



MAINE Swimming Inc.
Board of Directors
Orientation Manual & Handbook

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MSI Mission Statement

Maine Swimming promotes excellence by providing competition and resources to support, educate, and empower its members.

MSI Vision Statement

Maine Swimming: You CAN get there from here!

1. **Board of Directors Overview**

A. Welcome Statement

Welcome to the Board of Directors of Maine Swimming! Your willingness to serve as a volunteer for the organization is greatly appreciated by everyone within the LSC. The athletes are the primary beneficiaries of your time and effort. Without you and the other many volunteers throughout Maine Swimming, the athletes would certainly notice an absence of programming, opportunities and resources that they currently enjoy. Your commitment to youth sports will have a significant impact on the Maine Swimming athletes, which include helping to shape their values, build work ethic, provide future opportunities, as well as contribute to a healthy lifestyle.

B. Orientation

Maine Swimming will hold an orientation meeting for all new members of the Board of Directors at which time they will be brought up to speed on MSI's mission, vision, values, goals, and current initiatives. Duties and responsibilities of members of the Board will be discussed as well as the various protocols. All members of the BOD will e-sign and submit annually, for filing with the Permanent Office, acknowledgement of receipt of the MSI Board of Directors Orientation Manual & Handbook and the MSI Policies & Procedures Manual.

C. Members of the Board

Members of the Board include the General Chair, Administrative Vice-Chair, Senior Vice-Chair, Age Group Vice-Chair, Finance Vice-Chair, Treasurer, Coach Representative, Athlete Representatives, Operational Risk, Officials Chair, Technical Planning Chair, Safe Sport Chair, Secretary and Diversity and Inclusion Chair. EX-OFFICIO The Immediate Past General

Method of selection of the members and their terms are described in the Maine Swimming Bylaws.

The members of the Executive Committee shall be the General Chair, who shall act as chair, Administrative Vice Chair, Senior Vice Chair, Age Group Vice Chair, Finance Vice Chair, Treasurer, two (2) Athlete Representatives, and the Coaches Representative. The presiding officer shall appoint an Individual Member to serve as the secretary of the meeting.

D. Meetings

The Board of Directors meetings are typically bi-monthly; we do our best to accommodate all schedules. Meetings are usually held in the evening and generally last anywhere from one to two hours. They will be held via teleconference or at a mutually agreed upon destination. All meetings (with times, dates and locations) will be published on the Maine Swimming website calendar and an emailed reminder will be sent from the Permanent Office. All meetings are public and open to any member of the LSC to attend.

E. House of Delegates

All members of the Board are voting members of the MSI House of Delegates. Meetings of the House of Delegates are held twice a year, once in the fall (typically early to mid October), and once in the spring (typically late April to early May, depending on LSC schedules). The House of Delegates hears reports from the members of the Board, adopts and/or amends provisions in the MSI By-laws, approves meet schedules, elects members of the Nominating Committee, and Board of Directors (General Chair, Administrative Vice-Chair, Senior Vice-Chair, Age Group Vice-Chair, Finance Vice-Chair, Treasurer, Coach Representative, Athlete Representatives, Operational Risk, Officials Chair, Technical Planning Chair, Safe Sport Chair, Secretary, At-Large Board Members (when elected) and Diversity and Inclusion Chair), and conducts any other business as necessary.

F. Requirements

Members of the Board must be current members of Maine Swimming (USA Swimming). Each member of the Board of Directors must read the Conflict of Interest Policy in the Maine Swimming Policy and Procedures Manual and annually e-sign and submit, for filing with the Permanent Office, a copy of the MSI Conflict of Interest Form, agreeing to conform to the policy. Failure to meet the requirements of the Conflict of Interest Policy may result in actions for removal from office in accordance with the MSI Bylaws or referral to the Zone Board of Review depending on the nature and seriousness of the offense.

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

2. Board Membership - General Duties & Responsibilities

The Board of Directors (BOD) has overall responsibility for the conduct of the organization. The BOD represents the interests and viewpoints of the membership by providing leadership, strategic direction, vision, un-conflicted loyalty and fostering diversity. There are some broadly accepted standards about the operation of a board; many state laws governing nonprofit organizations include further requirements or standards that vary from state to state.

Diversity is defined by the Board of Directors to include, but not limited to, culture, national origin, age, gender, position within the organization, race, physical ability and geographical location.

A. Principles of Successful Board Operation and Standards of Conduct:

The *first principle* is that the MSI board operates as a unified team, not as individuals. The inability to work as a team will accomplish nothing. The individuals who serve on a board have no special powers unless they are also officers, or the board has voted to give ("delegate") responsibility for some task or area of work.

The *second principle* is that board members must act and make decisions within the scope of their authority, with care ("duty of care") and in good faith ("duty of faith") and in the organization's best interest without regard to their own best interests ("duty of loyalty"). In the event that a BOD member's interest inevitably conflicts with the best interests of Maine Swimming, that BOD member agrees to disclose the conflict of interest to the disinterested BOD members and avoids taking any part in the decision (stepping back in this way is often called "recusal"). IRS rules impose penalties on directors and others who work with nonprofits who receive inurement/private benefits.

B. Transparency and Accountability:

The MSI Board of Directors has a legal and ethical obligation to the organization to conduct their activities with accountability and transparency. The MSI BOD should regularly and openly convey information to the membership to establish external visibility and build trust in the organization. The MSI BOD can also be held accountable by government officials (the state Attorney General and the IRS, among others) and can be sued for failing to meet their responsibilities with care, faith or loyalty.

C. MSI Owned Email Accounts & Distribution Lists:

MSI controlled distribution lists are to be used solely for the purpose of conducting MSI or USA Swimming business. Any other use is strictly forbidden. In addition, any mass email "blast" of items not directly related to the business operations of MSI shall be approved and/or signed off on by the MSI Permanent Office and/or the MSI Administrative Vice-Chair prior to distribution. Only duly elected or appointed Officers or Standing Committee Chairs are authorized to use MSI distribution lists for the dissemination of MSI related information. The purpose of this policy is not to deny the exercise of anyone's First Amendment right to Freedom of Speech; rather it is to protect the integrity and name (brand) of Maine Swimming, Inc., and by extension, USA Swimming, Inc.; and to ensure that official emails and distribution lists are not used in any way that could be construed as advocating for a person, cause, party, belief, or outside organization unaffiliated with or supported by MSI or USA Swimming.

D. Expectations:

Members of the Board are expected to attend Board and House of Delegates meetings. When unable to attend, they are expected to notify the General Chair and submit a written report. Subsequent to the occurrence of the meeting, a member unable to attend is expected, at his or her earliest opportunity, to contact the General Chair or Secretary to obtain any information regarding Board Action taken that would directly or indirectly impact the execution of the member's direct responsibilities and duties. Loyalty is expected from every member. Support and enforcement of all Board decisions, whether one personally agrees or not, is a must. Many healthy debates will occur at Board meetings, but when all is said and done, all will be expected to support the final decision. Respect of other Board members and their right to disagree with one's point of view is essential. One should not take personal affront when someone disagrees with him/her. Board members are expected to fulfill their duties in a timely fashion. If a member becomes overwhelmed with other things in his/her life such that s/he is unable to tend to his/her Board duties, that member should submit his/her resignation or take a temporary leave so that others can be empowered and authorized to step in and carry on necessary LSC business. Each member is held to a high ethical standard.

E. Resources

Many resources are available to members of the Board. Each should have a copy of this Orientation Manual and Handbook, the Maine Swimming By-laws, the MSI Policies & Procedures Manual; and the USA Swimming Rules & Regulations. Supplies and equipment will be provided as necessary by the LSC All approved expenses will be reimbursed upon proper completion of the appropriate form and submission of receipts. Past and present members of the Board are available for consultation whenever needed. USA Swimming offers many resources. Most can be accessed through the USA Swimming website (www.usaswimming.org) Access to necessary forms and

applications as well as to LSC schedules and other information can be found on the Maine Swimming website.
www.maineswimming.org

F. Directors and Officers Insurance

Board members are covered under a General Liability policy provided as a benefit of USA Swimming membership.

MSI Board of Directors Job Descriptions

All members of the Board of Directors (BOD) serve as a team for the purpose of developing and implementing the best programming and providing optimum service for the members of MSI. Cooperation among all officers, chairs, and standing committee members is essential for good governance. Officers and Committee Chairs should always remember that it is best to involve others in the fulfillment of their respective responsibilities. This lightens the burden of the officer, trains future leaders, and enhances the program through the introduction of fresh ideas and additional perspectives. When appointing anyone to head up a task, it is essential to define the task, state deadlines and expectations, provide necessary background information, state any guidelines or parameters, and provide a budget. Do not abandon any committee or task force - monitor their progress and provide support as needed. Do not be shy about thanking anyone for helping - verbal and written thank you's and acknowledgments go a long way towards maintaining an enthusiastic volunteer base. A brief summary of each Board member's responsibilities follows. A timeline that provides a general framework follows the job descriptions and may help to keep everyone on target.

Where 'Committee' is utilized in this Manual, it shall mean a group of members organized to serve a defined purpose, overseen by an elected/appointed member of the MSI BOD. Committee membership shall be approved by the General Chair with Advice and Consent of the BOD. It shall be the responsibility of the elected/appointed member of the BOD overseeing a committee to provide nominations for committee membership. Committee membership is a privilege and not a right, and members of committees may be removed for or without cause by a vote of the BOD.

When issues associated with a BOD member's area of responsibilities arise, timely resolution of these issues is required, typically within 24-48 hours. Where issues may have a broader impact on the LSC, the Committee Chair shall promptly inform the General Chair or, in his/her absence, the Administrative Vice Chair.

- A. GENERAL CHAIR: The General Chair shall oversee and have general charge of the management, business, operations, affairs and property of MSI, and general supervision over its officers and agents; shall call meetings when and where deemed necessary; shall preside at all meetings; and, except as otherwise provided in these Bylaws and with the advice and consent of the Board of Directors, shall appoint committee chairs and members for standing and special committees or coordinators as may be necessary to permit MSI to effectively, efficiently and economically conduct its affairs. The General Chair shall report to the Board of Directors all matters within the General Chair's knowledge that the Board of Directors should consider in the best interests of MSI.
- B. ADMINISTRATIVE VICE CHAIR: The Administrative Vice Chair shall conduct meetings in the absence of the General Chair and, at the request of the General Chair or in the event of the disability of the General Chair, shall perform all of the duties of the General Chair, and when so acting shall have all of the powers of the General Chair. The Administrative Vice Chair shall chair, and have general charge of the business, affairs and property of the division that administers MSI business and affairs. The Administrative Vice Chair shall aid in the development of policy and the coordination of the activities of the officers and committees within the division internally and with other divisions, and committees and coordinators. The Administrative Division shall be responsible for the creation and maintenance of MSI's Policies and Procedures Manual.
- C. SENIOR VICE CHAIR: The Senior Vice Chair shall chair and have general charge of the affairs and property of the Division that develops and conducts the senior swimming program of MSI. The Senior Vice Chair will serve as the liaison to the Athlete Representatives and shall be responsible to see that the Athlete Representatives' elections are held in accordance with these Bylaws.
- D. AGE GROUP VICE CHAIR: The Age Group Vice Chair shall chair and have general charge of the affairs and property of the Division that develops and conducts the age group swimming program of MSI.
- E. FINANCE VICE CHAIR: The Finance Vice Chair is the chief financial officer of MSI. The Finance Vice Chair shall chair and have general charge of the affairs and property of the division that includes the Treasury function, the development and implementation of an investment program for MSI's working capital, funded reserves and endowment funds and the development and implementation of a marketing and fund-raising plan for MSI. The Finance Vice Chair shall prepare an annual budget for MSI's operations and present the budget for approval by the Board of Directors and the House of Delegates. In addition, the Finance Vice Chair shall cause to be conducted the audit required hereunder and shall review, or shall cause the Audit Committee to review, the annual audit report and recommend acceptance and appropriate action, if any, with regard thereto by the Board of Directors and the House of Delegates. The Finance Vice Chair is responsible for the adequacy of MSI's system of internal financial and accounting controls. The Finance Vice Chair is the chair of the Finance and Budget Committees and a member of the Personnel Committee. Together with the Treasurer, the Finance Vice Chair is ultimately responsible for MSI's compliance with Section 608.4.
- F. SECRETARY: The Secretary, or a delegate, shall be responsible for keeping a record of all meetings of the House of Delegates and Board of Directors, conducting official correspondence, issuing meeting and other notices and making such reports to USA Swimming as are required by these Bylaws and shall perform the other duties incidental to the office of Secretary. The Secretary, or the staff of MSI's permanent office, shall be custodian of the records and the seal of MSI, and attest the execution of, and cause the seal to be affixed to, all duly authorized instruments. The Secretary shall cause to be kept at MSI's permanent office copies of all minutes, official correspondence, meeting and other notices, and any other records of MSI and the MSI corporate seal.

- G. **TREASURER:** The Treasurer shall be the principal receiving and disbursing officer of MSI. Except as otherwise directed by the Finance Vice Chair, the Finance Committee or the Board of Directors, the Treasurer shall receive all moneys, incomes, fees and other receipts of MSI and pay all bills, salaries, expenses and other disbursements approved by an authorized officer, committee chair, coordinator, the Finance Vice Chair, the Finance Committee, the Board of Directors or the House of Delegates, or required to be paid pursuant these Bylaws. When authorized by the Board of Directors, income and expenses may be received and paid by a division, officer, committee or coordinator, provided that the division, officer, committee or coordinator promptly submits to the Treasurer an itemized report, duly attested by the division, officer, committee chair or coordinator and either within the approved budget of such division, officer, committee or coordinator, or authorized by the Board of Directors or the House of Delegates. The Treasurer shall be a member of the Finance Committee but may not be its chair. The Treasurer shall issue a quarterly report listing the current budget variances by line item, all receipts, all expenditures and the current fund and account balances for the preceding quarter and for the fiscal year to date, together with such other items as the Finance Vice Chair, the Finance Committee, the General Chair or the Board of Directors may direct. The Treasurer shall:
1. have charge of and supervision over and be responsible for the funds, moneys, securities and other financial instruments of MSI;
 2. cause the moneys, securities and other financial instruments of MSI to be deposited in the name and to the credit of MSI in such institutions as shall be designated by the Board of Directors or to be otherwise invested as the Finance Vice Chair, the Finance Committee or the Board of Directors may direct;
 3. cause to be appropriately segregated and accounted for any endowment funds, scholarship or award funds and any similar special purpose funds or accounts;
 4. cause the funds of MSI to be disbursed by checks or drafts, automated debits or wire transfers upon the authorized depositories of MSI, and obtain and preserve proper vouchers for all moneys disbursed;
 5. cause to be kept at MSI's permanent office correct books of account and other financial records of all its affairs and transactions and such duplicate books of account as the Board of Directors, the Finance Vice Chair, the Finance Committee or the Treasurer shall determine;
 6. upon request and at reasonable hours cause such books or duplicates thereof to be exhibited to any member of the Board of Directors and upon application and at reasonable hours cause the quarterly financial reports and the annual audited financial statement to be exhibited to any member of MSI or USA Swimming;
 7. cause MSI to be in compliance with the requirements of Section 608.4;
 8. have the power to require from the officers, committee chairs, coordinators, staff or agents of MSI reports or statements giving such information as the Treasurer may determine to be appropriate or helpful with respect to any and all financial transactions of MSI;
 9. make the books and records available and otherwise fully cooperate with those conducting the annual audit of accounts of MSI cause the preparation and timely filing of all required federal, state and local tax returns, and other financial and tax reports with the applicable government official, and forward a copy of the annual financial statement and audit report and any federal tax return to the Secretary for submission to the Board of Directors and USA Swimming national headquarters in accordance with these Bylaws and as otherwise directed by USA Swimming;
 10. have the power to appoint one or more assistant treasurers and delegate to them one or more of the Treasury functions, or parts thereof; and
 11. in general, perform all the other duties incident to the corporate treasury function.
- H. **OPERATIONAL RISK CHAIR:** The Operational Risk Chair shall be responsible for coordinating safety enhancement and training opportunities as needed and for the dissemination of USA Swimming safety education information to all Group Members, athletes, coaches and officials of MSI. The Operational Risk shall develop safety education programs and policies for MSI and make recommendations regarding same, and the implementation thereof, to the Senior Vice Chair, the Administrative Vice Chair and the Board of Directors. The Operational Risk shall make the reports required pursuant to Section 608.7.
- I. **TECHNICAL PLANNING CHAIR:** The Technical Planning Chair shall chair, and have general charge of the business, affairs and property of the Technical Planning Committee, which is responsible for long-range planning regarding the swimming programs conducted by MSI, the continuing review and development of the MSI philosophy and for advising other committees and divisions regarding the implementation of that philosophy in the context of MSI's swimming programs.
- J. **OFFICIALS CHAIR:** The Officials Chair shall chair the Officials Committee which is responsible for recruiting, training, certifying and supervising officials for MSI. The Officials Chair shall be a referee certified by MSI and each member of the Officials Committee shall be a certified official of MSI.
- K. **DIVERSITY & INCLUSION CHAIR:** The Diversity & Inclusion Chair shall be responsible for developing and implementing strategies, policies, and programs that create a diverse and inclusive environment for all members of MSI and to build the population of underrepresented coaches, athletes, administrators, and officials within the MSI membership.
- L. **SAFE SPORT CHAIR:** The Safe Sport Chair shall be responsible for the implementation and coordination of, and serve as the MSI liaison for, the Safe Sport Program established by USA Swimming. The Safe Sport Chair shall be a non- athlete member in good standing, and shall work with the USA Swimming Safe Sport staff and the USA Swimming Safe Sport Committee to implement pertinent aspects of the national Safe Sport Program within MSI. The Safe Sport Chair will:
1. Serve as the primary contact for MSI to coordinate and oversee the implementation of effective safe sport educational programs for all athlete members, their parents, coaches, volunteers and clubs, as provided by USA Swimming;
 2. Be trained regarding the complaint reporting structure and refer all reports of a violation of the Athlete Protection policies directly to the local club, the General Chair, the USA Swimming Safe Sport staff, and/or other appropriate authority;

3. Participate in workshops as provided by USA Swimming, collect and share information about what USA Swimming and other LSCs are doing to promote safe sport policies, and disseminate information on LSC best practices;
 4. Serve as an information resource for MSI clubs and membership, and will help to identify and connect them with local educational partners and resources;
 5. Receive feedback and suggestions on the Safe Sport policies and programs from the MSI clubs and membership, and provide feedback to the USA Swimming Safe Sport Committee and Safe Sport staff; and
 6. Perform other functions as necessary in the fulfillment of USA Swimming's continuing efforts to foster safe, healthy and positive environments for all its members.
- M. ATHLETE REPRESENTATIVES – The Athlete Representatives shall serve as the liaison between the athletes who are members of MSI and the Board of Directors and House of Delegates. The Senior Athlete Representative shall chair the Athletes' Committee.
- N. COACHES REPRESENTATIVE – The Coaches Representative shall serve as a liaison between the coaches who are members of MSI and the Board of Directors and House of Delegates. The Senior Coach Representative shall chair the Coach's Committee.
- O. AT-LARGE BOARD MEMBERS (when applicable) - In addition to their inherent powers and duties as members of the Board of Directors, the At-Large Board Members shall have such powers and duties as may be delegated to them by the MSI Policies and Procedures Manual, the General Chair, the Board of Directors or the House of Delegates.

3. MSI Standing Committees

- A. ATHLETES COMMITTEE - The Athlete Committee is responsible for the publication of an athletes' newsletter and shall undertake such other activities (a) delegated to it by the Board of Directors or the General Chair or (b) undertaken by the Committee as being in the best interests of the Athlete Members, MSI, USA Swimming and the sport of swimming.
- B. AUDIT COMMITTEE - The Audit Committee is authorized to, and it shall be its duty to, conduct the annual audit of the books of MSI required hereunder and present the results thereof to the Board of Directors and the House of Delegates.
- C. BUDGET COMMITTEE - The Budget Committee is authorized and obligated to consult with the officers, committee chairs and coordinators and prepare and present a proposed budget for consideration and approval by the Board of Directors and the House of Delegates. The officers, committee chairs and coordinators shall provide promptly such financial information (current and projected) and budget proposals as the Budget Committee may request. The proposed budget may contain alternatives.
- D. COACHES COMMITTEE - The Coaches Committee shall undertake such other activities (a) delegated to it by the Board of Directors or the General Chair or (b) undertaken by the Committee as being in the best interests of the Coach Members, MSI, USA Swimming and the sport of swimming.
- E. FINANCE COMMITTEE - The Finance Committee is authorized and obligated to develop, establish where so authorized or recommend to the Board of Directors and supervise the execution of policy regarding the investment of MSI's working capital, funded reserves and endowment funds, within the guidelines, if any, established by the Board of Directors or the House of Delegates. The Finance Committee shall also regularly review MSI's equipment needs (both operational and office) and the various methods available to finance the acquisition of any needed equipment, make a determination of the best financing method for MSI and make recommendations to the Budget Committee and the Board of Directors.
- F. OFFICIALS COMMITTEE - The Officials Committee is authorized and obligated to recruit, train, test, certify, evaluate, retest, recertify and supervise officials for MSI and such other activities as may be necessary or helpful in maintaining a roster of qualified, well-trained and experienced officials of the highest caliber.
- G. PERSONNEL COMMITTEE - The Personnel Committee is authorized and obligated to negotiate and set wages, compensation and other terms of employment of MSI's staff (whether employees or independent contractors) within established, budgetary guidelines and policies and to review and approve the scope of duties delegated to the staff.
- H. SAFETY COMMITTEE - The Safety Committee shall be responsible for coordinating safety enhancement and training opportunities as needed and for the dissemination of USA Swimming safety education information to all Group Members, athletes, coaches and officials of MSI. The Safety Committee shall develop safety education programs and policy for MSI and make recommendations regarding those programs and policies and their implementation to the applicable division Vice-chairs and the Board of Directors. When approved by the Board of Directors, the Safety Committee shall be responsible for the coordination of their implementation by the Club Members. The Operational Risk with the assistance of the Committee members shall prepare and transmit the reports required pursuant to Section 607.7.
- I. TECHNICAL PLANNING COMMITTEE - The Technical Planning Committee shall be responsible for long-range planning for the swimming programs conducted by MSI and for advice regarding the technical aspects of those programs and of the sport of swimming generally.

5. [Current MSI Budget \[Click here\]](#)

6. [Website Location of BOD Minutes \[Click here\]](#)

7. [Website Location of MSI By-Laws \[Click here\]](#)

8. [Website Location of MSI Policy & Procedures Manual \[Click here\]](#)

9. MSI Board of Directors Orientation Manual & Handbook Acknowledgment of Receipt and Understanding Appendix 1

10. MSI Conflict of Interest Acknowledgement of Receipt and Understanding– Appendix 2

STATEMENT OF ACKNOWLEDGEMENT

I hereby acknowledge that I have read and understand the Duties and Responsibilities expected of me as a member of the Maine Swimming Board of Directors. An electronic signature of receipt will be maintained with the MSI Permanent Office. Please click on the link below to indicate your receipt and acknowledgement of the Maine Swimming Board of Directors Manual & Handbook.

[CLICK HERE FOR LINK TO BOD ORIENTATION MANUAL & HANDBOOK ACKNOWLEDGEMENT E-SIGNATURE FORM](#)

Print Name

Signature

Date

Maine Swimming Position

Maine Swimming, Inc.
STATEMENT OF PRINCIPLES
ON ETHICAL BEHAVIOR AND CONFLICT OF INTEREST

Those who choose to serve Maine Swimming Inc. whether as volunteers or paid professionals, are held to a high standard of conduct. Those who serve must do so without personal gain in order to avoid any institutional loss or embarrassment and to behave in such a way that the organization's trust and public confidence are enhanced. It is important to avoid any real or perceived conflict of interest.

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

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

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

ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING

I acknowledge receipt and understanding of Maine Swimming's Statement of Principles on Ethical Behavior and Conflict of Interest, and I pledge my full support of the spirit and the letter of the requirements contained therein.

[LINK TO THE ACKNOWLEDGEMENT AND UNDERSTANDING E-SIGNATURE FORM](#)

Print Name

Signature

Date

Maine Swimming Position