETE REIMBURSEMENT**

The MESI athlete travel 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:

**1201 - Tiers** - Funding will be broken down into the following tiers. Reimbursement for athletes is not to exceed two events per season; one Tier 1 or Tier 2 event and one Tier 3 event. 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

**1202 - Eligibility** - In order to be eligible to apply for these funds:

1. A swimmer must be continuously registered in MESI for the 12 months preceding the trip \
2. A swimmer must have participated in at least two MESI sanctioned meets within 12 months immediately prior to the trip.
3. Swimmers must qualify in an individual event by the entry deadline and compete in an individual event at the meet to receive financial support.
4. Swimmers competing in only relay and/or time trial events are not eligible.
5. 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.

**1203 - 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. 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.

**1204 - 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.

## **1300 ZONE OR ALL-STAR TRAVEL EVENTS**

### **1301 - MESI Short Course All-Star Team -**

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

### **1302 - Short Course All-Star Coaches and Chaperones**

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

**1303 - Alternative 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 would 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.

### **1304 - Eastern Zone Long Course Championships**

1. The long course zone team is an application process. All applications must be submitted online by Monday after the International Invitational or other Maine Swimming end of season event.
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 if 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. Swimmers may only compete in events in which they have achieved an AA time in their current age group.

4. The National Times Chair will provide a tentative lineup for the head coach (if MESI sends one). It is up the National Times Chair to complete and submit the entries along with appropriate entry fees in a timely manner.
5. The long course zone swimmers' uniform will consist of a tee shirt and a cap which will be determined by the Zone Chair.
6. MESI may provide a stipend for a coach at long course zones when five or more swimmers are present of up to \$400 and 4 or fewer swimmers are present up to \$200. MESI may provide more funds at the discretion of the Board of Directors. Coach applications are due by midnight July 15.

## **1400 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.

## **1500 RECOGNITION**

### **1501 - Coach of the Year**

1. Criteria: To be determined annually by the Coaches' Committee  
Time Frame: April 15-April 14
2. To be awarded at annual banquet
3. MESI shall pay the registration cost, travel/transportation, and four nights of the hotel for the MESI Coach of the Year to attend the ASCA World Clinic. The MESI Coach of the Year shall give a report of the clinic during the next House of Delegates Meeting.

### **1502 - Assistant Coach of the Year**

1. Criteria: To be determined annually by the Coaches' Committee  
Time Frame: April 15-April 14
2. To be awarded at annual banquet

### **1503 - Coach of the Meet**

1. Awarded at Maine Swimming Winter Championships and Maine Swimming International Invitational
2. Criteria: To be determined annually by the Coaches' Committee
3. To be awarded at the end of the meet

**1504 - 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. This is determined by nominations from USA Swimming clubs. A maximum of one award a year will be presented. This award will be determined by a vote of the BOD and presented at the annual banquet.

**1505 - Conoco- Phillips Award:** The award is presented to a volunteer in recognition of service to swimming. Criteria for selection should include the quality, level, and years of service to swimming in an elected or appointed position. Selected from nominations. A maximum of one award a year will be presented. This award will be determined by a vote of the BOD and will be presented at the annual banquet.

**1506 - 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. and USA SWIMMING. Life membership awards are presented annually at the USA Swimming Convention 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: Eligibility Rules, Regulations and Selection Process

1. The prestigious award may be given based upon consideration of the following criteria: 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.
2. Award nomination 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. 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.
5. During 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.
6. The BOD has the discretion to waive any of the requirements for exceptional candidates.
7. The Board of Directors will decide on award recipient by virtue of 2/3 vote and shall vote on Life memberships prior to USAS convention deadline.

**1507 - 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

**1508 - Olympic Trials Qualifiers** - In appropriate years, Maine Swimming will recognize Olympic Trials Qualifiers Prominently on the Maine Swimming website.

## **1600 OFFICIALS**

**1601 - 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.

**1602 - 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.

**1603 - 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.

**1604 - Certification Process** - Officials and official applicants must submit USA Swimming Membership Registration, accompanied by payment to the Maine Swimming permanent office.

1. Officials must satisfactorily complete a criminal background check, athlete protection training and concussion training.
2. Individuals seeking a new initial position certification must attend an appropriate clinic presented by an Approved Maine or New England Swimming Trainer.
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 work the required number of sessions each year, as per Article 1602, in order to maintain a valid credential.

**1605 - 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.

**1606 - 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.

## **1700 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, and publications, 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.

## **1800 FINANCIAL POLICY AND PROCEDURE**

### **1801 - 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 individual's 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.

### **1802 - 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, and 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.

### **1803 - 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 and the USA-S convention, 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, and 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 check 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. At the end of each month, the Membership/Registration Chair forwards to the MESI Treasurer any checks received during the month, along with a summary report outlining all registrations processed. By the 3rd of each month, USA Swimming sends the MESI Treasurer an accounting of the amount due for USA Swimming's portion of the registrations processed during the previous month. The MESI Treasurer or Finance Chair reconciles the checks received with the registration summaries provided by the Membership/Registration Chair and USA Swimming. 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.

#### **1804 - 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.

#### **1805 - 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, food services, and the team hotel for Eastern Short Course Zones Swim Meet.
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.

#### **1806 - 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 based on GPS mileage using the current Non-Profit Federal 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.

**1807 - 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 bank reconciliations, statements, and canceled checks will be reviewed by a designated MESI Board of Directors Member on a quarterly (or some other periodic) basis as determined by the Board. Also, the designated MESI Board of Directors Member will have access to all documentation supporting recorded financial transactions being reconciled and reviewed.
4. The reviewer will sign and date the completed bank reconciliation to document satisfactory completion of the review.
5. 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).

**1808 - 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.

**1900 CRISIS MANAGEMENT PLAN**

The most recent copy of the Maine Swimming Crisis Management Plan can be found on the maine Swimming website.

Last Updated: 10/14/2019