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PREFACE

The purpose of this policy manual is to provide direction to users regarding administrative functions which are common to most, if not all, Middle Atlantic Swimming, Inc. (MASI) roles. This manual provides a central location for regularly used policies issued by the Board of Directors, in order to improve organizational communication, reduce risk and exposure to liability, and provide internal controls. Furthermore, these guidelines will be expanded and revised periodically to remain in compliance with government regulations and to better serve the needs of the Middle Atlantic Swimming community as a whole. We welcome and encourage your comments and contributions.

The USA Swimming Corporate By-Laws, USA Swimming Rule Book, Middle Atlantic By-Laws and Federal, State and Local statutes supersede the MASI Policy manual.

1.0 General

1.1 Organization

Middle Atlantic Swimming, Inc. (MASI) is one of 59 Local Swimming Committees (LSC) with responsibility delegated by USA Swimming, Inc. (USA Swimming) to manage swimming competition in [Delaware, eastern Pennsylvania and southern New Jersey](#). MASI operates under [By-Laws](#) first approved October 14, 1996, and amended thereafter. MASI is governed by its House of Delegates ([Article 4](#)), a Board of Directors ([Article 5](#)), elected and appointed Officers ([Article 6](#)) and various Divisions, Committees and Coordinators ([Article 7](#)) as described in the By-Laws.

1.2 Objectives

The objectives and primary purpose of MASI shall be the education, instruction and training of individuals to develop and improve their capabilities in the sport of swimming. MASI 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), USA Swimming and MASI.

1.3 Mission Statement

Middle Atlantic Swimming advocates the growth and development of a diverse swimming community through education, innovation and a commitment to excellence.

1.4 Vision Statement

Strong leaders. Innovative coaches. Fast swimming.

1.5 Equal Opportunity

It is the intent and purpose of Middle Atlantic Swimming to provide an equal opportunity to members to participate in the governance of the LSC without discrimination on the basis of race, color, religion, age, gender, sexual orientation, disability, or national origin. No conditions or restrictions for participation in the governance of Middle Atlantic Swimming may be imposed unless otherwise set forth in the Middle Atlantic Swimming Bylaws.

1.6 Core Values

Fairness Leadership Integrity Creativity Innovation Excellence

1.7 Expectations of Ethical Behavior and Avoidance of Conflict of Interest

Those who choose to serve MASI, whether as volunteers, staff or paid professionals, are held to a high standard of conduct. While no set of guidelines can guarantee acceptable behavior, the principles which 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 Middle Atlantic Swimming must also accept the burdens of public disclosure and public scrutiny.

The following items reflect specific expectations by MASI. These items cannot and do not completely define what is acceptable. They are intended rather as guidelines and not a precise road map to what is acceptable conduct.

Each individual must find his or her own way within this guidance.

1. A good faith effort must be exercised to conduct the business of Middle Atlantic Swimming in observance of both the spirit and letter of applicable federal and state laws.
2. Middle Atlantic Swimming properties, services, opportunities, authority and influence are not to be used for private benefit.
3. In the event that any officer, or member of the Board of Directors or any Committee, has an actual or perceived financial or personal interest in any contract, transaction or decision involving Middle Atlantic Swimming, such individual shall not participate in the LSC's evaluation or approval of such contract, transaction, or decision unless the material facts of the relationship or interest are disclosed or known to the other Directors or Committee members. If such disclosure is made, the contracts, transaction or decision shall not be voided if the Board or Committee in good faith authorized the contracts or transaction by the affirmative vote of the majority of the disinterested Directors or Committee members, and the contract or transaction is fair to Middle Atlantic Swimming at the time it is authorized.
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 Middle Atlantic Swimming.

1.8 Code of Conduct

Membership in USA/Middle Atlantic Swimming is a privilege that comes with responsibility. Members, both athlete and non-athlete, will be held to the standards detailed in the USA Swimming Rulebook, [Articles 304](#) (Code of Conduct) and [305](#) (Athlete Protection Policies). The privilege of membership may be withdrawn or denied at any time when a member or prospective member's conduct is inconsistent with the mission of the organization or the best interest of the sport and those who participate in it.

Parents, both those who are members and those who are not, are expected to conduct themselves in a way that reflects well upon the Middle Atlantic Swimming organization, including, but not limited to exhibiting good sportsmanship, using appropriate language and displaying respectful behavior at swim meets, practices and any other swimming-related activities.

1.9 Crisis Management

Definition

Crisis Management consists of those actions taken to alleviate or to eliminate an Emergency Situation.

Mission

MIDDLE ATLANTIC SWIMMING INC.

To establish within Middle Atlantic Swimming [MAS] a plan to continue operations and programs and keep members and associates up to date on any and all actions taken in connection with meeting the needs of Middle Atlantic Swimming related to an emergency.

Crisis Team Composition

The crisis team shall be task oriented to meet the needs created by the emergency and will be composed of the officers and members of Middle Atlantic Swimming as a collateral duty. Some of the assignments may include:

1. Information Officer / General Chair
2. Backup Information Officer / Administrative Vice Chair
3. Official Spokesperson - The official spokesperson will be the General Chair or his/her designee
4. Legal Counsel - Middle Atlantic Swimming's legal counsel will be the lawyer the LSC selects as a contingency legal advisor.
5. USA Swimming National Staff Liaison - This position will be determined and named by USA Swimming National Office on the initial call to that office to report an emergency situation.
6. Members - The Crisis Management team will be staffed as a "task force" to fill the needs at the time of the incident(s). In addition to the General Chair and the Admin Vice-Chair, members should be selected from the following:
 - Finance Vice-Chair
 - Performance Vice-Chair
 - Safe Sport Chair
 - Operations Vice-Chair
 - Coach Representative
 - Staff
 - Committee chairs who are directly involved in some aspect of the crisis
 - a sufficient number of athletes chosen in this order from (1) the Senior Athlete Representative, (2) the Junior Athlete Representative and (3) the Athletes Committee to make up 20% of the Crisis Management Team.
 - Additional members as deemed necessary by the General Chair

Information Officer

The person designated to act as Information Officer informs appropriate interested and or affected parties of the situation and the Middle Atlantic Swimming response:

1. Description/background of situation and the response are communicated to all interested and /or affected parties in according to an established timetable developed for that purpose.
2. An Official Spokesperson is named and only that person makes any public statements to news media, direct meetings of membership, or others as appropriate.
3. All interested and /or affected parties are given a point of contact, the Official Spokesperson of Middle Atlantic Swimming, for the crisis as well as other contact information that may apply in the situation.
4. Please note that only the designated Official Spokesperson is authorized to release information.

Action required by MASI before plan can be activated

1. Formalize the designation and obtain the services of a lawyer to serve on a contingency basis to resolve and provide advice to Middle Atlantic Swimming on Crisis Plan and other Legal matters.
2. Name an official Middle Atlantic Swimming Public Information and Relations Officer (PI&RO) to cover all Middle Atlantic Swimming concerns and activities. The PI&RO might be an individual appointed to this function only or as an additional/collateral duty of an existing officer.

Process and Procedures

At the onset of the crisis the Information Officer or person assuming that responsibility gathers and confirms all the information from relevant sources.

1. Determine what happened, when and where
2. Determine who is affected
3. Identify cause
4. Determine reaction to incident and possible repercussions
5. Determine when there will be more information/update
6. Continue to monitor situation, provide appropriate reports and take needed action until the team is officially deactivated

The Middle Atlantic Swimming General Chair will convene the Crisis Management Team via conference call or by in-person meeting:

1. Team will be alerted by phone call or text to a home number, work number, cell number, depending on situation, General Chair will involve others as appropriate.
2. General Chair will notify USA Swimming National Office of the problem and action taken to date. He will also obtain the name and contact information for a USA Swimming liaison contact.

Crisis Team Responsibilities and Plan Development

The Team determines appropriate response to crisis and develops plan and timetable

1. Determine what needs to be done and when it needs to be done
2. Determine what to say, who will say it, to whom it will be said, when it will be said, and by what means it will be said, as well as determining whether to take a proactive or reactive approach
3. Create or utilize an avenue of communication, first to the Board, Committee Chairs and staff and then to the general membership. Board, Committee Chairs and staff must understand that any and all information about the situation will be handled through and by the Information Officer. No one else should answer questions from any source, speculate about the outcome of the crisis, or provide any information to the general membership.

Termination of Crisis Declaration

The crisis mode designation will be terminated, upon a recommendation by the Crisis Management Team, by a vote of the majority of the Board of Directors to this effect.

1.10 Whistleblower

Middle Atlantic Swimming, Inc. requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the MASI, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that MASI can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of MASI's code of ethics or suspected violations of law or regulations that govern MASI's operations.

No Retaliation

It is contrary to the values of MASI for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of

MASI. Anyone who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment or assigned duties.

Reporting Procedure

MASI has an open-door policy and suggests that any board member, officer, employee or volunteer share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Administrative Vice-Chair. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the MASI's the Personnel Committee, which has the responsibility to investigate all reported complaints. Individuals with concerns or complaints may also submit their concerns in writing directly to the Executive Director or the Administrative Vice-Chair.

Compliance Officer

The MASI Administrative Vice-Chair and/or a member of the Personnel Committee is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Administrative Vice-Chair will advise the Executive Director of all complaints and their resolution.

The MASI Administrative Vice-Chair shall immediately notify the Finance Vice-Chair of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

1.11 Document Retention Policy

MASI will retain records in an orderly fashion for time periods that comply with legal and government requirements.

1. Storage--Files currently needed for day-to-day operational activities will be retained by MASI. Employees should be sensitive to keep confidential files or materials in a secured location. Files that are no longer needed for daily functions should be archived (guidelines follow). Storage of archived records falling within the records retention schedule below.
2. Record Retention Guidelines--The following holding periods will be utilized for the maintenance of the documents listed below:

Accounting Records

Accounts payable	7 years – Electronic Storage
Accounts receivable	7 Years – Electronic Storage
Audit reports	Permanent – Fireproof; Electronic Storage
Expense reports	3 Years – Electronic Storage
Financial statements (annual)	Permanent – Electronic Storage
General ledger and general journals	Electronic

Operations

Loan payment schedules	7 years
Tax returns	Permanent – Fireproof; Electronic Storage
Trial balances (Annual)	Permanent – Back Office
Void Checks	Shred after 30 Days
Checks Deposited via Scanner	60 Days, then shred
Bank reconciliations	Accounting Software
Bank statements	Electronic @ Bank
Canceled checks	Electronic @ Bank
Checks for capital purchases & important contracts (GT \$10,000)	Permanent Actg. – Back Office

Corporate Records

Board minutes	Permanent – Electronic Storage
Bylaws, charter, articles of incorporation	Permanent Fireproof
Business licenses	Permanent – Fireproof; Electronic Storage Electronic Storage w/ Finance VC
Contracts - major (GT \$15,000)	Permanent – Electronic Storage
Contracts - minor	+ 4 years after completion
Insurance policies, accidents, claims	Life + 4 years Business Operations
Legal & tax correspondence	Permanent – Electronic Storage
Leases/mortgages	Permanent Fireproof

Employee Records

Benefit plans	Permanent – Electronic Storage
Employee disability benefit records	6 years – Office storage
Employee files (terminated)	5 years – Office
Employment applications	1 year – Electronic Storage
Employment taxes	7 years – Payroll Vendor
Payroll records	7 years – Payroll Vendor
Pension/profit sharing plans	Permanent – Electronic Storage

3. Record Destruction--After each year end, a review of the files in the storage is performed by the staff, and any records falling outside the above retention schedule are destroyed. Staff, Legal

Counsel or members of the Board of Directors shall inform the General Chair and Admin Vice Chair when document destruction (planned or otherwise) should be halted. The General Chair or Admin Vice Chair will in turn notify the staff and board members. Violation of such orders can result in immediate termination of employment or assigned duties.

2.0 Membership

Middle Atlantic Swimming membership is defined in [Article 2](#) of the USA Swimming Corporate Bylaws. Anyone may become a member of MASI by completing the requirements set forth. All memberships in MASI include membership in USA Swimming.

USA Swimming memberships are valid January 1 through December 31 (except Single-Meet Open Water memberships which are valid only for the day of the event). Membership applications received after September 1 are valid through December 31 of the following year.

2.1 Group Membership

Membership requirements are defined in [Article 2](#) of the Corporate Bylaws of USA Swimming.

Club memberships require the affiliation of at least one properly credentialed coach member, one athlete member and one additional member (coach or club board of directors). A club member is entitled to compete under its name and to field relays at sanctioned swim meets.

The appropriate application form or file for registration, along with payment in full, must be received at the office before a registration will be processed.

2.2 Individual Membership

Membership requirements are defined in [Article 2](#) of the Corporate Bylaws of USA Swimming.

The appropriate application form or file for registration, along with payment in full, must be received at the office before a registration will be processed.

2.2.1 Athlete memberships

Premium Athlete

1. All swimmers must be current athlete members of USA Swimming in order to participate in any sanctioned USA Swimming/Middle Atlantic meet. A swimmer may compete representing their club or as an UN-attached swimmer.
2. Swimmers participating with a club must process their membership applications through their club registrar. Unattached swimmers may send their application to the MASI office - Attn: Registration Coordinator.

Flex Athlete

1. Flex membership is for athletes 18 years old and younger.
2. Flex members are eligible to compete in two sub-championship sanctioned competitions per registration year. Flex members are not eligible to compete in meets at or above the LSC championship level.
3. Flex athletes may apply the cost of flex membership to upgrade to premium membership during the same registration year.
4. Swimmers participating with a club must process their membership applications through their club registrar. Unattached swimmers may send their application to the MASI office - Attn: Registration Coordinator.

Outreach Athlete

1. Outreach Athlete membership is available to qualified athletes in accordance with USA Swimming guidelines. Other than the membership fee, an Outreach athlete member is not distinguishable from any other athlete member.
2. Applications for Outreach membership can be obtained from MASI clubs and are available on the MASI website. Applicants must be eligible for one of the need-based programs listed on the Outreach application form. A copy of the documentation confirming eligibility for membership as an outreach athlete must be submitted with the application.
3. Swimmers participating with a club are expected to process their membership applications through their club registrar. Unattached swimmers may send their application to the MASII office - Attn: Registration Coordinator.

Single-Meet Open Water Athlete

1. A Single-Meet Open Water membership is available for any individual not currently registered as an athlete with USA Swimming; such membership allows participation in sanctioned MASI Open Water competitions on that day.
2. Applications for Single-Meet Open Water membership are generally provided by the event host or sponsor and must be submitted to the meet host prior to participation in the competition.

2.2.2 Non-Athlete Memberships

Any individual interested in the purposes and programs of MASI may become a Non-athlete member. All Non-athlete members must satisfactorily complete and maintain the membership requirements noted in [Article 2](#) of the Corporate Bylaws of USA Swimming.

The following must maintain a current non-athlete membership in USA Swimming:

- MASI Board of Directors (except athletes, who must be athlete members)
- MASI Committee Chairs and members
- Officials
- Meet Directors
- Operational Risk Directors
- All members of the Board of a Board-governed member club
- MASI staff
- Any person who has access to SWIMS

Coach Non-Athlete

1. Anyone who coaches swimmers at a USA Swimming practice or competition must be a Coach member of USA Swimming and must have completed all requirements as defined by USA Swimming.
2. Applications for coach membership should be submitted through their club registrar, or may be sent to the MASI office – Attn: Registration Coordinator.

Non-Coach Non-Athlete

Applications for non-athlete membership may be submitted through a club registrar or may be sent to the MASI office.

Lifetime Membership

1. Individual non-athlete Lifetime memberships are available with USA Swimming; payment can be made over a three-year period. Contact the MASI office for more information.
2. Coaches who are Life members must maintain [current coach certifications](#) as required by USA Swimming.

2.3 Proof of Membership

1. Members can use Deck Pass to confirm their membership status with USA Swimming. Members can use Deck Pass to print a copy of their membership status
2. A current water-marked roster printed from a club's USA Swimming Club Portal is proof of membership for athlete members.
3. The MASI Registration Coordinator can provide email proof of membership for both athletes and non-athletes. This should only be utilized after all other avenues have been pursued.
4. No other 'proof' than those above may be considered to be a valid confirmation of membership status.

2.4 Transfer of Membership

2.4.1 Athlete Members

Current Athlete members wishing to transfer

- from one MASI Club to another MASI Club,
- from a MASI Club to UN-attached status,
- from UN-attached status to representing a MASI Club, or
- from registration in another LSC to registration with MASI

must submit the MASI Transfer/Release form signed by the athlete or his/her parent. The purpose of this form is to record the affiliation intent of the swimmer. Although a swimmer may change their registration at any time, USA Swimming Rule 203.3 requires that 120 consecutive days must pass from the date of a swimmer's last competition representing a prior club before a swimmer may represent another club in USA Swimming competition. The transfer form must be submitted even if the athlete has not competed with the last 120 days.

An athlete must have a current athlete registration with USA Swimming in order for a Transfer/Release form to be processed.

1. A [fee](#) as established by the MASI Board is required to process the transfer of the registration of an athlete
 - from one MASI club to another MASI club,
 - from Unattached status to a MASI club.
2. There is no fee for changing
 - from a specific club attachment to Unattached status,
 - to transfer from an LSC other than MASI to an MASI club.
3. Indication of an athlete's intent to transfer to another club, through receipt of registration materials for that athlete from the new club, will be cause to unattach the swimmer pending receipt of the proper Transfer/Release form and fee.
4. If a court judgement has been brought against the athlete or athlete family for non-payment of dues by the club, USA Swimming Rule 203.6 requires that the athlete compete as unattached until the court judgement is satisfied.

2.4.2 Non-Athlete Members

Non-athlete members wishing to change their club affiliation should send email notice to the MASI office at Registration@maswim.org. There is no fee for transfer of a non-athlete membership.

2.5 Membership Fees

1. Registration fees are set annually by the MASI Board of Directors. A portion of all registration fees is collected by USA Swimming according to the fees established by the USA Swimming House of Delegates.
2. Current registration [fees](#) are posted on the MASI website.
3. The registration fee for any club-affiliated athlete who registers or upgrades a flex membership three (3) days or less before the start of a sanctioned MASI meet at which they intend to participate, or who registers at a MASI sanctioned meet, shall be twice the normal fee. The additional fee shall not apply to athletes who register as UN-attached and compete as such at the meet, or to athletes registering with another LSC.
4. Early registration discounts are offered:

Club

The annual club registration fee is discounted for club registrations received at the MASI office prior to the start of the registration (calendar) year for the periods noted below. See MASI Registration [Fee table](#).

- From September 1 through October 31 of prior year
- From November 1 through December 31 of prior year
- After January 1 of the current year

The registration fee for new clubs registering for the first time, and for college clubs consisting only of college swimmers, shall be the lowest fee (without further discount).

Athlete

Premium athlete membership registrations which are submitted electronically no later than October 15 of the prior year shall be eligible for a discount, as shown in the MASI Registration Fee table.

Payment for such registrations must be post-marked and received by October 15 to receive the discount. The discount amount shall be determined by the MASI Board. No discount will be given to any membership application received on a paper athlete registration form.

3.0 Governance

Middle Atlantic Swimming is governed by the House of Delegates and the Board of Directors as described in the MASI Bylaws. The administrative work of the organization is carried out by MASI committees and the Middle Atlantic staff.

3.1 House of Delegates

Membership in the House of Delegates, along with the duties and powers assigned to this body is defined in [Article 4](#) of the MASI Bylaws.

All House of Delegates meetings will be held with the goal of encouraging full participation by all members.

3.2 Board of Directors

The members of the Board of Directors, along with the duties and powers assigned to this body, is defined in [Article 5](#) of the MASI Bylaws.

All Board of Directors' meetings will be held with the goal of encouraging full participation by all members.

3.2.1 Roles and Responsibilities of specific Board members

In addition to the general duties of Chairs and Coordinators noted in [Article 7.5](#) of the MASI Bylaws, the following duties are specific to the designated positions.

3.2.1.1 General Chair

The General Chair shall

- Oversee and have general charge of the management, business, operations, affairs and property of MASI, and general supervision over its officers and agents;
- Call meetings when and where deemed necessary;
- Prepare, and cause to be distributed, an agenda for each meeting of the Board or the House of Delegates
- Preside at all meetings of the House of Delegates and the Board of Directors;
- Appoint committee chairs or coordinators as may be necessary to permit MASI to effectively, efficiently and economically conduct its affairs, as provided in [Articles 5.6.4 and 5.6.9](#) of the MASI Bylaws;
- Appoint at-large members of the House of Delegates as provided in [Article 4.1.3](#) of the MASI Bylaws;
- Appoint additional delegates to the USA Swimming HOD to fill vacancies in representation and/or to utilize Presidential At-large votes;
- Appoint delegates to the Eastern Zone Spring meeting;
- Appoint task forces to conduct programs or affairs;
- Sign and execute deeds, mortgages, bonds, contracts, agreements or other instruments duly authorized;
- Sign checks, drafts or other orders for the payment or transfer of funds;
- Serve as the chair of the Personnel Committee;
- Serve as a member of the Finance Committee and the Budget Committee;
- Have a voice, but no vote, during any committee, sub-committee, task force or division meeting;
- Fill vacancies on the Board, the Governance Committee and committee chair positions;
- Receive a copy of any decision rendered by the Administrative Review Board;
- 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 MAS.

The General Chair shall not

- Hold the office of General Chair jointly with another member
- Serve on the Governance Committee

3.2.1.2 Administrative Vice Chair

The Administrative Vice-Chair shall

- Serve as the General Chair in the event of a vacancy in the office or of the General Chair's temporary or permanent incapacity. When so serving, the Administrative Vice-Chair shall perform all of the duties and shall have all of the powers of the office of General Chair;
- Conduct meetings in the absence of the General Chair;
- Chair, and have general charge of the business, affairs and property of the Administrative Division;

- Participate in meetings of the committees reporting to the Administrative Division;
- Prepare timely reports for the Board concerning the business of the Administrative Division;
- Aid in the development of policy and the coordination of the activities of the officers and committees within the Administrative Division internally and with other divisions, committees and coordinators;
- Be responsible for the creation and maintenance of MASI Policies and Procedures Manual and documents or manuals or handbooks referenced therein;
- Submit, or cause to be submitted, governance documents required by USA Swimming in compliance with [Article 8](#) of the MASI Bylaws
- Sign and execute deeds, mortgages, bonds, contracts, agreements or other instruments duly authorized;
- Sign checks, drafts or other order for the payment or transfer of funds;
- Serve on the Budget Committee, the Finance Committee and the Personnel Committee;
- Serve as the liaison to the Athlete Representatives and the Athletes Committee, and shall be responsible to see that the Athlete Representatives' elections are held in accordance with [Article 6.2.1](#) of the MASI Bylaws.

3.2.1.3 Finance Vice-Chair

The Finance Vice-Chair shall

- Serve as the Chief Financial officer of MASI;
- Chair and have general charge of the Finance Division;
- Develop and assist in the implementation of an investment program for MASI's operating funds, funded reserves and endowment funds, in conjunction with the Finance Committee;
- Be responsible for the adequacy of MASI 's system of internal financial and accounting controls;
- Cause to be conducted an annual financial review or audit and make recommendation regarding approval to the Board;
- Prepare, or cause to be prepared, tax information required by federal or state authorities (990, 1099's, etc.) and review same;
- Submit, or cause to be submitted, annual financial information required by USA Swimming in compliance with [Article 8](#) of the MASI Bylaws;
- Review insurance policies and make recommendations regarding changes to the Board
- Have charge of the development and implementation of a marketing plan for MASI;
- Have charge of the development and implementation of a fund-raising plan for MASI;
- Solicit financial information from Divisions and Committees in order to prepare annual and quadrennial budgets;
- Prepare and present an annual (and quadrennial when appropriate), budget for consideration by the Board and adoption by the House of Delegates
- Serve as Chair of the Audit Committee, the Budget Committee, and the Finance Committee
- Serve as a member of the Personnel Committee;
- Sign and execute deeds, mortgages, bonds, contracts, agreements or other instruments duly authorized;
- Sign checks, drafts or other orders for the payment or transfer of funds;
- Designate the banks, trust companies, other depositories or custodians, investment companies or investment management companies for MASI funds;
- Review the reconciliation of MASI bank accounts on a monthly basis;
- Review the reconciliation of MASI investment accounts on a quarterly basis;
- Prepare financial status reports for each meeting of the Board and House of Delegates

The Finance Vice-Chair shall not

- Hold the office of Finance Vice-Chair jointly with another member;
- Delegate duties to other members without the consent of the Board;
- Combine the offices of the Finance Vice-Chair and the Treasurer

3.2.1.4 Performance Vice-Chair

The Performance Vice-Chair shall

- Oversee and have general charge of the Performance Division, including all sport-side aspects of MASI programs and services that do not fall under MASI staff;
- Work closely with the Director of Competition and the Operations Vice-Chair to ensure that programs and events conducted within MASI are of the highest quality in all aspects;
- Develop and review MASI philosophy to provide opportunities for excellence within offered programs and services and advise other committees/divisions regarding the implementation of that philosophy in the context of MASI swimming programs;
- Participate in meetings of the committees reporting to the Performance Division;
- Prepare timely reports for the Board concerning the business of the Performance Division

3.2.1.5 Operations Vice-Chair

The Operations Vice-Chair shall

- Oversee and have general charge of the affairs and property Operations Division, except for those matters that fall under MASI staff;
- Work closely with the Director of Competition and the Performance Vice-Chair to oversee functions and operations that broadly impact Senior and Age Group Swimming, including meet operations.
- Participate in meetings of the committees reporting to the Operations Division
- Prepare timely reports for the Board concerning the business of the Operations Division

3.2.1.5 Coach Representative

The Coach Representative shall

- Oversee and have general charge of the business, affairs and property of the Coach Division;
- Serve as a liaison between MASI coaches and the Board;
- Serve as a liaison between MASI coaches and the House of Delegates;
- Chair the Coaches' Committee and conduct regular meetings of same;
- Oversee the operations of the Coach Committee, including elections and award recipient nominations and selection;
- Serve on the Audit Committee and the Budget Committee;
- Prepare timely reports for the Board concerning the business of the Coach Division

3.2.1.6 Senior Athlete Representative

The Senior Athlete Representative shall

- Oversee and have general charge of the business, affairs and property of the Athlete Division;
- Serve as a liaison between MASI athletes and the Board;

- Serve as a liaison between MASI athletes and the House of Delegates;
- Chair the Athletes' Committee and conduct regular meetings of same;
- Oversee the operations of the Athletes' Committee, including award recipient nominations and selection;
- Propose athlete candidates for MASI committee service
- Serve on the Personnel Committee and the Budget Committee;
- Prepare timely reports for the Board concerning the business of the Athlete Division

3.2.1.7 Junior Athlete Representative

The Junior Athlete Representative shall

- Assist the Senior Athlete Representative in overseeing the business, affairs and property of the Athlete Division;
- Serve as the Chair the Athletes' Committee in the absence or incapacity of the Senior Athlete Representative
- Serve on the Budget Committee in the absence or incapacity of the Senior Athlete Representative;
- Assist the Senior Athlete Representative in proposing athlete candidates for MASI committee service

3.2.2 Orientation

Members of the Board of Directors shall attend orientation program(s). The orientation program(s) will address the following issues:

1. The rules of the organization, as well as any ethics statements and/or conflict of interest agreements.
2. Mission and vision of the organization
3. Current strategic plan
4. Budget and finances of the organization
5. The general duties of a Board member
6. Duties and powers specific to his/her office
7. Robert's Rules of Order for meetings
8. Contact information for Board and staff
9. Access to Board of Directors' shared documents
10. Technology information
11. Best practices

3.2.3 Attendance

Election to the Middle Atlantic Swimming Board of Directors implies a dual responsibility (a) to perform the specific duties and responsibilities of each Board position, and (b) to participate and conduct the business of MASI as a member of the Board of Directors as defined in [Article 5](#) of the MASI Bylaws.

1. Board members are expected to attend all regularly-scheduled and special meetings of the Board of Directors. Any Board member that cannot attend a meeting will notify the General Chair, as soon as is practically possible, prior to the scheduled time of the meeting.
2. The General Chair shall contact any Board member that is unable to attend regularly-scheduled meetings to discuss with that member their interest and commitment to further participation on the Board. See [Article 6.9](#) of the MASI Bylaws if a vacancy occurs.
3. When a special vote is required, Board members are expected to participate within the allotted time frame.

3.3 Committees

Committees will follow the governance practices of [MASI](#).

4.0 Financial

Financial controls and procedures are essential and serve as a system of checks and balances to protect Middle Atlantic Swimming, Inc.

4.1 Cash Management

4.1.1 Deposits and Cash Receipts

Office personnel shall have the following duties regarding MASI cash receipts:

1. Office staff shall promptly record all cash and checks received for deposit.
2. All deposits shall be made into the MASI general accounts. Deposits shall be made in a timely fashion, but no less frequently than once per week.
3. The office staff member who processes the bank deposit of cash and checks will not be the same person who performs and records the monthly bank reconciliations within MASI accounting software.
4. Any relevant documents accompanying monies for deposit must be scanned into a shared folder and attached to accounting software.
5. Checks deposited via Remote Deposit Capture device (scanned checks) shall be marked as electronically deposited, stored in a safe by staff, retained for a period of 60 days or as otherwise indicated by a bank's service agreement. Checks are not to be destroyed until the deposit account has been reconciled for the month. Scanned checks shall be shredded when the retention period expires
6. Cash is to be recorded and deposited in a timely manner. Undeposited cash must be recorded and be will be stored in a MASI safe until deposited.

4.1.2 Customer Credits

1. Customer (e.g., clubs) credits will be entered and tracked in the MASI accounting system.
2. Customers who request a reimbursement of their credit balance will receive payment in accordance with MASI policy.
3. Customers who maintain a credit balance will receive a quarterly statement and MASI staff will review credit balances at the end of the fiscal year.
4. If invoicing a club, credit will be applied to proper club accounts (meets vs. registration).

4.1.3 Credit Cards Payment

1. MASI will accept a credit card payment for any financial transaction.
2. A processing [fee](#) may be added to membership applications processed with a credit card.

4.1.4 Cash Disbursements

1. Vendors must submit an itemized invoice for payment. Volunteer members must submit a request, with supporting receipts, for reimbursement of expenses. No payments will be processed without invoices, receipts or similar documentation.
2. All payments and disbursements will be accounted for in the current MASI accounting system.
3. Documentation will be stored appropriately.
4. Approval for payments for goods and services purchased in accordance with 4.1.5. will be deemed granted if the requested amount is within the approved current year MASI budget and not yet spent or appropriated.

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5. Requests for payments that exceed unspent budgeted amounts must be addressed by a budget variance initiated by the committee chair and/or the division chair and approved by the Board of Directors.
6. Requests for payments cannot be approved by the individual submitting the request.
7. All payments are subject to monthly review by the Finance Vice-Chair and/or Executive Director.

Via Paper Checks

1. Physical control of all checks will be with the MASI office personnel. Unused checks will be kept in a locked safe.
2. Printed checks will be forwarded to an authorized MASI signatory. The signatory will review supporting material to ensure the disbursement is legitimate and appropriate.
3. The Finance Vice-Chair, the General Chair, the Administrative Vice-Chair and/or the Executive Director shall be authorized to sign checks for MASI. Checks for an amount less than \$5,000 shall require one authorized signature; checks for an amount of \$5,000 or more must require two authorized signatures.

Via Electronic Payments

1. Vendors may be paid through the online banking system of MASI's bank.
2. An MASI employee will initiate the online banking transaction and enter the details of the electronic payment into the MASI accounting software.
3. Electronic payments will require approval by an MASI authorized signatory to the account before the payment is actually released and paid. The signatory will review supporting material to ensure the disbursement is legitimate and appropriate.

4.1.5 Purchasing

1. When procuring goods and services for MASI, all purchases must be made with preferential consideration given to MASI preferred vendors. Awards should be made to the vendor who provides the best value proposition to MASI for that purchase. A decision not to use a preferred vendor for goods or services must be approved by the Executive Director.
2. Whenever possible, as least two of the bids obtained hereunder should be solicited from vendors located within the geographic boundaries of MASI.
3. Each Committee Chair is responsible to ensure that the committee adheres to the appropriate process when making purchases.
4. Regardless of the process followed, a report to the Board shall be prepared and submitted. This report can be included in the committee report to the board.
5. When procuring goods and services for MASI, use one of the following methods:
 - a. Less than \$500 - purchases of less than \$500 that are included within the approved MASI budget can be made without any additional approvals.
 - b. \$500 - \$5,000 - purchases of \$500 - \$5,000 that are included within the approved MASI budget require three direct or over-the-phone quotations of rate, cost, etc. Such quotes may also be obtained online. Quotes must be submitted to the Executive Director or the Finance Vice-Chair for approval.
 - c. \$5,000 and \$10,000 - purchases of \$5,000 - \$10,000 that are included within the approved MASI budget require that the purchaser obtain three written estimates of the total cost. This process does not need to be a sealed bid process. Quotes must be submitted to the Executive Director or the Finance Vice-Chair for approval.
 - d. Over \$10,000 – purchases over \$10,000 that are included within the approved MASI budget require that there be three (3) sealed bids. An Invitation for Bids (IFB) notice must be prepared and sent to at least three vendors. Include realistic specifications and descriptions of the goods or services to be procured and the procedure for submitting a bid. The division vice-chair, along with the committee chair shall open all proposals at the same time and evaluate the price/value proposition. If detailed specifications for the goods or services cannot be prepared and the primary basis for awarding the contract is not cost, then the Mid-Purchase process may be used. Quotes must be submitted to the Executive Director or the Finance Vice-Chair for approval.

4.1.6 Returned Checks

MASI will impose any related bank charges for any deposited check that is returned by the bank. MASI will notify the individual or club who wrote the check. Activities for which the payment was intended will be suspended until the club or individual who failed to make good on the check and pay the service fee corrects the situation.

4.1.7 Unused Funds

At the completion of any fiscal year, funds that were allocated for any purpose but have not been spent or formally committed will be returned to the MASI general account.

4.2 Cash Reserves

4.2.1 Purpose

The purpose of the Cash Reserve Policy is to define the categories, the calculation and the investment approach for Middle Atlantic Swimming, Inc.'s excess cash reserve. The policy will enable MASI to support strategic business practices, manage cash flow interruptions, minimize the need for working capital borrowing, meet commitments, obligations or other contingencies, and generate investment income.

4.2.2 Definitions

Middle Atlantic Swimming, Inc. shall consider three classes of cash, as defined below:

1. Operating Reserve
 - Cash required to financially operate the organization for a period of time, should business conditions require such a reserve.
 - Funds to meet unfunded and unexpected organization needs.
 - Funds for emergency and emerging needs of subsidiaries.
 - Funds to make up a deficiency in budgeted revenue, either in results or collection experience.
 - 50% of Program Services Revenue. Program Service Revenue is calculated in the annual financial review.
 - If the Operating Reserve is and has been less than 75% of the targeted reserve level for two consecutive years, the Board of Directors, in the absence of any extraordinary circumstances, will adopt an operational budget that includes a projected surplus sufficient to rebuild the Operating Reserve Fund to its targeted reserve level over the following two years.
2. New Program Reserve (NPR)
 - To support new programs defined during the annual budget process
 - New programs are programs that have not been FUNDED nor BUDGETTED within the last 5 years
 - Defined during the annual budget process
 - No greater than 25% of Operating Reserves
3. Investment Reserves
 - Any extra cash, not covered by Operating Reserve or New Program Reserve

4.2.3 Investment Approach

The Operating Reserve and the New Program Reserve will be invested in Money Market Funds at an FDIC insured institution. If reserves exceed the maximum FDIC insured limits, more than one institution must be used in order to guarantee all funds are federally insured. The Investment Reserve will be invested according to the Investment Policy Statement approved by the Board of Directors.

4.2.4 Policy Oversight/Review

In accordance with [Article 7.4.3](#) of the MASI bylaws, this policy shall be managed by the finance committee.

This policy will be reviewed every four years (in the fiscal year that Olympic Trials are held) by the Finance Committee or sooner if conditions warrant. Any changes thereto will be approved by the Board of Directors.

4.3 Reporting, Reconciliations and Month End Processes

4.3.1 Monthly office Processes

1. Within five (5) days after the end of each month, office personnel will reconcile the following:
 - Monthly registrations reported by USA Swimming vs monthly registrations reporting by the MASI accounting software. Any variances will be explained in the report.
 - The bank balance of all bank accounts vs the balance according to the MASI accounting software
2. The Finance Vice-Chair will review those reconciliations each month and report any unusual variances to the MASI Board of Directors.

4.3.2 Reporting to the Board

The Finance Vice Chair or Treasurer will present the following to the Board of Directors:

1. Balance Sheet Report – at each meeting
2. YTD P&L Report - at each meeting
3. Budget vs Actual Report - at each meeting and quarterly
4. Major variances – at each meeting and quarterly
5. Investment Portfolio performance report – quarterly

4.3.3 Annual Process

1. An outside auditor will review the MASI financial statements annually. **This review shall be completed no later than the end of the third month after the end of the MASI fiscal year.** An outside accountant will prepare and file the annual tax return(s) for MASI, based on the approved financial statements. The tax return(s) will be reviewed by the Finance Committee and submitted to the appropriate agencies.
2. The Finance Vice-Chair or Treasurer will submit a copy of all pertinent financial reports to USA Swimming within five (5) months after the close of the MASI fiscal year, as provided in [Article 8](#) of the USA Swimming Rules and Regulations. These reports will also be presented to the MASI Board of Directors.
3. The Finance Committee will also review all MASI internal controls (eg. P&P) and review, and update as necessary. The findings shall be reported to the MASI Board of Directors.

4.4 Budgeting

1. The House of Delegates, at its annual meeting, approves the Middle Atlantic Swimming budget. This budget is for the next fiscal year.
2. Prior to January 15th, the Finance Vice-Chair will provide the Division Chairs with the prior two years actual expenditures as well as the prior year’s budget.
3. The Division Chairpersons are to review their programs, confer with their committees, and prepare a statement of their needs for the next fiscal year.
 - All proposals for the budget must be submitted by the end of January. If a new program is being proposed, full documentation; including a statement of why the program should be funded and a breakdown of program cost, is required.
 - For any current program which requests a significant change in funding, full documentation must be provided, including a statement of the rationale for the change.
4. The Budget Committee will construct the proposed annual budget for presentation to the Board of Directors at the March meeting.

4.5 Reimbursement (Non-staff)

Travel reimbursement

1. Approved business-related travel expenses incurred by all MASI travelers are reimbursed in accordance with the organization’s travel policy. MASI will pay for reasonable travel expenses directly tied to the business activities and performance of duties for MASI when approved by the appropriate MASI Division and/or Committee Chair. Funds for such travel shall have been provided in the MASI Budget. Expenses covered by another organization are not eligible for reimbursement by MASI.
2. MASI will provide transportation, meals and lodging for various seminars and workshops hosted by USA Swimming. Attendees must meet the criteria for attendance and be appointed by the appropriate committee chair or General Chair.
3. Individuals shall be reimbursed for mileage when traveling on behalf of Middle Atlantic Swimming for approved activities that are outside the member’s local area of residence. It is not intended to reimburse travel by MASI members to attend regular MASI House of Delegates, Board of Directors or various committee meetings.

AIR TRAVEL	General Travel Policy -- Air Travel
Air Travel	Purchase lowest available economy airline tickets.
Airfare – Class of Service	Book reservations as far in advance as possible to take advantage of lower fares. At a minimum, travelers should purchase airline tickets twenty-one (21) or more business days in advance Lowest Available Economy Class Airfare for all travel
Airfare – Lowest Available Fare on Connecting Flights <i>(USA Domestic Travel only)</i>	Lowest Available Economy Class Airfare for all travel Business class can only be booked at the traveler’s expense. Include any additional expenses (seat Connecting Flights For US Domestic Travel, taking a one-stop connecting flight is required when airfare savings is more than \$250 (comparing lowest available fare vs the traveler’s preferred fare/route); this policy is enforceable as long as the total one-way flight time does not exceed over two (2) hours. Alternate Airports Travelers are encouraged to price flights for alternative airports for travel to cities where multiple commercial airports exist

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Airfare – Ticket Cap Amount <i>(USA Domestic)</i>	<p>USA Domestic Travel: Ticket Cap Amount at \$600</p> <p>If the USA domestic airfare ticketed amount exceeds \$600, the traveler must include an explanation with the reimbursement request.</p>
Airfare Amount Threshold- Domestic <i>Traveler Consideration</i>	<p>USA Domestic Travel: Lowest Available Fare - \$100 Airfare Amount Threshold</p> <p>In consideration of the employee’s and/or volunteer’s time when traveling domestically on behalf of Middle Atlantic Swimming, one may select a preferred flight and/or carrier within a two-hour time window of the desired/arrival time as long as the fare difference is not over \$100 when compared to the lowest available fare offered</p>
Unused Airline Tickets – Traveler Responsibility	<p>It is the responsibility of the traveler to advise and change/cancel their reservation</p> <p>Utilization of the unused tickets can only be applied to MASI travel bookings. Charges for re-ticketing, schedule changes, etc. are reimbursable if incurred for a valid business reason and approved prior to travel. If there is a change in an itinerary that results in additional cost, the traveler must provide notification to the Finance Vice Chair upon completion of travel.</p>

GROUND TRAVEL	General Travel Policy--Ground Travel
Ground Travel - Car Rental	<p>A traveler may utilize rental cars when it is more advantageous to MASI than other means of commercial transportation, such as taking a taxi or Uber/Lyft.</p> <p>The standard size is intermediate and/or midsize. When traveling with a group, rental cars should be shared to minimize costs.</p>
Ground Travel – Car Rental	<p>1. Refuel before returning the vehicle to the rental agency to avoid high fuel surcharges</p>
Ground Travel – Car Rental <i>In the event of an</i>	<p>In the event of a personal or rental car accident while on Middle Atlantic Swimming business travel, employees must take the following steps:</p> <ol style="list-style-type: none"> 1. Report the accident to local authorities and obtain a copy of the police report.
Ground Travel – Personal Car	<p>Personal car or vehicles may be used if it saves time and is less expensive than renting a car, taking a taxi or using alternate transportation. When two or more people on MASI business share a vehicle, only the driver may claim reimbursement for mileage, parking and toll charges.</p> <p>If a traveler prefers to take his/her vehicle on approved MASI business, mileage costs up to the equivalent airfare expense may be claimed. (To determine the equivalent airfare, use the on-line booking tool—at least 21 days prior to departure date—to plot the trip and then print the screen before purchase.) Mileage reimbursement requests must be accompanied by appropriate documentation.</p>
Ground Travel – Other Modes of Transportation	<p>Expenses for Taxis, Uber/Lyft, Airport Shuttles or Public Transportation for business purposes are reimbursable with receipts.</p>

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LODGING	General Travel Policy – Lodging
Hotel Policy	Travelers are expected to use best judgement when making hotel bookings and should always look for the most reasonable rates within that market, whenever possible.
Hotel - Incidentals	Hotel incidentals will not be reimbursed with the exception of internet connection fees when there is no free option.
Hotel Cancellation	Travelers are responsible for reviewing and adhering to hotel cancellation policies at the time of booking. No-shows, late cancellation charges, or early departure charges are the responsibility of the traveler unless caused by circumstances beyond traveler’s control.

PER DIEM	General Travel Policy – Per Diem
Daily Per Diem	When appropriate, MASI will provide travelers with a per diem allowance to defray a portion of meal costs. The daily rate for per diem will be pro-rated for partial days and reduced if meals are provided by USA Swimming or other groups (sponsors, LSCs, workshops, coaches, etc.)
Meals provided by others	Meal expenses covered by any other organization are not eligible for reimbursement by MASI.
Rates	MASI follows current IRS regulations for per diem reimbursements utilizing the High-Low method for different cities within the contiguous United States. These rates are published annually and can be found online at IRS.gov.

Note: If an individual receives a travel advance or has other costs that are incurred by MASI and chooses not to travel, all advanced money and costs must be promptly returned to MASI.

ELIGIBILITY	General Travel Policy--Eligibility
Officials MASI Meets Championship Series	<p>Hotel accommodations for the Meet Referee and the Admin Referees when those officials have been assigned/approved by the MASI Officials Chair and the official resides more than twenty-five (25) miles from the meet location.</p> <p>Other designated meets of a comparable level may be included when officials are assigned by the MASI Officials Chair.</p> <p>Additional rooms for other senior officials (e.g. Referee, Starter, Chief Judges) may be reimbursed at the discretion and approval of the MASI Officials Chair.</p>

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Officials Eastern Zone Meets	<p>Up to two MASI officials provided that each is available to work on each day of the meet (but not required to work all sessions when there are multiple sessions each day).</p> <p>Eligible official must have an ‘assigned’ position at the meet or have the approval of the MASI Officials Chair, if the official has a participating child. An ‘assigned’ position is that of Meet Referee, Admin Referee, Deck Referee, Starter or Chief Judge.</p> <p>Must be willing to share a room, when deemed necessary.</p> <p>Mileage will be paid at the current IRS rate for business rate An official can receive only one such subsidy per MASI fiscal year The amount of support available to any official shall not exceed the amount of the Level 1 support provided to MASI Athletes as provided in section 7.1.2.5 herein</p>
Officials National Meets	<p>MASI officials that attend and work at a USA Swimming ‘National’ meet provided that the Official has an Assigned position at the meet – i.e., Referee, Starter, Chief Judge, or the Official has no ‘child’ attending and participating in the meet.</p> <p>An official may receive support for only one National meet per MASI fiscal year.</p> <p>To receive support for a National meet, an official must have worked at least ten Middle Atlantic meet sessions within the previous twelve months, including at least four sessions at a Middle Atlantic Championship level meet (e.g., Senior Champs, JOs, Silver, etc).</p> <p>The amount of the support shall not exceed the amount of the Level 1 support provided to MASI Athletes attending such meets (see section 7.1.2.5 herein). Officials that attend the Olympic Trials meet shall be eligible for support not to exceed the support for Athletes attending the Olympic Trials meet (see section 7.1.2.6).</p>
Convention Delegates - Voting	<p>Delegates assigned a vote by the USA Swimming Corporate Bylaws, or as a replacement delegate for any of these positions (to be appointed by the General Chair).</p> <p>Delegates selected to receive Presidential At-large votes</p>
Convention Delegates – National Committees	<p>Delegates who have a vote by virtue of a position within USA Swimming (Committee, Board, etc.)</p> <p>A member of a National Committee who does not have a vote by virtue of membership on that committee.</p>
Convention Delegates - Staff	<p>Delegates who are members of the MASI office staff, with or without a vote.</p>
Convention Delegates – Coaches	<p>If the overall delegation of MASI members in any year consists of less than three (3) Coach members of MASI, the General Chair, with the advice and consent of the Board, may appoint an additional Coach member as a delegate, regardless of whether said coach has a vote.</p>
Convention Delegates - Other	<p>Any remaining budgeted funds may be divided between other MASI members with voting credentials at the Convention by reason of an affiliated governing body, such as ASCA or YMCA, provided such members are currently active on at least one (1) Committee in Middle Atlantic or deemed necessary by MASI leadership as being in the best interests of MASI.</p>

Eastern Zone Spring Meeting Delegates	<p>Up to five (5) delegates, (only four if all are non-athlete members) from MASI. If an Eastern Zone Director is a member of MASI, transportation and lodging will also be provided for that Director.</p> <p>Any remaining (budgeted) funds may be divided among other attendees at the Eastern Zone meeting (at the discretion of the General Chair), provided that the attendee has a vote in the MASI House of Delegates</p>
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4.6 Reimbursement for Staff Expenses

1. Middle Atlantic (MASI) will reimburse staff members for expenses incurred in association with performing the duties of the position.
2. Reimbursement will be in accordance with MASI policy. Receipts are required for all MASI expenses.
3. Expenses will be reimbursed upon receipt of an expense report and appropriate receipts in the format determined by the MASI Finance Vice-Chair. Expenses will be reimbursed monthly.
4. Reimbursement for mileage associated with the required duties shall be for the actual mileage at the IRS Standard Mileage Rate for business, as published by the IRS. Tolls will be reimbursed at the actual rate incurred.
5. Meals and incidental expenses shall be reimbursed as incurred. In lieu of receipts, a meal stipend of up to the following will be allowed: Breakfast - \$7; Lunch - \$11; Dinner - \$23.

4.7 USA Swimming Convention Delegates

1. Delegates to the USA Swimming House of Delegates are defined in the [USA Swimming Corporate Bylaws](#). If any of the above delegates are unable to attend the Convention, an alternate delegate shall be appointed by the General Chair to attend in their place. Delegates and alternate delegates to the Convention will be reimbursed for any expenses not otherwise covered by MASI or USA Swimming attend the Convention, an alternate representative shall be appointed by the General Chair to attend in their place. Delegates to the Convention will be reimbursed for any expenses not otherwise covered by MAS or USA Swimming.,

5.0 Meets - Sanctioned, Approved, Observed

Three categories of meets are recognized by USA Swimming – Sanctioned, Approved and Observed. The requirements and conditions associated with each meet type are stated in [Article 202](#) of the USA Swimming Rulebook. MASI Swimming is authorized by USA Swimming to grant sanctioned, approved or observed status for all such swimming competitions and related events involving competitive swimming within the MASI geographical boundaries, except when national swimming competitions as defined by USA Swimming may be held within MASI.

5.1 Sanctioned Meets

5.1.1 Requirements and Conditions

1. The requirements and conditions for sanctioned meets are listed in [Article 202](#) of the USA Swimming Rulebook. All provisions of these sections must be followed by the hosting organization.
2. All competing swimmers be athlete members of USA Swimming. The Meet Director, the Operational Risk Director and all coaches and officials must be non-athlete members in good standing of USA Swimming.

3. All MASI sanctioned meets hosted by an MASI club must have a Meet Director and an Operational Risk Director that is certified by MASI. A certified MD and a certified ORD must be present at all sessions of a sanctioned meet.
4. Clubs must follow the bid process and application procedures in order to host a sanctioned meet. The Meet Director’s Handbook (MD Handbook) is hereby incorporated as part of this Policy and Procedures Manual.
5. Sanction applications from non-MASI clubs must include a Meet Director and Operational Risk Director, but they do not have to be certified by MASI.

5.1.2 In-season non-championship meets

All responsibilities for hosting a non-championship MASI meet lie with the host club. Clubs hosting sanctioned meets are required to follow the regulations and procedures described in the [USA Swimming Rulebook](#), MASI Policy Manual, and the MASI Meet Director’s Handbook.

Application process

MASI will provide opportunities for short course and long course competitions. Any MASI club may host said competitions. A club wishing to host a scheduled meet must submit a bid packet noting the meet type and the date for each meet requested. The weekends for Middle Atlantic Championship series meets and the Middle Atlantic Annual House of Delegates meeting are not generally available to clubs for hosting another meet.

<u>Type of Meet*</u>	<u>Eligibility</u>
• Mini	Swimmers 8 years and younger /all teams
• Developmental	Developmental swimmers/all teams/these age groups– 8&U, 9-10, 11-12
• Intrasquad	One team / any format
• Dual	Two teams / any format
• Closed Invitational	Three or more invited teams /any format
• A/BB/C	All swimmers 9 and over / all teams
• BB/C or sub-JO	Swimmers no faster than BB or sub-JO / all teams
• A	Swimmers with at least an A qualifying time / all teams
• Distance	Only events 400/500 and longer / all teams
• Relay	Relay events only /all teams
• Time Trials	In conjunction with a scheduled meet

**Any meet may be a timed final or a prelims/finals format. Each meet will require a unique sanction.*

Bid Packet

1. Bid form - the meet application form, which includes a summary of each meet a club wishes to host. There is no limit to the number of meets a club may request. Meet formats other than those on the proposed schedule must be provided for review by the Director of Competition
2. A facility usage request form – confirmation of communications between the meet host and the facility in which the proposed meet(s) will be held.
3. State code compliance agreement – as appropriate for the state in which each meet will be held.
4. Emergency Action Plan (EAP) for each facility.
5. Meet host assumption of risk disclaimer.
6. Any other information deemed necessary by the Director of Competition or USA Swimming.

Bid Deadlines

- | | |
|-------------------------------|------------------------------------------------------|
| 1. Club-hosted SC season meet | April 1 |
| 2. Club-hosted LC season meet | October 1 (clubs encouraged to include LC bids w SC) |

Each deadline date is for the year prior to the meet start date

SC season is generally September through April

LC season is generally May through August

Meet host meeting and awarding of in-season meets

Each meet host is required to send a representative with the authority to negotiate on the club's behalf to the meet host meeting. This mandatory meeting is usually held in conjunction with the annual MASI House of Delegates. Prior to the meeting, meet hosts are encouraged to work together to resolve any scheduling conflicts.

The resulting meet schedule, from this meeting, will be presented to the HOD and is considered the approved schedule.

Processing of Sanctions

All meet announcement packets must be sent via email to the Director of Competition on or before August 1st. The packet must include:

- Electronic copy of the meet announcement which must include all requirements -Rulebook, [Section 202.4.10](#)
- TM events file
- Completed sanction request form

The appropriate sanction fee must be paid to MASI.

A sanction number will be issued when all materials have been properly submitted, reviewed and found to be complete.

Meet announcements will be published on the Middle Atlantic website. Announcements should not be published elsewhere prior to the issuance of a sanction number.

5.1.3 Additions to the Meet Schedule

1. A club wishing to add a sanctioned meet to the schedule after the schedule has been approved must complete the 'Request to Add a Meet' form and submit it to the Technical Planning chair and the Director of Competition.
2. The application fee for meets added after the schedule has been approved shall be double the fee listed in the [Fee Table](#).
3. Except in unusual circumstances agreed by the Technical Planning Chair and the Director of Competition, applications for all meets must be submitted at least sixty (60) days in advance of the meet.

5.1.4 Denied Sanction Appeal Process

Any applicant whose sanction application has been denied by the Director of Competition shall have the right to appeal the denial to the Eastern Zone Sanction Appeal Panel, as provided in [Article 202.3](#) of the USA Swimming Rulebook. Procedures for the filing and conduct of such appeals shall be established by the Eastern Zone.

5.1.5 Championship Meet Series

MASI championship series meets include

- Senior Championships
- Age Group Championships
- Junior Olympics
- Silver Championships

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- Bronze Championships
 - Mini Championships
1. The appropriate MASI committees (e.g. Senior committee and Technical Planning for Senior championship) retain the ultimate responsibility for the corresponding championship meet, including format, number of days, site selection, qualifying standards, entry process options, etc.
 2. Time standards shall be published no later than November 1 (SC) and May 1 (LC). The meet announcement shall be posted no later than three (3) months prior to the first day of the meet
 3. Clubs hosting sanctioned meets are required to follow the regulations and procedures described in the [USA Swimming Rulebook](#), MASI Policy Manual, and the MASI Meet Director's Handbook.
 4. The host club will be responsible for all financial and other aspects of the meet, including the sanction request, the facility arrangements, the processing of entries, and the reporting of the results. The host club shall pay the designated rebate fee to MASI.
 5. The host club will be responsible for designating the Meet Director and Operational Risk Director for each meet, subject to approval by the Director of Competition.
 6. The Officials Chair will designate/approve the appropriate officials for the championship meets.
 7. An electronic entry process shall be used for all championship meets. The use of the USA Swimming Online Meet Entry (OME) process is highly recommended.

Bid Packet

1. Bid form - the championship meet bid form for either age group or senior*.
2. A facility usage request form – confirmation of communications between the meet host and the facility in which the proposed meet(s) will be held.
3. State code compliance agreement – as appropriate for the state in which each meet will be held.
4. Emergency Action Plan (EAP) for each facility.
5. Meet host assumption of risk disclaimer.
6. Any other information deemed necessary by the Director of Competition or USA Swimming.

**A request to change a date for a championship meet (facility availability, etc), must be directed to the Director of Competition, with date change approval from Performance Division.*

Deadlines

- | | |
|-------------------------|----------|
| 1. SC Championship meet | June 15 |
| 2. LC Championship meet | August 1 |

Each deadline date is for the year prior to the meet start date

SC season is generally September through April

LC season is generally May through August

Awarding of championship series meets

Bids for MA Championship meets shall be reviewed and awarded by a task force consisting of the MASI Performance Vice-Chair, the MASI Technical Planning Chair, the MASI Coach Representative, the Senior MASI Athlete representative, and either the MASI Senior Chair (for Senior championship meets) or the MASI Age Group Chair (for Age Group championship meets.) Input from the MASI Director of Competition shall be considered when reviewing and awarding the bids.

It is the intent that the awarding of bids for short course championship meets will be made no later than July, and the awarding of bids for long course championship meets will be made no later than October. Announcement of bid awards may be delayed if there are no acceptable bids as determined by the above task force, or negotiations between the task force and potential hosts are incomplete.

5.1.6 Open Water

Any organization wanting to host a sanctioned OW swimming event must first obtain the concurrence of the MASI Open Water Swimming Committee.

1. The [application \(and instructions\) for obtaining a sanction for any Open Water](#) meet is on the USA Swimming website.
2. The completed application form must be sent to the MASI Open Water Committee Chair (via the MASI office) for review. All requested information and additional forms should be included with the submission;
3. If there will be non-sanctioned events and/or Masters events conducted at the same time as the sanctioned swim, the information provided must clearly state that the MASI sanction will not apply to those classifications. The meet information for those non-sanctioned and/or Masters events should be included for review to ensure that no inference of a USA Swimming or Middle Atlantic Swimming sanction can be draw.
4. If the application is complete, the OW Chair will review and submit the application to the OW Application Approver at USA Swimming;
5. When approved by USA Swimming, the application form will be returned to MA and forwarded to the MASI Director of Competition. Any sanction application fees must be sent to the MASI office at that time.
6. Bids to host an Eastern Zone, National or International OW event are recommended to be received by the MASI OW committee in time for the committee to review the bid prior to presentation at the annual USA Swimming convention, generally no later than the first week in September of the year before the event. Any applicable USA Swimming and/or FINA rules would apply to those meets.
7. Whenever possible, Middle Atlantic Swimming will conduct Open Water Championships in Age Group and/or Senior Classifications.

The MA Open Water committee shall maintain a 'Procedure Manual' which includes a detailed timeline to be followed for all MA sanctioned meets (except any USA-S or FINA hosted championship meet.) The following general timeline is recommended for all Clubs hosting a sanctioned Open Water meet in MAS:

1. Submit a request to the OW Chair and the MAS Technical Planning Chair providing the proposed meet dates no less than sixty (60) days prior to the meet.
2. Submit the Open Water Sanction application to the MA OW Chair as provided in section 8.3.1.
3. When application has been approved by USA-S, the sanction fee must be sent to the MA office before a sanction will be granted.
4. Within fourteen (14) days after the event, submit an event Safety Report and the applicable rebate fee to the MA office.
5. Within forty-five (45) days after the event, submit a Meet Financial Report to the MA office.

5.1.7 Meet Reconciliation

The Meet Director is responsible for assuring that all athletes entered in a sanctioned meet are current members of USA Swimming.

Ten full business days prior to the first day of the meet, a backup copy of the meet database must be sent to the MASI Registration Coordinator to confirm that all athletes entered in the meet are properly registered. Any registration errors must be corrected (as indicated in the pre-meet recon report) prior to the meet, including the registration of athletes before or at the meet following procedures established by MASI. Additional information regarding these procedures is included in the MASI Meet Directors Handbook.

5.1.8 Financials

1. Fees associated with sanctioned meets can be found in the Fee Table.
2. All requests for exceptions to any meet-related fee must be submitted in writing and accompanied by the rationale for the exception. Submit requests to the Director of Competition.
3. Entry [fee rebate](#) must be received within fifteen (15) days of the conclusion of the meet. Rebates not received by the deadline may be subject to additional penalties.
4. MASI retains the right to require the host club to furnish, within 15 days after a written request, all receipts and vouchers relating to the sanctioned event.

5.1.9 Reporting Requirements

All meet-related reporting requirements are found in the Meet Director's Handbook.

5.1.10 Penalties

Meet hosts are required to comply with the provisions of [Articles 202.4](#) and [202.5](#) of the USA Swimming Rulebook, as well as any additional MASI requirements. As such, penalties will be imposed on all meet hosts that violate one or more of these requirements. All future meets may be suspended and future meet sanctions may be withdrawn if any fines are not paid promptly.

5.2 Approved Meets

5.2.1 Requirements and Conditions

1. The requirements for an Approved competition are stated in [Article 202](#) of the USA Swimming Rulebook. All provisions of this section must be followed by the hosting organization.
2. Subject to review and approval by the MASI Director of Competition, MASI will recognize certain types of meets as follows:
 - Championship meets – a league or season-ending culminating meet
 - Multi-team meets – a competition with three (3) or more participating teams and at least 100 swimmers.
 - YMCA dual meets

5.2.2 Application process

1. An MASI approved meet application must be submitted along with the application fee to the MASI Director of Competition. The application must be accompanied by a complete meet announcement.
2. Other than YMCA sponsored meets, the application must include the names of the USA Swimming certified officials that will be present at the meet to observe and certify that the competition was in conformance with specified USA Swimming technical rules; at least two (2) certified officials must be present at each such meet session. YMCA sponsored meets must be sufficiently staffed by YMCA certified officials.

5.2.3 Deadlines

An MASI approved meet application must be submitted no later than sixty (60) days prior to the first day of competition; applications received less than 60 days prior to the meet will be considered only after payment of the additional fee (see fee table). Applications will not be accepted less than thirty (30) days prior to the meet.

5.2.4 Processing of approved status

The DOC has sole discretion for approval status.

5.2.5 Meet Reconciliation

The meet host should send an electronic backup of the meet database to the MASI office seven (7) days prior to the start of the competition. The meet database should include ID numbers for ONLY those athletes who are registered members of USA Swimming. The resulting meet recon will be returned to the meet host with information regarding the registration status of those athletes with ID numbers in the meet database. The meet host should remove ID numbers from unregistered athletes and correct any other ID issues that are noted on the recon.

5.2.6 Meet Results Processing

An electronic backup of the completed meet should be submitted to the MASI office within seven (7) days following completion of the meet.

5.2.3 Financials

1. A non-refundable Application Fee must accompany the application. (see [Fee Table](#))
2. The host organization must pay an entry fee rebate to MASI; this rebate fee is based on the total individual meet entries, including non-USA Swimming members. The rebate fee is due fifteen (15) days after completion of the meet; failure to pay the rebate fee may result in times from the meet not being recorded in the SWIMS database.

5.2.4 Times

1. Times achieved by USA Swimming registered athletes will be entered into the SWIMS database following procedures established by the MASI Times Coordinator. It is the responsibility of the meet host to provide correct USA Swimming registration IDs for each USA Swimming member athlete.
2. Un-registered swimmers, whose times from an approved meet qualify for entry into a MASI Championship series meet or an Eastern Zone Championship meet, may submit a written request that those times be entered into the SWIMS database upon completion of their USA Swimming athlete registration.

5.3 Observed Meets

5.3.1 Requirements and Conditions

The requirements for an Observed competition are stated in [Article 202.8](#) of the USA Swimming Rulebook. All provisions of this section must be followed by the hosting organization.

5.3.2 Application Process

An Observed meet application must be submitted to the MASI Director of Competition

5.3.3 Deadlines

An application to have a meet recognized as an Observed meet must be submitted to the MASI Director of Competition at least thirty (30) days prior to the first day of the meet.

5.3.4 Processing of observed status

The DOC has sole discretion for observed status.

5.3.5 Meet Results Processing

Following the meet, an electronic backup of the completed meet must be sent to the MASI office; the database must include the USA Swimming ID numbers for ONLY those athletes who wish to have their times recorded in SWIMS. The meet host must remove USA Swimming ID numbers from other athletes in the meet database.

5.3.6 Times

Times for current USA Swimming athlete members with a valid USA Swimming ID number in the meet results database will be uploaded to SWIMS.

Note: to ensure that the meet database information is correct, the meet representative may submit the meet database to the MASI office (before or after the meet, but in any event before submission for uploading the results to SWIMS) to verify that names, ID numbers and membership are correct.

Current members with incorrect registration information in the results database (i.e., an incorrect name or ID number) and former members who are no longer current must pay a processing fee to have their times re-submitted. Swimmers that are not a current or former athlete member must join USA-S as athlete members and then pay a processing fee to have their times submitted to SWIMS.

5.3.7 Fees

A processing [fee](#) will be due prior to times being processed in SWIMS.

6.0 Travel Fund Assistance Policy

6.1 Athlete Travel Assistance

6.1.1 General

1. Middle Atlantic Swimming will provide travel assistance to athletes who meet eligibility requirements and participate in meets designated on the “Meets and Levels” document that is approved by the MASI Executive Director.
2. For travel assistance purposes, the year shall be the same as the MASI fiscal year – i.e., from September 1 through the following August 31. Meets will be designated for the Winter (generally September – December), Spring (generally January – April) and Summer (generally May – August) seasons. When held as a separate meet, a trials class meet is considered separately and is not included with other meets designated in that season.
3. All designated meets must be USA Swimming/LSC-sanctioned meets and must be open to all MASI athletes that have achieved a qualifying time for the meet.
4. A swimmer is eligible to receive travel assistance for only one meet during each season, with the following exceptions:
 - a. A trials class meet does not count toward any season.
 - b. An Open Water swimmer may receive funding for a pool event and an open water event during the same season, but may receive no more than three awards during a year.

6.1.2 Travel Assistance Support

1. The amount of a travel assistance award provided to swimmers is based on qualifying time standards, and not on the meet that they attend. The three levels of time standards will be the qualifying time standards for specific USA Swimming Championship meets.
2. A swimmer will receive a travel assistance award based on their highest level of time achievement during the qualifying period established in this document as they enter the meet; if a higher level is achieved at the meet, the higher-level award may be requested

3. The award for each qualifying time standard is noted in the Meets and Levels document.
4. Travel assistance for Olympic Trials shall be distributed separately from the support of other meets.

6.1.3 Eligibility Requirements

MASI Registration

1. To receive travel assistance a swimmer must be currently registered in MASI at the time of the meet.
2. The travel assistance based on registration will be awarded as follows:
 - First registration year in MASI – not eligible – no award.
 - Second registration year in MASI – 25% of award.
 - Third registration year in MASI – 50% of award.
 - Fourth registration year in MASI – 75% of award.
 - Fifth and subsequent years in MASI – 100% of award.
3. Credit for a registration year in MASI will be based on registration status on December 1 of each year.

MASI Meet Participation

1. Pool swimmers: To be eligible to receive travel assistance, a swimmer must have participated in at least two MASI sanctioned meets that are open to all MASI swimmers within the one-year period immediately preceding the meet for which an award is requested. Participation in only a bonus event at the sanctioned meet shall not satisfy this participation requirement. Swimmers who are disqualified from an event for either a technical stroke/turn violation or a false start may count that event for participation. Swimmers who take a Declared False Start, or are disqualified for failure to swim a deck-seeded event after they have checked in, may not count that event.
2. Open Water swimmers: OW swimmers do not need to participate in a MASI sanctioned meet during the qualifying period, but must satisfy the Qualifying Time Standard in either the 800m/1000yd or 1500m/1650yd Freestyle event for one of the meets as defined in section 7.1.3.1.
3. College swimmers: this section for future use

Funded/Supported Meet Participation

To receive travel assistance, a swimmer must qualify for and participate in at least one individual event at a designated meet. Participation in only a bonus or relay event at the meet shall NOT satisfy this participation requirement. Swimmers who are disqualified from an event for either a technical stroke/turn violation or a false start may count that event for participation. Swimmers who take a Declared False Start, or are disqualified for failure to swim a deck-seeded event after they have checked in, may not count that event.

MASI Qualifying Time Standards

1. Time Standards for levels of support will be the qualifying time standards for specific USA Swimming Championship meets:
 - The Bonus Level, available only in the summer season is the qualifying times for the summer USA Swimming National (LC) Championships.
 - Level 1 is the qualifying times for the current season for the USA Swimming (SC) Winter National Championships.
 - Level 2 is the qualifying times for the current season for the USA Swimming (SC) Winter Junior Championships.
 - Level 3 is the Bonus qualifying time for the current season USA Swimming (SC) Winter Junior Championships.
2. The qualifying period for achieving a time standard shall be no earlier than the following dates one calendar year prior to the meet for which travel assistance is requested (i.e., approximately 12-16 months prior to the meet):

- Winter September 1
- Spring January 1
- Summer June 1
- Open Water June 1
- Olympic Trials January 1

6.1.4 NCAA and post-High School swimmers

1. Swimmers are eligible to receive travel assistance for a period of four years following graduation from high school, not counting the summer season immediately following graduation. If a swimmer does not graduate from HS, the year of their presumed graduation will be decided by the Travel Fund Committee (TFC) and used for this purpose. In certain situations (e.g., a swimmer with a remaining year of college eligibility), a swimmer may apply for an additional period of travel assistance by submitting specific justification to the TFC; such request must be submitted prior to any meet for which support is to be requested.
2. Swimmers participating in a college program are eligible to receive travel assistance only during the Summer season or for a Trials class meet, provided they meet the eligibility requirements

Note: College and university athletes are reminded that Middle Atlantic Swimming is not responsible for compliance with NCAA rules.

3. In order to receive travel assistance, a college/university swimmer must be registered with MASI and must represent Middle Atlantic at the meet for which support is requested, regardless of where the athlete is training; the MASI representation may be part of a dual representation when permitted by the meet.
4. College swimmers will maintain their credit for a registration year for all prior registration years with MASI.
5. In order to remain eligible to receive the full MASI travel assistance in each subsequent Summer seasons, a college swimmer must maintain their MASI registration. For each Summer season in which a college/university swimmer does not meet this requirement, their travel assistance in subsequent years shall be reduced by 25% of the otherwise eligible support.
6. Swimmers participating in a college program are required to submit a Travel Support Declaration which acknowledges any financial support that the swimmer has received or will receive for meet expenses; such support includes any meet expenses which have been paid by their college program. The amount of travel assistance will be reduced by the amount of any such additional support.
7. Swimmers age nineteen (19) or older at the time of the Meet, including swimmers that are participating in a college program, are eligible only for Level 1 or Level 2 travel assistance.

6.1.5 Open Water Athletes

MASI will provide travel assistance to swimmers attending designated Open Water (OW) Championship events.

1. OW swimmers not presently competing in pool competition or who have met a Time Standard prior to the qualifying period may request waiver of qualifying period requirement by submitting a request to the TFC with the request for funding.
2. Any swimmer on a current USA Swimming National OW Team, or one who finishes no lower than eighth (8th) place at the current National OW Championship meet (either 5K or 10K race), shall receive the Level 1 Award for the meet – including if the swimmer does not have a current OW qualifying time.

6.1.6 Disability / Paralympic Athletes

Travel assistance is available for swimmers that attend certain disability swimming events, such as Paralympic Championships. Contact the TFC for additional information regarding these meets.

The amount of support for athletes attending these meets will be equivalent to the support provided to other swimmers for comparable meets.

6.1.7 Application / Payment

1. Travel assistance awards will be paid to the swimmer's respective club. A club representative must submit the request for travel assistance form to the MASI Office and include all documentation as required on the form.
2. Unattached swimmers with no club association at the time of the meet must contact the MASI office regarding their support.
3. Travel Assistance Awards are distributed each travel season up to the budgeted amount. Awards will be given in the following order:
 - Summer Bonus
 - Level 1
 - Level 2
 - Level 3
4. If there are not sufficient funds within any season to grant the full award to all eligible swimmers at each level, remaining funds shall be equally distributed to swimmers at the underfunded level. Any remaining funds after granting the awards in each season shall be added to and be available for awards during the next season. They will not be carried over from one year to the next.
5. When there is a funded meet outside the three seasons, (Open water, Disability, a National Trials meet, Olympic Trials or other funded meet) the request deadline will be 15 days after the meet.
6. At the completion of the Summer season, appeals or late applications for the current year will be considered and any remaining funds will be distributed to swimmers that did not previously receive a full award. Late requests and appeals must be received at the MASI office no later than October 1. Requests and appeals received after October 1 will not be considered.
7. All travel assistance awards must be reviewed and approved by the Finance Vice-Chair before payment to any club or individual.

6.1.8 Appeals

An appeal of any decision regarding travel assistance may be made to the TFC by submitting a letter to the MASI Office; such appeal must be submitted by October 1 following the meet in question. Appeals of a decision by the TFC may be referred to the MASI Administrative Review Board for resolution.

6.2 Travel Assistance – Club

6.2.1. General

1. Travel assistance will be provided to eligible MASI clubs that send at least one coach and one swimmer to a USA Swimming LC National Championships, an Olympic or World Championship Trials, a LC US Open, or a LC Junior National Championships held during the summer
2. The Club must be registered with MASI at the time of the meet. The coach must be currently certified and registered with MASI at the time of the meet. At least one swimmer registered with the Club must represent and participate in the meet according to the requirements stated above.

6.2.2 Support

1. Each MASI Club shall be eligible to receive only one award during each year.

2. The amount of support available to each club is based on the level of achievement in the USA Swimming [Club Recognition Program](#) as of the first day of the meet. The award amount is found on the Meets and Levels document.
3. Applications for Club Travel Assistance must be submitted to the MASI Office by the deadline noted on the form.
4. Late requests and appeals will be considered according to the same procedures as described for athlete support.

7.0 Eastern Zone Age Group Meets

7.1 Short Course

Any swimmer with a qualifying time may enter the Eastern Zone Short Course meet and compete as a representative of their local club team. Middle Atlantic does not organize a team or provide assistance to enter or attend the meet.

7.2 Long Course - Age Group Championship

The Long Course Zone meet (LC Zone Meet) is open to any eligible swimmer that has bettered the posted qualifying time for an event in the meet.

7.2.1 Meet eligibility

LSC Eligibility

1. Each LSC may enter all swimmers who have a qualifying time in each individual event.
2. Each LSC may enter one or more relay(s) in each relay event.
3. A swimmer may swim a maximum of three (3) individual events per day, and a maximum of six (6) individual events for the meet.

Athlete Eligibility

1. A swimmer's age is governed by their age on the first meet day.
2. Each Swimmer must have current registration with Middle Atlantic / USA Swimming and be free of debt, claims or sanctions by MASI.
3. Each swimmer must have participated in three (3) MASI sanctioned or approved meets in the two previous years; swimmers with only one year of registration in MASI (i.e., current registration begins no earlier than September 1 of the previous year) must have participated in two (2) MASI sanctioned or approved meets during that period.
4. A swimmer must have achieved the qualifying time during the time period stated in the meet announcement.
5. Any swimmer, regardless of age, who has participated in an individual event at a USA Swimming National Championship (LC or SC), a USA Swimming Spring Championship, a USA Swimming Junior National Championship (LC or SC), the US Open, or a USA Swimming Trials Class meet - is NOT eligible to enter and compete at the LC Zone Meet.
6. Any swimmer 13 years or older who has achieved a current qualifying time in an individual event for any of the above meets prior to the entry deadline for the LC Zone Meet - is NOT eligible to enter and compete at the LC Zone Meet.
7. Any swimmer 12 years or younger who has achieved a current qualifying time in an individual event for any of the above meets, but has not competed in that event at the qualified meet, is eligible to enter and compete at the LC Zone Meet - including the event for which they have the qualifying time.
8. Relays will consist of MA Zone Team members who have qualified in an individual event at the meet. Relay participants will be chosen by the MASI Zone Coaching staff.
9. When held, the top two finishers in each age group in a Middle Atlantic Open Water Championships will be named to the MA Long Course Zone Team and afforded the same rights and privileges as their pool counterparts - i.e., travel supplements, uniforms, etc.

7.2.2 Meet Entry

1. All meet entries will be submitted by MASI.
2. Swimmers must submit their best qualifying time in an individual event, along with proof of this time (electronic meet results are preferred) to the MASI Zone Team Database Manager for entry into the LC Zone meet. Times must have been achieved in LC meters and must be from a sanctioned or approved meet.
3. Entry fees for individual events are the responsibility of the swimmer and must accompany each entry. Relay fees will be paid by MASI.

7.2.3 General Information

1. MASI does not provide lodging, transportation or meals for the LC Zone Meet participants. The Zone Team Manager will obtain a block(s) of rooms near the meet location. Information regarding reservations will be available to parents of swimmers who plan to attend the meet.
2. Zone team equipment, when offered, is available only to those swimmers who qualify for and attend the LC Zone Meet. Equipment will be distributed at a Zone Team practice prior to the meet and it is the responsibility of the swimmer/parent to pick up equipment.

7.3 Long Course - Staff

MASI will staff a team manager, head coach and assistant coaches for the LC Zone meet.

7.3.1 Coaches

Head coach

1. Applications for the LC Zone head coach position will be available on the MASI website and must be submitted to the MAS office by July 1 of each year. Candidates for the head coach position are expected to have prior experience as a Zone team coach
2. The Zone head coach will be selected in July from the qualified applicants by a group consisting of the MASI Performance Vice-Chair General Chair and the Age Group Chair.
3. The responsibilities of the Zone head coach are;
 - Serve as head coach at the Summer LC Zone meet;
 - Actively encourage other coaches to apply for the Zone team coaching staff;
 - Participate with the Age Group Chair and the Coach Representative to select the Assistant Coaches for the Team;
 - Assign each Coach (self-included) the responsibility for one age group;
 - Notify the Assistant Coaches of their duties and expectations before and during the meet;
 - Be present throughout the entire meet;
 - Conduct team meetings as needed;
 - Organize the distribution of certificates and pins after the meet;
 - Submit summation report to the LC Zone Team Manager at the conclusion of the meet.

Assistant coaches

1. Applications for Zone Assistant Coach positions will be available on the MA website and must be submitted to the MAS office by July 1 of each year. The Assistant Coaching staff should be a mix of veteran Zone coaches and those for whom this will be their first Zone experience.
2. The Zone Assistant Coaching staff will be selected in July by a group consisting of the Zone Team Manager, the Performance Vice-Chair and the Age Group Chair.
3. The responsibilities of the Zone coaching staff are:
 - Become familiar with the swimmers in their assigned age group;
 - Be responsible for their assigned age group through completion of the meet;
 - Be present throughout the entire meet.

7.3.2 Team Manager

Responsibilities of the Long Course Team Manager are:

Financial

1. Prepare a budget for approval by the Finance Vice-Chair.
2. Account for monies received and disbursed.
3. Prepare a post-meet report for the MA Board of Directors, including financial accounting for all receipts and expenses.

Applications

1. Prepare application for coaches and swimmers.
2. Have the applications posted on the MASI website.
3. Monitor applications as received by the MASI office.

Equipment and Travel

1. Arrange hotel accommodations; reserve the appropriate number and type rooms.
2. Manage rooming lists.
3. Be aware of other facility considerations.
Note: rooms generally need to be booked one year in advance of the meet.
4. Arrange for meals, including any special needs (diabetics, allergies, religious considerations).
5. Place equipment orders and arrange for distribution at pre-meet practice and/or meeting.
6. Manage reorders and distribution.
Note: Equipment orders are generally done a year in advance of each meet.

General

1. Work with the Zone Team Head Coach throughout the year.
2. Be accessible to parents and answer questions throughout the year.
3. Organize packets for swimmers, coaches.
4. Arrange for practice/meeting facility after team is selected.
5. Arrange for practice times at the meet.
6. Attend Managers meeting at meet; serve on Meet jury, if selected;
7. Handle any emergencies which may arise.

9.0 Awards and Recognition

The strength of our community is founded on the contributions of our members. Middle Atlantic Swimming will annually recognize individuals or groups for exceptional commitment to the MASI mission, vision and values. Award recipients will be selected based on pre-determined criteria for each category.