

## CHANGES REQUIRING A VOTE BY BOARD OF DIRECTORS

401 Typically, based on the Annual Budget, Maine Swimming will send between three (3) - five (5) members to Convention. *Can we turn this into an actual policy (ex. MESI will send a minimum of X and no more than X members to Convention each year. The size of the delegation and attendees will be determined by the Board of Directors based on the Annual Budget) \*\*\*Based on the annual budget, scheduled workshops, and discretion, Maine Swimming will send members of the slate and the Office Administrator to the USA-S Convention. The Board of Directors may choose to send additional or alternate members based on the scheduled workshops and the needs of the LSC.\*\*\**

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

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

502.1. All coaches, assistant coaches, and Junior Coaches must have current certifications as required by USA Swimming and be over the age of eighteen (except Junior Coaches) **to be members of USA-S for a club to be registered as a member of USA-S and MESI**. *What is the purpose of this policy? Is it trying to say the coach being registered to make the club registration valid has to be in good standing? Or is it saying every single coach on the staff must be registered for a club to be a member? If that is the case, how do we handle Y teams that may have assistant coaches who only attend Y meets but are technically part of the club's coaching staff?*

504.9. All MESI Board of Directors and Meet Directors must be registered members of Maine Swimming, Inc. *Should we add "in good standing"? \*\*\*PASSES\*\*\**

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. *Do we need this in here? \*\*\*REMOVE\*\*\**

712.1. Non-championship meets shall be organized to comply with the 4-hour rule (*USA 205.3.F*). 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. *should we change to 4 hours of competition? And are we going beyond USA 205.3.F, which says 12 & Under events have to be done in 4 hours, and saying all sessions have to be kept to that length? Or just that we'll comply with the USA Rule and then fine people if it exceeds it?*

713.5. A swimmer may compete under protest during appeal of a decision of the MESI Board of Directors or the MESI House of Delegates only upon presentation of a written protest and its required fee of \$100 to the General Chair. *Protest "chain of command" doesn't reference HoD earlier in 713. Should we remove?*

*902 - missing "Travel Fund Surcharge" we had voted on*

*1004 - update Athlete Rep. Elections to match new proposal to conduct electronically \*\*\*MOVE OUT OF CHAMP. POLICY WITH OTHER ATHLETE REP POLICY\*\*\**

~~1006.1 Individual Events: 1-6 or 8 Medals, 7-12 or 9-16 Ribbons; Relays: 1-3 Medals, 4-6 or 8 Ribbons~~ *do we ever run championship meets in 6 lane pools? Can we simplify to 1-8 medals, 9-16 ribbons, and 4-8 ribbons for relays?*

1006.3 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). *I thought we had voted to stop giving high point awards for 13 & Over at championship meets? Also, can we change to 1st - 8th?*

1006.4. The Meet Director is responsible for ensuring that all awards are presented **within a reasonable amount of time after the conclusion of the meet or session, whichever is applicable**. In case of a tie, the Meet Director shall ensure that duplicate awards shall be presented **within 30 days of the completion** of the meet. *Why is one strict and the other vague? Do we mail the duplicates? Or wait to see the team at a meet or meeting? \*\*\*REMOVE\*\*\**

~~1007.1. Each team, with a minimum of 5 swimmers entered in a session, shall have a minimum of one (1) non-athlete available for jobs (inclusive of officiating) during that session as assigned by MESI. Teams with fewer than 5 swimmers (including unattached swimmers) in a session will be pooled together. If the number of swimmers of these pooled teams is more than 5, they will be assigned~~

work assignments as a team. The team(s) to fulfill any work assignment(s) will be drawn by lottery. *Should we add something that says officials must be signed up by the deadline to be counted towards team jobs? Or just put it in the meet packet?*

1201 - tiers of athlete reimbursement - LRSC had appealed in Jan. to allow reimbursement for a second Tier 3 event for up to the \$400 they would get for Tier 2 if they choose to not attend a, sectional/senior zone/futures/open water juniors meet \*\*\*Athletes who choose to attend two Tier 3 meets and no Tier 2 meet can be reimbursed up to the Tier 2 reimbursement for the second Tier 3 meet.\*\*\*

1202.6. 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. *match to new language in 502.4 - housekeeping*

**\*\*\*REMOVE ALL OF 1301 AND 1302\*\*\***

1301.3. Age Groups attending the travel meet will be determined annually by the All-Star Committee. *Should this be up to the Senior and Age Group Committees to decide if they want to schedule and send athletes to an All Star Meet?*

1301.4 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. *Change to "Applications may be accepted"?*

1301.10. 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. *We do not have this requirement in the policies for athletes who have not transferred - shouldn't this be for everyone? Or are we intentionally holding transfers to a higher standard?*

1302.4. 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. *We don't have an "All Star Chair, Mary Ellen is "Zone Coordinator", is this supposed to be the same thing? I believe the AS Comm. used to be chaired by the Admin in the old policies? Is this the group/committee we want selecting the staff? Will need to match any/all changes in 1302.5, too*

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. **\*\*\*AG Comm. to select\*\*\***

1500 - Recognition *Update entire policy to match what Jay had submitted*

1604.5. Certified officials must **\*\*\*maintain certification requirements per the officials guidelines posted on the MESI website.\*\*\*** work the required number of sessions each year, as per [redacted], in order to maintain a valid credential: *Is this 1602 of P&P? That's Duties of the Officials Committee in the current P&P...*

1700 Any use in violation of the "USA Swimming/LSC Licensing Agreement" may result in fines or other penalties. *Do we have this?*

1802.3. All checks received by MESI will be promptly endorsed FOR DEPOSIT ONLY using a stamp that identifies the MESI checking account number. *Do we have these stamps?*

1803.11. At the end of each month, the Membership/Registration Chair **\*\*\*will\*\*\*** forwards to the MESI Treasurer **\*\*\*documentation of\*\*\*** any checks **\*\*\*received when deposited\*\*\*** 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 \*\*\*and MESI Finance Chair\*\*\* an accounting of the amount due** for USA Swimming's portion of the registrations processed during the previous month. *1. Does Mem./Reg. have to send the physical checks? Can we change to documentation of any checks received? 2. Does USA Swimming actually send these reports to the Treasurer? Or have they been going to the office?*

1804 DEBIT CARDS - *This also references credit cards in the policy. Do we need a separate policy for credit cards? Or can we broaden the current policy to include debit and credit cards? \*\*\*SEND TO FINANCE\*\*\**

1806.3 Mileage will be reimbursed based on GPS mileage using the current Non-Profit Federal rate. *Finance is going to review at next meeting \*\*\*SEND TO FINANCE\*\*\**

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

1807.4. The reviewer will sign and date the completed bank reconciliation to document satisfactory completion of the review. *Are we conducting these reviews and documenting? Was the intention of this similar to having Betsy (NE) review the Quickbooks?*

## HOUSEKEEPING

504.2. 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~~. *Should this be "and maintain valid CPR, in-water, and online Safety Training"?*

709.1 ...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. *can we re-word to "...subject to a fine of up to \$100.00 for each unregistered swimmer found to have competed in a meet as determined by the MESI Board of Directors upon recommendation from the MESI Membership/Registration Chair" to match 704 language*

1006 - Championship Awards - MESI hosted championship meets shall have awards. ~~remove extra period~~

1100.5. Swimmers who have competed for a postgraduate team ~~may set open records~~ but not age group records. *Remove commas*

1100.7. A certificate will be awarded to any MESI registered swimmer who breaks an MESI record. Certificates are awarded ~~that~~ the annual banquet. *Change to "at"*

1201 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 *add comma between "Futures Championship" and "Open Water"*

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

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

1301.1. 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. *change to "scheduled"*

1301.4 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.

1301.6. 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. ~~remove extra period~~

1301.8. 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. *change to "MESI Short Course All-Star Team"*

1301.11. The MESI Membership/Registration Chair shall review the eligibility of all swimmers that qualified for the meet/event prior to the entry deadline to make sure that they are all **are** registered as year-round athletes and are in good standing with MESI.

1302.3. All *staff, including* 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. *add italicized text; add comma after "assistant coaches"*

1302.6. MESI All-Star **Zone** Staff, including the Team Manager and any chaperones, must be members of USA-S in good standing.

1304.4. 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** *shall* complete and submit the entries along with appropriate entry fees in a timely manner.

1304.6. 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. *reword to "...stipend for a coach at long course Zones of up to \$400 when five or more swimmers are present or up to \$200 when four or fewer swimmers are present"*

1400 All currently registered Maine **C**oaches in good standing who successfully complete ASCA Education Level 2 – 5 will receive **a** \$100 for each level. *lower case "C"*

1504 & 1505 (Official's Award & Conoco-Phillips Award) *match formatting of award information to Life Membership and Coaches Awards*

1506 - Life Membership Award - A Life Member is an individual who is a life member of USA **SWIMMING** *lower case* 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**. *lower case* 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**

1506.2. Award nominations will be solicited each spring to identify potential candidates.

1506.4. 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. *add comma after "eligible"*

1506.5. During *the* recipient's tenure s/he must have held or currently hold a position in at least one of the following areas of leadership within Maine and/or USA Swimming: Board of Director member or Committee Chair/Coordinator.

1506.7. The Board of Directors will decide on *an* award recipient by virtue of *a* 2/3 vote and shall vote on Life memberships prior to *the* USA-S convention deadline.

1700 ...on printed informational materials, i.e. meet entry forms, meet programs, club manuals, swim guides, **and** publications, newsletters. *move "and" to after "publications"*

1802.4. The MESI Treasurer or MESI Office will also receive monies directly, including amounts for meet surcharges, unpaid balances, **and** fines and penalties.

1803.5. 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.

1803.10. Voided checks will have "VOID" written boldly in ink on the face and have the signature portion torn out. Voided checks will be kept on file.

